



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**June 7, 2016**

- 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 7, 2016 at 4:52 pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Deborah Porter, Jackie Roberson, Jr., Melissa Stadler, Betty Evans, Luke Collard, Peter Dow, Holly Nowak  
Excused: Ann Walden  
CSI Staff: Lynn Monin, Interim Executive Director  
Jessica Quigley, Literacy Coach

- 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 for the meeting held on **June 7, 2016** were posted and a list of media outlets who were asked to publicize the meeting on their community calendars or in their print notices. This notarized affidavit will be kept on file.

- 3. Approve Minutes**

- May 3, 2016. Peter Dow asked for a correction to be made in the Personnel Committee Report to change the word “approved” to “made” the “motion to go into executive session.” A motion to approve the minutes of the June 7, 2016 board meeting as corrected was made by Peter Dow, seconded by Melissa Stadler and approved unanimously by the Trustees.

- 4. Announcements / Updates**

- Marketing Committee. A new CSI Marketing Committee was announced. Members include Deborah Porter, Lynn Monin, Helene Kramer and Sonya Stutts.
- Student Recruitment.
  - Presented new CSI trifold brochure.
  - Announced advertisement in the Challenger to support student recruitment.
  - Several recruitment events coming up. Volunteers needed to staff: Track and Field Classic at Johnny B. Wiley, University United Festival at UB Rotary Field

and Juneteenth at MLK, Jr. Park. A Ninja Turtle character has been secured to draw children to the CSI booth at the Juneteenth event.

- c. Upcoming School Events. Ms. Monin shared upcoming school events for the month of June:
- Open House/Art Exhibit/Ice Cream Social, June 9
  - Field Day, June 17
  - Kindergartener screening for new students June 20-24
  - Kindergartener graduation June 23 from 10:30am – 11:30am
  - Last Day of school June 24, teachers will cleanup of classrooms June 27<sup>th</sup> and 28<sup>th</sup>
- d. Other. Trustee Ann Walden has taken a job with the Cullen Foundation. Since this presents a conflict of interest with CSI, Ms. Walden will unfortunately have to resign from her Board position.

**5. INSTRUCTION / SCHOOL OPERATIONS – Lynn Monin, Interim Executive Director and Jessica Quigley, Literacy Coach**

- a. ELA and Math Assessment Results. Ms. Quigley:
- Presented final end of year ELA and Math assessment results.
  - Will send home information home with children about the Mayor Brown Summer Reading Challenge.
  - Suggested RTI start in January for students in 1<sup>st</sup> Grade
  - Requested more volunteers for the afternoons to support student growth in literacy.
- b. School Calendar. Ms. Monin distributed and reviewed the 2016-17 school calendar with trustees, including the professional development scheduled in August.
- c. Other:
- Follow-up planned for potential partnership with University of Buffalo for student math support.
  - No school activities scheduled for the month of July.
  - Enrollment status presented for 2016-17 school year.

**6. Personnel Committee Report – Holly Nowak, Subcommittee Chair**

See Executive Session

**7. Finance Committee Report – Luke Collard, Chair & Treasurer**

- a. Financial Statements ending April 30, 2016. Reviewed.
- b. IRS990 filed for preopening year (July 1, 2015 through June 30, 2016). Motion to accept the IRS 990 tax return made by Helene Kramer, seconded by Luke Collard and approved unanimously by the Trustees.
- c. Review and approve budget for 2016-17. Mr. Collard reviewed budget with Trustees. Peter Dow moved to approve, Melissa Stadler seconded, and the motion passed unanimously.
- d. Promissory Note to Helene Kramer. CSI has two reimbursable grants (Charter School Program Grant and State Stimulus Fund grant) which require payment of expenses up front

before State reimbursement can be requested. Ms. Kramer offered to make a bridge loan available to CSI should it be needed to cover expenses while the reimbursement requests are processed. Peter Dow moved, Melissa Stadler seconded and the trustees voted unanimously to approve the Promissory Note to Ms. Kramer.

- e. Dissolution Fund. A dissolution fund of \$25,000 per year for the first three years of operation, or \$75,000 total, is required by Charter School law. An account in the amount of \$25,000 was established at M&T Bank for the 2015-16 fiscal year. Mr. Collard and Ms. Kramer will be authorized account signers on the escrow account.

**8. Parent Association Report – Jackie Roberson, Jr.**

- Requested flyer for Parent Recruitment.

**9. Old Business.** None

**10. New Business:** None

**11. Executive Session:**

Ms. Kramer asked for a motion to go into executive session to discuss new hires and the status of NYSUT negotiations. Motion to move into Executive Session made by Holly Nowak, seconded by Melissa Stadler and approved unanimously by trustees. Motion made to have Jackie (Parent Representative) stay for executive session meeting made by Holly Nowak, seconded by Melissa Stadler and approved unanimously by trustees.

Ms. Kramer asked for a motion to move out of executive session. Deborah Porter moved, Betty Evans seconded and the motion was approved unanimously by the Board.

Once in open session, Ms. Kramer announced that the Board met in executive session to discuss new hires, candidates in the Head of School search and NYSUT contract negotiations.

**12. Other / Open Discussion.**

- Peter Dow reported that The Baird Foundation has expressed an interest in CSI. He will follow up.
- Ms. Kramer announced that she has spoken with Diane Bessell, Director of the Institute for Government Non-Profit Innovation Training and Evaluation (IGNITE) at Daemen College, to conduct an online board self-assessment. The purpose of the self-assessment is to determine key areas of organizational strength as well as areas for growth. Ms. Kramer will contact Dr. Bessell to arrange a time to conduct the assessment.

- 13. Adjournment.** Helene Kramer moved to adjourn, Deborah Porter seconded and the Board approved the motion unanimously. The meeting was adjourned at 7:20 pm.

**14. Next Meeting: Annual Meeting Followed by Regular Monthly Business Meeting**  
Tuesday, July 7, 2016 at 4:45 pm in the CSI conference room.

Respectfully submitted by:

  
Deborah Porter

Secretary

7/7/16 Date