



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**October 4, 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 **October 4, 2016 at 4:58 pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

Excused: 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 **October 4, 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**

Several corrections to the minutes were discussed. A motion to approve minutes of the September 6, 2016 regular monthly business meeting, as amended, was made by Melissa Stadler, seconded by Luke Collard and approved unanimously by the trustees.

- 4. Announcements / Updates**

- Jackie Roberson, Jr. Approved by NYSED as Voting Trustee. Trustees congratulated Mr. Roberson as CSI’s official Parent Trustee.
- Patrick Miner as New Trustee. Tabled until next meeting.

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

- Beginning of Year Assessments. Baseline assessments in literacy (Fountas & Pinnell) and math (Aimswest) are currently being conducted. Results will be presented at the November 1<sup>st</sup> trustee meeting.
- Enrollment. 162 children are currently enrolled and attending. These include 50 Kindergarten children, 46 first graders, 31 second graders, and 35 third graders.

- c. **October schedule:**
  - October 7 – Early Dismissal. BOCES will work with teachers on math curriculum. Alcott will discuss health insurance.
  - October 10 – Columbus Day. School closed.
  - October 11, 13 – Apple a Day character development program for children, e.g. social skills.
  - October 12 – Faculty Meeting (2<sup>nd</sup> Wednesday of the month)
  - October 17-20. Field trip to Pumpkin Patch. One grade level per day. Children will learn about farming and will each get a pumpkin
  - October 18 – Meeting of Task Force on African & African-American Culture & History infusion
  - October 31 – Halloween – early release
- d. Recruiting substitute teachers so we have a pool to call on when necessary.
- e. Want to invest in newer radios for better communication among front office and administrative staff.
- f. Westwood Landscaping – using again this year for snow plowing.

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

- a. Head of School
  - School goals for 2016-17 school year. Head of School goals for the 2016-17 academic year were shared with trustees. Baseline assessments are underway in literacy and math. They will be presented to the Board at its November meeting.
  - Head of School Evaluation Instrument. Tabled until November meeting.

Motion for Executive Session. Ms. Kramer asked for a motion to go into Executive Session to discuss union negotiations and new hires. Melissa Stadler moved, Jackie Roberson, Jr. seconded, and the motion was approved unanimously by the board. The Board went into executive session to discuss these issues at 5:30 pm.

- b. NYSUT Negotiations Status
- c. New hires

Motion to Adjourn Executive Session. A motion to adjourn Executive Session was made by Jackie Roberson, Jr., seconded by Luke Collard and approved unanimously by the Board. Session adjourned at 6:14 pm.

### Executive Session Report:

- a. The Board Chair reported that a new hire and the status of NYSUT union negotiations were discussed.

- b. The Board Chair asked for a motion to approve the new hire discussed in executive session. Peter Dow moved, Luke Collard seconded and the trustees approved the motion unanimously.

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

- a. Financial Statements, period ending July 31, 2016. Report was reviewed.

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

- a. No business to report.

**9. Old Business.** None.

**10. New Business**

- a. Policy Review Committee. A Policy Review Committee will be established to review and approve policy changes as needed.
- b. Board Training / Strategic Planning Proposal. Dr. Diane Bessel reviewed her proposal to conduct board training and strategic planning. After some questions and discussion, Melissa Stadler moved to accept the proposal, Jackie Roberson, Jr. seconded and the board approved the motion unanimously.

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

**12. Next Meeting.** November 1, 2016 at 4:45 pm.

**13. Adjournment.** Deborah Porter moved to adjourn the meeting, Luke Collard seconded, and the Board approved the motion unanimously. The meeting was adjourned at 7:36 pm.

Respectfully submitted by:



Deborah Porter

Secretary

10/4/16 Date