



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**September 5, 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 September 5, 2017 at 5:02 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

Excused: Patrick Miner, Melissa Stadler, 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 September 5, 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. Regular Business Meeting, August 8, 2017. A motion to approve was made by Betty Evans, seconded by Pamela Nicasastro and approved unanimously by the Board.

- 4. Announcements**

- a. **Start of School Year.** Mr. Fetter reported that, although there were some hiccups with buses and extended day, most of the first days of school went smoothly. Mr. Roberson questioned why there was a change in school exits for children getting released to go home. Mr. Fetter provided an explanation.
- b. **Non-Material Revision Approved by NYSED-CSO.** The Charter School Office approved the non-material revision CSI requested to eliminate two Teaching Assistants (one in each of the two 4<sup>th</sup> grade classrooms) and replace the positions with one Response to Intervention Specialist.

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

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

### a. Student Enrollment 2017-18.

- i. *K-4 enrollment.* 222 children are enrolled in K-4. Fifty-five (55) Kindergarten children enrolled and 52 showed up with three more anticipated. Expect fluctuation over the course of the next few weeks. Will report changes.
- ii. *Extended day.* Parents were notified in August that they had to register their children on the Just for Kids (JFK) website in order to enrolled. However many parents did not register them on the JFK website. These parents are getting registered now but will not be able to send their children until September 18 because JFK must hire enough new staff to accommodate the additional children.

### b. Staffing 2017-18. All positions have been filled with exception of 2 Teaching Assistants and a 3<sup>rd</sup> Response to Intervention Specialist.

### c. NYS Assessments in ELA and Math – 2017 Results. Mr. Fetter shared results of ELA and Math, broken out by subgroups. He summarized the new literacy program structure put in place this year. There was much discussion about how Responsive Classroom's "First Six Weeks" program impacts instructional time. Ms. Evans asked if teachers are doing frequent informal assessments to identify children's needs on a regular basis. Mr. Fetter reported that CSI's literacy coach screened all new Kindergarten children during the summer, and the RtI team is in process of conducting BOY benchmark assessments now. Teachers are expected to conduct regular informal assessments. Information about formal assessments and implementation of new structure will be included in monthly dashboard so Board can track progress.

### d. Contracts for board approval: None

### e. School Safety Plan - Status. The Safety Committee has been established. Initial recommendations have been recorded with continuing review throughout the year. Training on CPR/First Aid/AED is getting scheduled, School Messenger is expected to be on-line before the end of September, planning drills and a Safety Week event have been scheduled, and room numbers are being placed on rooms inside the building (already on outside).

### f. School and Family Handbook. Distributed.

### g. Other Issues. None discussed.

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

### a. Financial Statement for period ending June 30, 2017. Draft statements were shared. Final year-end reports are expected soon from Kirisits & Associates; they are waiting to update the financials with expenses incurred before the end of the fiscal year so they are as up-to-date as possible for the 2016=17 audit. Jackie Roberson, Jr. moved to accept

b.

the draft financial report, Betty Evans seconded and the motion was approved unanimously by the trustees.

- c. Corrective Action Plan for NYS Office of Comptroller. A motion to accept the letter to the NYS Office of Comptroller with CSI's corrective action plan was made by Peter Dow, seconded by Helene Kramer and the motion was approved unanimously by the trustees.
- d. Contract. A motion to approve a proposal from Dr. Diane Bessel to provide consultation for board development, implementation of the strategic plan, Head of School evaluation, and satisfaction surveys (2017-18) was made by Jackie Roberson, Jr., seconded by Peter Dow and approved unanimously by the trustees.

#### **8. Human Resources / Personnel Committee – Pamela Nicastro, Chair**

- a. NYSUT Negotiations. Discussed in executive session.
- b. Confidential Personnel Issue. 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 a confidential personnel matter. Jackie Roberson, Jr. moved, Betty Evans seconded, and the Board voted unanimously to go into executive session at 7:00 pm.

A motion to end executive session was made by Jackie Roberson, seconded by Betty Evans and approved by the Board unanimously at 7:55 pm.

Ms. Kramer announced in Open Session that the Board discussed the status of negotiations with NYSUT and a confidential personnel matter.

#### **9. New Business**

- a. Dashboard Reports. Ms. Kramer shared a draft of dashboard reports to help provide more data-driven information from the staff to the Board. She will work with Mr. Fetter to implement the reports starting with the next board meeting in October.

#### **10. Old Business**

- a. Strategic Plan. Related to the goal of "Organizational Development," Ms. Kramer and Ms. Stadler are working to recruit new trustees in the areas of marketing/pr, fund development and instruction. Several candidates have expressed interest and meetings with them are planned. Mr. Fetter reported progress on the Teacher/Staff Development Committee, Curriculum Committee, Behavior/Culture Committee, Student Recruitment Committee and Parent Engagement Committee. All committees have been organized, several have met and established initial goals.

#### **11. Other/Open Discussion: None**

**12. Next meeting(s):**

- a. Regular monthly business meeting – Tuesday, October 3, 2017 at 4:45 pm

**13. Adjournment:**

- a. Motion to adjourn the monthly board meeting made by Jackie Roberson, seconded by Betty Evans and approved unanimously by trustees at 7:55 pm.

Respectfully submitted by:

Deborah A. Porter Secretary  
Deborah Porter

10/3/17 Date