

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

October 2, 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, October 2, 2018 at 4:46 p.m. at 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
Excused:	Morgan Williams-Bryant
Prospective New Trustee	Michelle Lane (Parent Representative)
Prospective New Trustee	Jodye Sirianni (HR/Personnel Representative)
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, October 2, 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 – September 11, 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. Patrick Miner Resignation - Helene Kramer regretfully announced Patrick Miner’s resignation from the Board of Trustees. His resignation leaves an opening for a new finance person to serve as Treasurer and Chair of the Finance-Audit Committee.
- b. Board/Staff Visits – Melissa Stadler and Stephanie Adams shared their classroom visit experiences. Both were positive. Other Board members will visit in the near future. Peter Dow and Stephanie Adams will collaborate with John Sheffield to establish a follow up visit to include the entire Board and classrooms.
- c. Board Member Recruitment –Melissa Stadler suggested that the vacancy created by Patrick Miner’s resignation should be filled by someone who possesses a background in finance or business.
- d. Charter Board Partners. Ms. Kramer reminded the Board to sign up for Charter Board Partner Governance Academy hosted by the Cullen Foundation (Oct. 12 or Nov. 17).
- e. NYSED Mid-Term Site Visit Report 2017-18. Helene Kramer updated the Board on the NYSED Mid-Term Site Visit Report and asked if there were any corrections to be

Charter School of Inquiry

communicated to the Charter School Office before their deadline of October 3. Ms. Kramer noted one discrepancy and had already reported it to the Charter School Office. No other discrepancies were noted by the Trustees.

- f. New Charter School Performance Framework – Ms. Kramer added an announcement about a new version of the Charter School Performance Framework (CSPF) approved by the NYS Board of Regents and issued September 2018. The CSPF is a tool used to assess whether charter schools are meeting the standards to receive a renewal. The new CSPF does not affect existing schools until after their next charter renewal.

5. Parent Association- Michelle Lane, Prospective Parent Representative Reporting

- a. The first Parent Association meeting this school year was held on September 28. Connections to families and schools were discussed (engagement, committees, support/resources, meeting schedules, socials/school events, building relationships with the community).
- b. Due to the fact that some parents felt a Saturday meeting was more convenient, the next meeting will be held Saturday, October 20, 2018.

6. Instruction/School Operations Report – John Sheffield, Head of School Reporting

- a. Inquiry Presentation: David Hartney, President, Firsthand Learning and Marie Giancarlo, Inquiry Coach
“What Is It and How is it Used in Instruction at CSI?”- Board participated in experiential learning, explored frozen water balloons and learned about some of the classroom inquiry activities.
- b. Aimsweb ELA/Math Benchmark Assessments: Fountas and Pinnell beginning of year results were distributed and discussed. CSI students need additional support in Writing.
- c. NYS Assessment Results 2017-18: Reviewed and compared 3-8 grade (and subgroups) ELA and Math results to BPS, the region (BOCES) and the State.
- d. Instruction – Plans/Concerns/Issues/Progress: Identify gaps/align instruction to the standards.
- e. Consolidated Dashboard Report: Mr. Sheffield and Board reviewed dashboard reports. Discussed Student Enrollment, Special Education, ENL Student Population (3 additional students), Structuring of ENL Program, Suspensions, Student Vaccination, Attendance, Responsive Classrooms, Restorative Practices, Standards/ Instruction, NYS Assessment Data, Extra Curricular Activities, Parent Teacher Conferences

7. Financial/Audit Committee Report – Helene Kramer, Board Co-Chair Reporting

- a. Financial Statements – year ending June 30, 2018: Revised
- b. Financial Statements – period ending July 31, 2018:
- c. Financial Statements- period ending August 31, 2018:

A motion to accept financial statements was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.

- d. Lumsden McCormick Audit - Completed field work for audit and submitted report to Kirisits. The audit report is due at NYSED before CSI’s next board meeting. A suggestion was made to have the Finance Committee approve the audit report at their next meeting on October 23, on behalf of the full board, so that it can be submitted to NYSED by the deadline. The final approved report will be shared with the Board at its next business meeting on November 6.

Charter School of Inquiry

A motion to allow the Finance Committee to approve the financial audit report on behalf of the full Board was made by Melissa Stadler, seconded by Stephanie Adams and approved unanimously by the Board.

- e. Kirisits & Associates Letter of Engagement for Accounting Services (2018-2021): 3 year contract

A motion to approve the contract was made by Betty Evans, seconded by Peter Dow and approved by all Trustees, except for Deborah Porter who abstained.

- f. Slavic Integrated Employer Plan Adoption Agreement (Alcott 401k)- (FYI)

A motion to approve this third-party administrator was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.

8. Human Resources/Personnel Committee Helene Kramer, Board Co-Chair Reporting

- a. New Hires

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

- b. Collective Bargaining Agreement MOU – Executive Session

EXECUTIVE SESSION:

Helene Kramer requested a motion to go into executive session to discuss with the Board a contractual issue relating to the Collective Bargaining Agreement. Ms. Kramer also requested to include John Sheffield and Jody Sirianni in the Executive Session.

Melissa Stadler moved, Betty Evans seconded, and the Board unanimously approved the motion to go into executive session at 6:35 p.m.

A motion to end executive session was made by Melissa Stadler, seconded by Betty Evans and approved by the Board unanimously at 6:59 p.m.

Ms. Kramer announced in Open Session that the Board discussed a contractual issue relating to the Collective Bargaining Agreement. She asked for a motion to approve a Memorandum of Understanding to amend the Collective Bargaining Agreement as follows: (1) Under section Work Day (School Days) - revise the instructional day for teaching assistants to 7:15 am to 3:15 pm (from 7:30 am to 3:30 pm) and (2) Attendance Policy – benefit day accruals for planned and unplanned absences that occur during the regular work or school day changed from ½ day increments to 1 hour increments.

A motion to approve the Memorandum or Agreement, as described above, was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Trustees.

Charter School of Inquiry

9. New Business

- a. Resolution to Select Final Board Trustees. Ms. Kramer reported that all of the NYSED-Charter School Office documents for Michelle Lane and Jody Sirianni have been completed, including their background checks. Their files are ready to be sent to the NYSED Charter School Office for final approval.

A motion to select Michelle Lane and Jody Sirianni as final Board trustees was made by Melissa Stadler, seconded by Stephanie Adams and approved unanimously by the Board.

- b. New Requirement from NYS for Sexual Harassment and Abuse Policy: Training, deadline compliance, forms and postings were discussed.

A motion to approve the policy and complaint form was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the Board.

- c. Employee Handbook: Awaiting Alcott for revisions regarding the Collective Bargaining Agreement and the inclusion of the Sexual Harassment Policy.

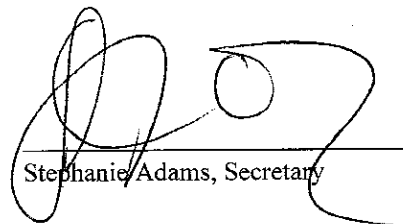
10. Next meeting(s):

- a. Regular monthly business meeting – Tuesday, November 6, 2018

11. Adjournment:

Deborah Porter moved to adjourn the meeting. Stephanie Adams seconded, and the motion was passed unanimously by the Trustees at 7:01 p.m.

Respectfully submitted by:



Stephanie Adams, Secretary

October 2, 2018

Date