



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

July 11, 2017

- 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 11, 2017 at 5:09 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Peter Dow, Betty Evans, Patrick Miner, Pamela Nicasastro, Jackie Roberson, Jr., Melissa Stadler

Excused: Deborah Porter

CSI Staff: Robert Fetter, Head of School

Board Attorney: Steve 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 July 11, 2017 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 Regular Monthly Board Meeting of June 6, 2017 was made by Peter Dow, seconded by Pamela Nicasastro and approved unanimously by the trustees.

- 4. Announcements.** Mr. Fetter shared information about end-of-year events, including Field Day, Parent BBQ-Literacy and Kindergarten graduation and thanked staff and parents for making each event successful.

- 5. Parent Association – Jackie Roberson, Jr., President.** No report.

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

- a. EOY ELA/Math Assessment Results. Reviewed results of AIMSweb assessments for all grades (K to 3) in ELA and Math. Approximately 70% of children in all grades in both subjects scored in the Average, Above Average or Well Above Average

- categories. Five struggling children were referred for Special Ed services. Mr. Fetter shared a newly-developed RTI Flowsheet which clearly structures the RtI process to identify children who need interventions and the support they'll receive at each level.
- b. Student Recruitment 2017-18. Mr. Fetter shared chart detailing current status of enrollment for new children and re-enrollment of current children. Open House for child care providers scheduled Thursday, July 13. Other recruitment activity ongoing through the summer.
 - c. Staffing 2017-18. Current 3rd grade teachers will become 4th grade teachers. Currently recruiting: 2 third grade teachers to backfill 3rd grade, 1 first grade teacher, several Teaching Assistants, an RtI Specialist for literacy, and an Administrative Assistant.
 - d. Contracts. Mr. Fetter reviewed the following contracts:
 - i. *Just for Kids* – outside contractor for extended day
 - ii. *Dr. Andrew Steck* – Responsive Classroom professional development
 - iii. *Jeremiah & Sons Janitorial Service* – floor stripping, waxing and polishing
 - iv. *Delta Education* – FOSS Science Kits
 - v. *Buffalo Hearing & Speech* – special ed services for children with IEP's in hearing and speech
 - e. Policies: School Safety Plan and Work Plan. Safety Plan drafted and some of it already implemented. The work plan details additional work for the Safety Plan to be completed and provides responsibilities and timelines.
 - f. Promotion-Retention Report. Updated report distributed and discussed.
 - g. Students Not Returning Report. Updated report distributed and discussed.
 - h. Other Issues. Mr. Fetter reported that one of our Special Ed students made such remarkable progress that he was cited as a success story by his speech therapist at a year-end meeting of special ed service providers.

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

- a. Financial Statement for period ending May 30, 2017. Mr. Miner reviewed the financial statements and accompanying discussion/analysis report generated by Kirisits & Associates. He recommended acceptance of the report. After some questions, Peter Dow moved, Melissa Stadler seconded and the motion to accept was approved unanimously by the trustees. In additional comments, Ms. Kramer suggested that since we are on a net-net-net lease and responsible for all building repair that we work on getting a line of credit for the school in the event of unforeseen large capital expenditures.
- b. NYS Comptroller's Report. Reviewed NYS Office of State Comptroller's report and CSI's response. Some questions and discussion took place. Pam Nicastro moved to approve the response letter, Patrick Miner seconded and the board approved the motion unanimously.

c-g. Contracts. Mr. Roberson moved to approve, subject to review by Board counsel, contracts for Just for Kids (extended day), Dr. Andy Steck, Jeremiah & Sons Janitorial Service, Delta Education and Buffalo Hearing & Speech. Melissa Stadler seconded the motion and the board approved the motion unanimously.

8. Human Resources / Personnel Committee – Pamela Nicaastro, Chair

- a. NYSUT Negotiations. Discussed in executive session.
- b. Personnel/Staffing 2017-18. Discussed in executive session.

EXECUTIVE SESSION:

Ms. Kramer asked for a motion to go into executive session to discuss the status of NYSUT Negotiations and Personnel matters for the 2017-18 school year. Jackie Roberson moved, Pamela Nicaastro seconded and the Board voted unanimously to go into executive session at 6:45 pm.

A motion to end executive session was made by Patrick Miner, seconded by Jackie Roberson and approved by the Board unanimously at 7:10 pm.

Ms. Kramer announced in Open Session that the Board discussed the status of negotiations with NYSUT and staffing for the 2017-18 academic year.

9. New Business

- a. Head of School Evaluation. Ms. Kramer reviewed the Head of School Evaluation instrument with trustees. The Board set the date of Thursday, August 17 at 4:45 pm for the evaluation. It will be the only item on the agenda for that date and will be held in executive session with just board members present.

10. Old Business

- a. Satisfaction Surveys. Satisfaction surveys from parents, teachers and students have been collected and turned over to Dr. Diane Bessel for scoring.
- b. Strategic Plan. Ms. Kramer reviewed the final strategic plan, including mission, vision, values statements, goals, committee chairs and ongoing implementation. This item will regularly be on the board agenda to direct and monitor ongoing activity.

11. Other/Open Discussion: None


12. Next meeting(s):

- a. Meeting to Conduct Head of School Evaluation. Thursday, August 17, 4:45 pm.
- b. Regular monthly business meeting – Tuesday, September 5, 2017 at 4:45 pm.

13. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Peter Dow, seconded by Melissa Stadler and approved unanimously by trustees at 7:39 pm.

Respectfully submitted by:



Deborah Porter

Secretary

7/20/17 Date