Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

July 3, 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 July 3, 2018 at 5:29 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

   Excused: Deborah Porter, Stephanie Adams

   CSI Staff: John Sheffield, Head of School

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 July 3 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, June 5, 2018. A motion to approve minutes was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.

4. Announcements / Updates

   a. Cullen Foundation Board Development Opportunity. The Cullen Foundation has offered all Buffalo charter schools the opportunity to participate in board development training with the nationally recognized Charter School Partners (CSP). The CSI Board discussed the opportunity, objectives and time commitments. The Board decided to participate. Kickoff meeting is Friday, July 13 from 9am to 10am at Enterprise Charter School.

   b. Board Member Recruitment. Ms. Stadler gave an update on the candidates being considered for Board positions. She reported that we are currently looking for candidates with Marketing/PR/Fund Development experience. Board members made suggestions and will follow up.
5. **Parent Association.** No report.

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   a. **Dashboard Reports.** Mr. Sheffield and Board reviewed dashboard reports. Discussed student recruitment and retention/promotion.
   b. **ELA/Math/Science Assessments.** Assessment results not in yet from NYSED.

7. **Financial/Audit Committee Report – Patrick Miner, Board Treasurer**
   a. **Budget 2018-19.** The 2018-19 budget was approved conditionally at the June 5th board meeting pending clarification about how the Capital Reserve Fund was accounted for in the budget document. Mr. Miner provided clarification about how the Capital Reserve Fund was, in accounting terms, handled ‘below the line’ as it’s a transfer of money from operating to the Capital Reserve Fund and would be paid through cash reserves. Given this clarification, Ms. Kramer asked for the Board to vote to approve the budget without condition. Betty Evans moved to approve the budget, Morgan Williams-Bryant seconded and the board approved the motion unanimously.

   Mr. Miner related that NYSED has not made the 2018-19 budget template available yet; Kirisits will submit our budget once they get the required template.

   b. **Financial Statement for period ending May 31, 2018.** Mr. Miner reviewed the financial statements and reported a favorable variance and current ratio, and a positive increase in net assets. A motion to accept the draft financial statements was made by Morgan Williams-Bryant, seconded by Peter Dow and and approved unanimously by the Trustees.

   c. **Resolution – Secretary’s Certificate for M&T Line of Credit.** Item tabled because it was under review by CSI’s Board Attorney. Item will be revisited at August 7 meeting.

   d. **Firsthand Learning, Inc. Contract.** Contact will provide services for curriculum development and professional development for the 2018-19 school year. Motion to approve made by Morgan Williams-Bryant, seconded by Melissa Stadler and approved unanimously by the trustees, except for Peter Dow who recused himself since he is a member of the Board of Firsthand Learning.

8. **Human Resources / Personnel Committee – Helene Kramer reporting**
   a. **NYSUT Union Negotiations.**

   **EXECUTIVE SESSION:**

   Ms. Kramer requested a motion to go into executive session to share with the Board a confidential matter regarding union negotiations discussed with CSI’s labor attorney.
Patrick Miner moved, Melissa Stadler seconded, and the board unanimously approved the motion to go into executive session at 7:10 pm.

A motion to end executive session was made by Betty Evans, seconded by Patrick Miner and approved by the Board unanimously at 7:40 pm.

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

   a. Satisfaction Surveys. Item was moved up earlier in the agenda to accommodate the presenter, Dr. Diane Bessel. Dr. Bessel reviewed results of the annual satisfaction surveys of parents, teachers and children. Board members discussed the data and asked clarifying questions.

10. Old Business. None

11. Other / Open Discussion

12. Next meeting(s):
   a. Regular monthly business meeting – August 7, 2018

13. Adjournment:
    Peter Dow moved to adjourn the meeting, Patrick Miner seconded and the motion was passed unanimously by the trustees at 7:42 pm.

Respectfully submitted by:

Stephanie Adams, Secretary