



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

August 2, 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 **August 2, 2016 at 4:48pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Deborah Porter, Melissa Stadler, Betty Evans, Luke Collard, Peter Dow, Holly Nowak and Jackie Roberson, Jr.

CSI Staff: Robert Fetter, Head of School
Lynn Monin, Director of Operations

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 **August 2, 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

- Annual Meeting: A motion to approve minutes, as amended, of the July 7, 2016 annual meeting was made by Peter Dow, seconded by Luke Collard and approved unanimously by the Trustees.
- Regular Monthly Business Meeting: A motion to approve minutes of the July 7, 2016 regular monthly business meeting was made by Betty Evans, seconded by Peter Dow and approved unanimously by the Trustees.

4. Announcements / Updates

- Head of School Appointment. Ms. Kramer welcomed Robert Fetter, CSI’s new Head of School.
- Report, Board Assessment-Dr. Diane Bessel. Tabled until next meeting.

5. Instruction / School Operations Report – Robert Fetter / Lynn Monin

- Student Recruitment. 162 children are currently enrolled for the 2016-17 school year

- b. Staffing. Discussed staffing requirements and possible configurations for the 2016-17 school year to provide the most effective instructional support for CSI's children. Recruitment of new staff is under way.
- c. State Reporting. Reports due to NYSED in July and August were submitted.
- d. Preparation for New School Year – Starting September 1, 2016
 - A welcome letter to all incoming parents has been mailed.
 - The Family/Student Handbook is being revised for distribution at Parent Orientation on August 31.
 - BCOME WNY is in process of conducting an IT technical review of all computing hardware, software and IT infrastructure. They will issue a report with recommendations.
 - Instructional staff is scheduled to be at the school from August 22 through August 31 for orientation, professional development, and classroom set-up.
- e. Preparing School Building. These activities are either completed or underway:
 - Set up of 3rd grade classrooms, 2nd floor
 - Post-construction clean (after facilities upgrades)
 - General cleanup and maintenance (fixing, painting, floor waxing)
 - Spruce up grounds / landscaping

6. Personnel Committee Report – Holly Nowak, Subcommittee Chair

- a. Approve revised Employee Manual. Tabled until manual is reviewed by Personnel Committee for policy changes and language required for consistency with CSI-NYSUT accepted proposals.
- b. Approve change in pay cycle. Administration and Alcott HR recommended that CSI change its pay cycle from semi-monthly to biweekly effective with the September 9 payroll. Peter Dow moved to adopt the change, Helene Kramer seconded and Trustees approved the motion unanimously.
- c. New Hires report (see Executive Session)
- d. Resolution to Hire Head of School (see Executive Session)
- e. NYSUT – Negotiations Status (see Executive Session)

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

- a. Approve Audit Contract. An RFP for external auditing services was completed in 2015; Lumsden & McCormick, LLP was selected. A motion to approve their proposal to begin the work was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Trustees.
- b. State Stimulus Fund (SSF) Grant. Work funded by the SSF Grant Work has been used to make the front entrance more secure, to replace all lighting fixtures with energy efficient ones, to build a new AD-compliant bathroom on the 2nd floor and upgrade two bathrooms on the 1st floor, and to remove asbestos from the old boiler room. All work has been completed. A final report and request for reimbursement from SUNY-CSI is being prepared.

- c. Resolution to Add Robert Fetter as a signatory on M&T Checking Account. A motion was made by Luke Collard, seconded by Betty Evans, to approve authorization for Robert Fetter to sign checks issued from the School's M&T Checking Account.

8. Parent Association Report – Jackie Roberson, Jr.

- a. Deborah Porter has requested to attend the next Parent Meeting. Mr. Roberson will inform her of the schedule.

9. Old Business

- a. Conflict of Interest Forms. All Board members have signed and returned their Conflict of Interest forms.

10. New Business: None

11. Executive Session:

Motion for Executive Session. Ms. Kramer asked for a motion to go into Executive Session to discuss staffing and new hires, and to discuss the status of union negotiations. Holly Nowak approved, Luke Collard seconded and the Trustees voted to go into executive session at 6:00 pm.

Motion to Adjourn Executive Session. A motion to adjourn Executive Session at 6:27 pm was made by Luke Collard, seconded by Betty Evans and approved unanimously by the Board.

Executive Session Report:

- a. The Board Chair asked for a motion to approve the new hires discussed in executive session. Luke Collard moved, Peter Dow seconded and the Trustees approved the motion unanimously.
- b. The Board Chair asked for a motion to approve the resolution to hire Robert Fetter as CSI's Head of School. Holly Nowak moved, Melissa Stadler seconded and the Trustees approved the motion unanimously.

12. Other / Open Discussion.

The following items are tabled for next board meeting:

- Board Assessment – need every board member to complete the survey.
- Employee Manual – Language needs to be revisited to ensure that it complies with the Collective Bargaining Agreement under negotiation. Employee Benefits, if changed, need to go through the Personnel Committee.
- More discussion with Holly Nowak regarding HR changes to the Employee Manual.

13. Adjournment. Deborah Porter moved to adjourn, Luke Collard seconded and the Board approved the motion unanimously. The meeting was adjourned at **6:27 pm**.

14. Next Meeting

Tuesday, September 6, 2016 at 4:45pm in the CSI conference room.

Respectfully submitted by:

_____ Secretary _____ Date
Deborah Porter