



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

August 8, 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 August 8, 2017 at 4:55 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Peter Dow, Betty Evans, Helene Kramer, Deborah Porter, Jackie Roberson, Jr.

Excused: Patrick Miner, Pamela Nicastro, Melissa Stadler

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 August 8, 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. Annual Meeting, July 11, 2017. A motion to approve the was moved by Jackie Roberson, seconded by Betty Evans and approved unanimously by the trustees.
- b. Regular Business Meeting, July 11, 2017. A motion to approve, as revised, was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.

4. **Announcements**

- a. NYS Comptrollers Final Report. Ms, Kramer reported that the final report was received on July 21, 2017 and CSI has 90 days from date of receipt to respond.
- b. Status of Partnerships. Mr. Fetter updated the status of pending partnerships with Daemen College and BAK Computers.
- c. New web site. Mr. Fetter demonstrated the new web site, which will be simpler to update and less expensive to maintain.

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

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

- a. Student Recruitment 2017-18. Enrollment figures for new students and re-enrollments was shared. School is on target for budgeted number of students. Starting new round of Facebook ads with different messaging for August recruitment. Recommendation that Facebook metrics be shared with Board to determine effectiveness.
- b. Staffing 2017-18. Conducting interviews for several open positions.
- c. Contracts for board approval:
 - i. *Jeremiah & Sons Janitorial Service* – cleaning/maintenance for 2017-18 school year;
 - ii. *Buffalo Public Schools* – provision of food service for 2017-18 school year.
- d. School Safety Plan - Status. Reviewed workplan for July and August tasks. Members of Core School Safety Team determined. Additional members will be selected during 2017-18 start-up week. Contacted BOCES to order School Messenger system.
- e. Extended Day Program Policy. Reviewed Extended Day Policy. There was much discussion, particularly about how to handle parents who pick children up late. .
- f. Other Issues. None.

7. Financial/Audit Committee Report – Patrick Miner, Board Treasurer (Helene Kramer reporting)

- a. June 30, 2017 financial report delayed because it is also an end-of-year report. In order to ensure that the report reflects the most accurate spending for the 2016-17 fiscal year, Kirisits & Associates recommends that we allow more time for invoices to be paid. The June 30 report will be available for board review at the September business meeting.

8. Human Resources / Personnel Committee – Pamela Nicastro, Chair (Helene Kramer reporting)

- 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. Deborah Porter moved, Peter Dow seconded and the Board voted unanimously to go into executive session at 6:23 pm.

A motion to end executive session was made by Jackie Roberson, seconded by Deborah Porter and approved by the Board unanimously at 6:35 pm.

Ms. Kramer announced in Open Session that the Board discussed the status of negotiations with NYSUT and Personnel Matters in executive session.

9. New Business

- a. Resolution to Approve Extended Day Program Policy. A motion to approve the resolution was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.
- b. Resolution to Approve Non-Material Revision to Charter. Mr. Fetter explained the rationale behind the request to State Ed for a non-material revision and the process for getting it approved through the Charter School Office, After some questions and discussion, Peter Dow moved to approve the resolution, Betty Evans seconded and the motion was approved unanimously by the Board.
- c. Contracts.
 - i. Jeremiah & Sons Janitorial Service, Inc. Motion to approve contract, subject to final review and approval by Board counsel, was made by Peter Dow, seconded by Betty Evans and approved unanimously by the trustees.
 - ii. BPS Food Service. Helene Kramer moved to approve the contract, Jackie Roberson seconded and it was approved unanimously by the trustees.

10. Old Business

- a. Satisfaction Surveys. Results of the satisfaction surveys from parents, teachers and students were distributed for use in the Head of School evaluation.
- b. Strategic Plan. Jackie Roberson moved to accept the Strategic Plan, Betty Evans seconded, and the board accepted the plan unanimously, Ms. Kramer explained the board’s role in overseeing the plan. Mr. Fetter plans to share the strategic plan with staff during the start-up period before classes begin. He also identified chairs/co-chairs for each of the strategic goal areas.

11. Other/Open Discussion: None

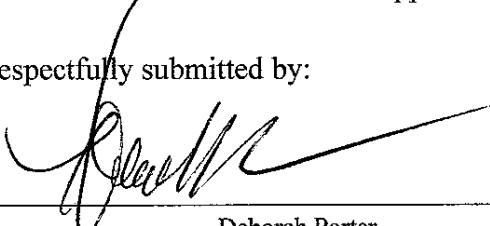
12. Next meeting(s):

- 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 Deborah Porter, seconded by Jackie Roberson and approved unanimously by trustees at 7:06 pm.

Respectfully submitted by:


 _____ Secretary 8/24/17 Date
 Deborah Porter
 Helene H. Kramer BOARD PRES