Charter School of Inquiry

Regular Monthly Board Meeting Minutes

August 7, 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 Morgan Williams-Bryant, the presiding co-chair, on Tuesday, August 7, 2018 at 4:46 p.m. the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

   Trustees Present: Stephanie Adams, Betty Evans, Helene Kramer, Deborah Porter, Melissa Stadler, Morgan Williams-Bryant

   Excused: Peter Dow, Patrick Miner

   CSI Staff: John Sheffield, Head of School

   Board Attorney: Steven 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 Tuesday, August 7, 2018 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. Annual Meeting – July 3, 2018: A motion to approve minutes was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Board.
   b. Regular Business Meeting – July 3, 2018: A motion to approve minutes was made by Deborah Porter, seconded by Melissa Stadler 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
Charter School of Inquiry

development training with the nationally recognized Charter School Partners (CSP). Helene Kramer, Morgan Williams- Peter Dow, Patrick Miner and John Sheffield attended the Kickoff meeting on Friday, July 13, 2018 at Enterprise Charter School. The CSI Board discussed the survey which they are responsible for taking. The development training will be customized based on the result of the survey.

A motion to approve the Cullen Foundation - Board Development MOU was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Board.

5. Parent Association:
No report

   a. Dashboard Reports. Mr. Sheffield and Board reviewed dashboard reports. Discussed Student Enrollment, Retention/Promotion, Special Education (Targeted Population), ELL Student Population, Structuring of ENL Program, New Hires, Master Schedule, AIMS WEB Data and Report Cards, Professional Development, Responsive Classroom Trainings, Teacher Fingerprints, RTI Push-In (Combination model of Push-In and Pull-Outs), Reading Program- Wonders, and Charter Renewal.

   A motion to approve the New Hires was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Board.

7. Financial/Audit Committee Report – Helene Kramer, Board Co-Chair Reporting
   a. Resolution for authorization to execute M&T Line of Credit: M&T Line of Credit was approved. A resolution is needed which properly authorizes Patrick Miner or Helene Kramer to sign documents.

   A motion to approve the resolution for authorization was made by Melissa Stadler, seconded by Betty Evans and approved unanimously by the Board.

   b. M&T Bank Signature Resolution: Signature authority for Helene Kramer, Morgan Williams-Bryant, John Sheffield, Peter Dow and/or Patrick Miner, Treasurer, to sign CSI checks.

   A motion to approve the signature resolution was made by Melissa Stadler, seconded by Betty Evans and approved unanimously by the Board.

   c. Contracts:
      i. Bieler Janitorial Services: Floor waxing
      ii. Bieler General Janitorial Services: Janitorial services for school-year 2018-19
      iii. Buffalo Hearing and Speech: OT/PT Services
Charter School of Inquiry

iv. Buffalo Hearing and Speech: Speech and Audiology Services
v. Dr. Andy Steck: Responsive Classroom Professional Development
vi. Just for Kids: Extended Day Program Provider - Will provide activities such as last year, increase the number of students serviced, and supply a staff member to sit at the front desk during dismissal of the extended day program
vii. BPS Food Service: Will provide breakfast lunch and snacks. This is a no-cost contract.
viii. Ignite-Dr. Diane Bessel, Board Consultant Services: Will consult on development of the Head of School evaluation, as well as the administration and scoring of the evaluation; assist with completing the Strategic Plan; and, develop and conduct the Satisfaction Surveys for teachers, parents and students as required by CSI’s charter.

A motion to approve contracts was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.

8. Human Resources / Personnel Committee – John Sheffield Reporting
   a. School Nurse (part-time) – Revised Job Description (Requirement: RN Licensed to work in NYS, BSN or Bachelor Related Field Preferred)

A motion to approve the revised job description was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Board.

   b. NYSUT Union Negotiations – Tentative Collective Bargaining Agreement.

EXECUTIVE SESSION:
Ms. Williams-Bryant requested a motion to go into executive session to share with the Board a confidential matter regarding the Collective Bargaining Agreement.

Deborah Porter moved, Melissa Stadler seconded, and the board unanimously approved the motion to go into executive session at 6:05 p.m.

A motion to end executive session was made by Deborah Porter, seconded by Melissa Stadler and approved by the Board unanimously at 6:21 p.m.

Ms. Williams-Bryant announced in Open Session that the Board discussed confidential matters regarding union contracts.

A motion to ratify the union collective bargaining agreement as reviewed in Executive Session was made by Betty Evans, seconded by Stephanie Adams and approved unanimously by the Board.
Charter School of Inquiry

9. New Business - John Sheffield Reporting
   a. Employee Acceptable Use Policy: This policy defines for all employees the
      parameters for the responsible and legal use of technology. Teachers will be required
      to sign for their technology devices.

      A motion to approve the Employee Acceptable Use Policy was made by Deborah Porter,
      seconded by Betty Evans and approved unanimously by the Board.

   b. Charter Renewal Application: CSI Board must begin considering consultant agencies
      to assist in this process (The application is due by August 1, 2019)

10. Old Business:
    None

11. Next meeting(s):
    a. Regular monthly business meeting – Rescheduled from September 4, 2018 to
       September 11, 2018

12. Adjournment:
    Deborah Porter moved to adjourn the meeting, Melissa Stadler seconded and the motion was
    passed unanimously by the trustees at 6:33 p.m.

Respectfully submitted by:

Stephanie Adams, Secretary

August 9, 2018
Date