



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**June 5, 2018**

- 1. Call to Order.** The regular monthly meeting of the Board of Trustees (the “Board”) of the Charter School of Inquiry (the “School”) was called to order by Helene Kramer, the presiding officer, on June 5, 2018 at 4:45 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Stephanie Adams, Morgan Williams-Bryant, Betty Evans, Helene Kramer, Patrick Miner, Melissa Stadler

Excused: Peter Dow, Deborah Porter

CSI Staff: Robert Fetter, Head of School

Board Attorney: Steven Polowitz

- 2. Proof of Public Notice**

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on June 5 were posted and a list of media outlets who were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

- 3. Approve Minutes**

- a. Regular Business Meeting, May 1, 2018. A motion to approve minutes was made by Betty Evans, seconded by Stephanie Adams and approved unanimously by the Board.

- 4. Announcements / Updates**

- a. Appointment of New Head of School. Ms. Kramer announced that John Sheffield will start as CSI’s new Head of School effective July 2, 2018. She invited Board members to a Meet and Greet with faculty and staff for Mr. Sheffield on June 6 at 3:15 in the school library.
- b. School Events. Mr. Fetter reviewed CSI’s upcoming school events.
- c. Community Events. Ms. Kramer reminded the Board about two student recruitment events in which CSI is participating: Juneteenth on June 16 and 17, and WNY World Refugee Day on June 23.
- d. Board Member Recruitment. Ms. Stadler, on behalf of the Board Member Recruitment Committee, introduced Michelle Lane, CSI’s recommended new prospective parent

trustee. Ms. Lane spoke about her goals: getting more parents involved in the school, engaging the community and doing fund-raising for school needs.

Ms. Stadler also recommended that Wendy Diina, with expertise in fund development as well as marketing and public relations, and Sarah Gilson, a personnel/human resources expert, be invited to join the Board. All recommendations were accepted and the candidates will be invited to complete the formal documents for NYSED approval.

## **5. Parent Association**

No report.

## **6. Instruction/School Operations Report - Robert Fetter, Head of School**

- a. Dashboard Reports. Discussed student promotion and retention. Mr. Fetter reported that staff is conducting final benchmarks to determine the most appropriate action for each child. Parents are aware of the discussions. Final decisions are expected to be made soon.
- b. ELA/Math/Science Assessments. Science assessments completed. Teacher scoring taking place on June 6. No results yet from NYSED regarding ELA or Math.
- c. School Safety Plan. Plan presented. Steve Polowitz urged administration to ensure that all CSI School Safety Team members have complete list of emergency contacts (fire, police, etc.). Ms. Kramer discussed the need for a work plan to identify items that need follow-up and for implementation. The Safety Plan is a confidential document. It will be submitted to NYSED in the Fall 2018.
- d. Other Issues. Ms. Kramer discussed the Firsthand Learning contract to develop and implement the CSI curriculum as identified in the CSI charter. She reported that she will bring it to the July 3 business meeting for approval.

## **7. Financial/Audit Committee Report – Patrick Miner, Board Treasurer**

- a. Financial Statement for period ending March 31, 2018. Mr. Miner reviewed the financial statements and reported a favorable variance and current ratio. A motion to accept the draft financial statements was made by Melissa Stadler, seconded by Morgan Williams-Bryant, and approved unanimously by the Trustees.
- b. Budget 2018-19. Mr. Miner reviewed the budget and pointed out line items that were increased due to school expansion to 5<sup>th</sup> grade or because of new priorities. The budget was based on an enrollment of 250 children. Mr. Miner reported there was recent confirmation that the per pupil reimbursement would increase by \$345 per student (from \$13,005 this year to \$13,350 in the 2018-19 fiscal year). However, the CSI budget will reflect \$13,225 per student revenue due to the fact that the budget was developed before we knew of confirmed amount of the increase.

There was a question where the Capital Reserve Fund was included in the budget. After some discussion, Morgan Williams-Bryant moved to approve the budget pending

resolution of the question about the Capital Reserve Fund. Betty Evans seconded and the motion was approved unanimously by the Trustees. Mr. Miner will follow up with Kirisits & Associates and report back to the Board.

**8. Human Resources / Personnel Committee – Helene Kramer reporting**

- a. New Hire. A motion to approve hiring a long-term sub for the Social Worker who is on maternity leave was made by Melissa Stadler, seconded by Stephanie Adams and approved unanimously by the trustees.
- b. NYSUT Union Negotiations. Ms. Kramer informed the Board that the original NLRB hearing had been postponed because Mr. Miller, the NLRB investigator, was on medical leave. He is back now and hearings are scheduled for the week of May 7 with Lynn Monin and Rob Fetter. Emina Poricanin, our labor attorney, will be present at both hearings.
- c. Confidential Personnel Matters (executive session)
- d. Confidential Legal Matter (executive session)

**EXECUTIVE SESSION:**

Ms. Kramer requested a motion to go into executive session to review a confidential matter regarding union negotiations discussed with CSI's labor attorney. Morgan Bryant-Williams moved, Stephanie Adams seconded, and the board unanimously approved the motion to go into executive session at 5:48 pm.

A motion to end executive session was made by Melissa Stadler, seconded by Betty Evans and approved by the Board unanimously at 6:12 pm.

Ms. Kramer announced in Open Session that the Board discussed union matters related to a discussion with CSI's labor attorney.

The Board resumed several agenda items in open session.

**EXECUTIVE SESSION:**

Ms. Kramer requested a motion to go into executive session to review two confidential personnel matters. Patrick Miner moved, Stephanie Adams seconded, and the board unanimously approved the motion to go into executive session at 6:33 pm.

A motion to end Executive Session was made by Patrick Miner, seconded by Melissa Stadler and approved unanimously by the trustees at 6:50 pm.

Ms. Kramer announced in Open Session that the Board discussed two confidential personnel matters.

- e. Employment Agreement with John Sheffield. Ms. Kramer asked for a motion to approve the employment agreement with John Sheffield as CSI's Head of School, effective July 1, 2018, as per the parameters previously agreed to by the board. Melissa Stadler moved, Betty Evans seconded and the trustees approved the motion unanimously.
  
- f. Severance Agreement with Robert Fetter. Ms. Kramer asked for a motion to approve a severance agreement with Robert Fetter, as per the parameters previously agreed to by the Board. Melissa Stadler moved, Stephanie Adams seconded, and the board approved the motion unanimously.

9. **New Business.** None

10. **Old Business.** None

11. **Other / Open Discussion**

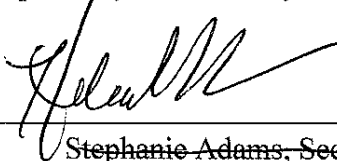
12. **Next meeting(s):**

- a. Annual meeting – July 3, 2018
- b. Regular monthly business meeting – July 3, 2018

13. **Adjournment:**

- a. Motion to adjourn the monthly board meeting made by Melissa Stadler, seconded by Patrick Miner and approved unanimously by trustees at 6:55 pm.

Respectfully submitted by:



Stephanie Adams, Secretary

Helene H. Kramer, Board Chair

7/3/18

Date