



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

July 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 **July 7, 2016 at 4:55 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
CSI Staff: Lynn Monin, Interim Executive Director

- 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 **July 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**

- a. A motion to approve the minutes of the June 7, 2016 board meeting was made by Melissa Stadler, seconded by Luke Collard and approved unanimously by the Trustees.

- 4. Announcements / Updates**

- a. Ann Walden: Ann Walden officially resigned as a Board Member effective May 16, 2016 due to a potential conflict of interest with new job at the Cullen Foundation. Letter received and accepted by the board.

- 5. Instruction / School Operations** – Lynn Monin, Interim Executive Director

- a. Recruitment/Enrollment Status for the 2016-17 school year update. We currently have 150 children enrolled. Final enrollment counts will become effective when parents have completed the entire enrollment process.
- b. Staffing. CSI will recruit a Certified Music Teacher, an Extended Day Coordinator and a Part-time Extended Day Coordinator for the 2016-17 school year.
- c. Transportation and Food Service. Making arrangements with BPS Food Service to provide breakfast, lunch and snacks again this year, and with BPS Transportation and First Student for bus transportation.

- d. Employee Manual. Working with Alcott HR on revising the employee manual.
- e. Remapping Curriculum. Jessica Quigley is reviewing all curriculum alignment with Common Core standards for ELA, math and science.
- f. Orientation for New Families. Orientation for parents of newly enrolled children for the 2016-17 school year will be held on Wednesday, August 31. School starts Thursday, September 1. Working on family handbook and supplies lists.

6. Personnel Committee Report – Holly Nowak, Subcommittee Chair

See Executive Session section

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

- a. Financial Statements ending May 31, 2016. Reviewed.
- b. Repayment of Promissory Notes and Rent. Announced that promissory notes and repayment of back rent is due. Our accountants, Kirisits & Associates, is issuing repayment checks.
- c. Approve Corrected 2016-17 Budget. Budget for 2016-17, which is based on a projection of revenue for 150 students, was finalized and approved. Motion to approve made by Melissa Stadler, seconded by Betty Evans and approved unanimously by the Trustees.

8. Parent Association Report – Jackie Roberson, Jr.

- a. Field Day was a great success. Kudos to Lynn Monin.
- b. Will develop strategies for parent involvement and will remain flexible and proactive.
- c. Will be working on creating a survey for Parent Engagement.

9. Old Business.

- a. Approve school calendar 2016-17. Motion to approve the CSI 2016-17 School Calendar was approved by Holly Nowak, seconded by Peter Dow and approved unanimously by the Trustees.
- b. Conflict of interest statements. Trustees are required to complete conflict of interest agreements each year. Trustees were asked to complete and submit required forms.

10. New Business:

- a. Proposal for Board Assessment. Reviewed proposal for initial board assessment from Dr. Diane Bessel, assistant professor of Social Work and Sociology at Daemen College and director of the Institute for Government Non-Profit Innovation Training and Evaluation (IGNITE).
- b. Introduction to Board assessment instrument and process. Dr. Bessel discussed reasons for conducting board assessment, reviewed the assessment instrument, and provided instructions for how to complete the survey.

- c. Approve BOCES letter of intent for services. Motion to approve letter of intent with BOCES for professional development and ongoing support in math at a cost of approximately \$6500 was moved by Helene Kramer, seconded by Peter Dow and approved unanimously by the Trustees.
- d. Giving Board. Trustees agreed to ask make a donation to the school in any amount they can afford.
- e. Buffalo Hearing and Speech. Motion to approve Buffalo Hearing & Speech contract for \$30,000 was approved by Melissa Stadler, seconded by Holly Nowak and approved unanimously by the Trustees.
- f. Buffalo Food Service. Motion to approve the BPS Food Service contract, a no-cost contract to CSI, was made by Betty Evans, seconded by Melissa Stadler and approved unanimously by the Trustees.

11. Executive Session:

- a. Motion to go into the Executive Session to discuss status of Head of School Search, new hires and the status of union negotiations was approved by Melissa Stadler, seconded by Betty Evans and approved unanimously by the Trustees.
- b. Motion that Lynn Monin and Jackie Roberson remain for the Executive Session meeting was made by Better Evans, seconded by Melissa Stadler and approved unanimously by the Trustees.
- c. Motion to move out of executive session was made by Holly Nowak, seconded by Peter Dow and approved unanimously by the Trustees.
- d. Ms. Kramer, Board Chair, announced that the Board discussed the status of Head of School Search, new hires, and discussed status of union negotiations. A motion to hire new personnel was made by Holly Nowak, seconded by Deborah Porter and approved unanimously by the Trustees.

12. Other / Open Discussion. None.

13. Next Meeting: Tuesday, August 2, 2016 at 4:45 pm in the CSI conference room.

14. Adjournment. Helene Kramer moved to adjourn, Deborah Porter seconded and the Board approved the motion unanimously. The meeting was adjourned at **7:00 pm.**

Respectfully submitted by:

_____ Secretary _____ Date
 Deborah Porter