Charter School of Inquiry

Regular Monthly Board Meeting Minutes

September 11, 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 Helene Kramer, the presiding co-chair, on Tuesday, September 11, 2018 at 4:45 p.m. the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

   Excused: Patrick Miner

   Prospective New Trustee: Michelle Lane (Parent Representative)
   Prospective New Trustee: Jody Sirianni (HR/Personnel Representative)

   CSI Staff: John Sheffield, Head of School
   Lynn Monin, Director of Operations

   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, September 11, 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. Regular Business Meeting – August 7, 2018: A motion to approve minutes was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the Board.

4. Announcements / Updates
   a. Melissa Stadler introduced a prospective new Board member, Jody Sirianni. Ms. Sirianni’s background is in Human Resources. Upon completion of her paperwork, and approval by NYSED, she will become a voting member of the CSI Board and chair the HR/Personnel Committee.
   b. John Sheffield informed the Board of CSI’s “Meet the Teacher Night” – September 13, 5:00 pm.
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c. Helene Kramer and John Sheffield informed the Board that the CSI Parent/Family Handbook for 2018-19 will remain substantially the same as last year’s with no policy changes.
d. Helene Kramer updated the Board on the Charter Board Partners Board Development activity.
e. Helene Kramer reported that the Employee Handbook is in process of being revised to reflect language in the new Collective Bargaining Agreement.
f. Helene Kramer reported that the Head of School evaluation will be ready for Board approval at the October 2, 2018 meeting.

5. Parent Association- Michelle Lane, Prospective Parent Representative Reporting
   a. Parent membership and recruitment, community partnership, social events, and fund raising were discussed.

   a. Presentation: Barry Schaub, Literacy Coach
      “Aimsweb: What is It and How It Works?”
      Data reporting and analysis system for ELA and Math. Diagnostic tool completed 3 times a year. Children grouped using the Response to Intervention model for interventions, as necessary.
   c. Dashboard Reports. Mr. Sheffield and Board reviewed dashboard reports. Discussed Student Enrollment, Special Education (Targeted Population), ELL Student Population, Structuring of ENL Program, New Hires, Student Vaccination Compliance, Aimsweb Data, Report Cards, RTI, and Charter Renewal.
   d. New Hires:
      A motion to approve the New Hires was made by Morgan Williams-Bryant, seconded by Peter Dow and approved unanimously by the Board.

7. Financial/Audit Committee Report – Helene Kramer, Board Co-Chair Reporting
   a. Financial Statements for Period Ending June 30, 2018
      A motion to accept the financial report was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the Board.

   b. Lumsden McCormick, Independent Audit Engagement. Last year of their 3-year contract. Audit of 2017-18 fiscal year will begin soon.

   c. Kirisits & Associates Contract for Accounting Services. Original 3-year contract ended June 30, 2018. New contract began July 1, 2018 for an additional three years. After some discussion, Board decided to ask Kirisits to add online access to the contract before formal approval.
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8. New Business- Helene Kramer, Board Co-Chair Reporting
   a. Policy Review. New NYS-mandated Sexual Harassment Policy will go into effect October 9, 2018. The new policy will be brought to the Board for approval at the October 2nd Board meeting.
   b. Board Professional Development. Will begin with the October Board Meeting.
   c. Board-Staff Relations. Will be organized by Peter Dow. Classroom Tours will take place this month.
   d. Market Branding Request for Proposals. Board discussed need for branding to distinguish CSI’s unique features in order to create effective messaging for student and teacher recruitment. Board approved going forward.

EXECUTIVE SESSION:
   Helene Kramer requested a motion to go into executive session to share with the Board a confidential personnel matter and a contractual issue. Ms. Kramer also requested to include John Sheffield, Lynn Monin and Jody Sirianni in the Executive Session.

   Peter Dow moved, Morgan Williams-Bryant seconded, and the Board unanimously approved the motion to go into executive session at 6:29 p.m.

   A motion to end executive session was made by Deborah Porter, seconded by Morgan Williams-Bryant and approved by the Board unanimously at 6:53 p.m.

   Ms. Kramer announced in Open Session that the Board discussed a confidential personnel matter and a contractual issue.

9. Next meeting(s):
   a. Regular monthly business meeting – Tuesday, October 2, 2018

10. Adjournment:

   Deborah Porter moved to adjourn the meeting, Morgan Williams-Bryant seconded and the motion was passed unanimously by the trustees at 6:57 p.m.

   Respectfully submitted by:

   ____________________________  ____________________________
   Stephanie Adams, Secretary    September 11, 2018
                                          Date