



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**September 6, 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 **September 6, 2016 at 4:50 pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

Excused: Luke Collard, Holly Nowak

CSI Staff: Robert Fetter, Head of School

- 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 **September 6, 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**

A motion to approve minutes of the August 2, 2016 regular monthly business meeting was made by Peter Dow, seconded by Melissa Stadler and approved unanimously by the Trustees.

- 4. Announcements / Updates**

- Board Assessment Report. Dr. Diane Bessel distributed and reviewed the results of the baseline board assessment she conducted. Ms. Kramer will follow up with Dr. Bessel to schedule board training and a strategic planning session.
- David Frank, Exec. Dir., NYSED-Charter School Office. Ms. Kramer reported out the topics of discussion at a meeting with David Frank and Buffalo-area charter school representatives on August 21.
- Patrick Miner. Ms. Kramer introduced Patrick Miner as a potential new trustee with an accounting/financial background.

- 5. Instruction / School Operations Report – Robert Fetter**

- Professional development. The instructional staff attended professional development sessions between August 22 and 31. It included sessions with staff from Firsthand

- Learning for Inquiry. Dr. Andy Steck conducted training on Responsive Classroom. BOCES worked with teachers on the math component. All three will return throughout the school year to observe, coach and/or offer more training.
- b. Parent Orientations. An orientation for Kindergartners and their families and one for children in grades 1 through 3 and their families were both held on August 30.
  - c. Enrollment: 130 students have been in attendance on average since school started on September 1; 19 more are finalizing their enrollment paperwork. Some delays in attendance are also due to issues of bus scheduling.
  - d. Meet the Teacher night. This event is scheduled for Wednesday, September 21 from 5:30 to 7:00 pm. An announcement will be made to parents through the CSI newsletter. The Parent Association will have a table. Arranging for Buffalo Library representative to be there also.
  - e. Phones. Phone numbers parents give often are not in service. Want to get information about free government cell phones and service for possible use by parents to help alleviate the problem.
  - f. Staffing. Hired a new literacy coach, two third grade teachers, and three teaching assistants. Also hired a new full-time music teacher, a part-time art teacher and an extended day coordinator.

#### **6. Personnel Committee Report – Holly Nowak, Subcommittee Chair**

- a. New Hires
- b. Personnel Matter
- c. NYSUT Negotiations Status

Motion for Executive Session. Ms. Kramer asked for a motion to go into Executive Session to discuss new hires, a personnel matter, and the status of union negotiations. Melissa Stadler moved, Betty Evans seconded, and the motion was approved unanimously by the board. The Board went into executive session to discuss these issues.

Motion to Adjourn Executive Session. A motion to adjourn Executive Session was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.

#### Executive Session Report:

- a. The Board Chair reported that new hires, a personnel matter and the status of NYSUT union negotiations were discussed.
- b. The Board Chair asked for a motion to approve the new hires discussed in executive session. Melissa Stadler moved, Betty Evans seconded, and the Trustees approved the motion unanimously.

- c. The Board Chair asked for a motion to approve the personnel action discussed in executive session. Motion made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Trustees.

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

- a. Financial Statements, period ending June 30, 2016. Report was reviewed.
- b. State Stimulus Fund (SSF) Grant. All facilities upgrades were completed and grant expenditures have been reimbursed by SUNY-CSI.
- c. Approval of Contracts / Expenditures.

A motion to approve an expenditure of \$14,405 for Science Kits from Delta Education and a contract with Jeremiah & Son Janitorial Service for \$2,100 per month was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Trustees.

**8. Parent Association Report – Jackie Roberson, Jr.**

- a. Jackie Roberson, Jr. reported he would schedule a meeting with Mr. Fetter to discuss his ideas about parent engagement with the school.

**9. Old Business.** None.

**10. New Business**

- a. Jackie Roberson, Jr. – resolution to approve as voting trustee. Betty Evans moved to appoint Jackie Roberson, Jr., to the School's Board of Trustees as the Parent Representative subject to NYSED's approval. Peter Dow seconded and the Board approved the motion unanimously. His paperwork will be submitted to NYSED Charter School Office for final approval as a voting trustee.

**11. Other / Open Discussion**

Board discussed how to more effectively infuse African American history and culture into the curriculum using inquiry-based learning. Issues involved curriculum, addressing biases, and involving community to provide role models. The Board decided to organize a task force to address these issues. The task force will include Betty Evans, Deborah Porter, Jackie Roberson, Jr. Peter Dow and Rob Fetter.

- 12. Adjournment.** Helene Kramer moved to adjourn the meeting, Deborah Porter seconded and the Board approved the motion unanimously. The meeting was adjourned at 7:15 pm.

**14. Next Meeting**

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

Respectfully submitted by:

 Secretary  
Deborah Porter

9/6/2016 Date