Charter School of Inquiry

Regular Monthly Board Meeting Minutes

November 6, 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, November 6, 2018 at 4:47 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

   Trustees Present: Stephanie Adams, Peter Dow, Helene Kramer, Michelle Lane, Jody Sirianni, Deborah Porter, Morgan Williams-Bryant

   Excused: Betty Evans, Melissa Stadler

   Board Attorney (Excused): Steven Polowitz

   CSI Staff: John Sheffield, 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 held on Tuesday, November 6, 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 – October 2, 2018: A motion to approve minutes was made by Deborah Porter, seconded by Jody Sirianni and approved unanimously by the Board.

4. Announcements / Updates
   a. Member Recruitment: Morgan Williams-Bryant reported she and Melissa Stadler found three potential candidates to serve on the board. Two of the candidates have a background in accounting. Morgan and Melissa will interview these candidates in the near future. The third candidate will be held on reserve.
   
   b. NYSED CSO Final Mid-Term Site Visit Report: Based on the report, Helene Kramer reported the need to focus on student enrollment for English Language Learners and Special Education students as well as the need to improve ELA and Math assessment scores.

   c. Charter Board Partners Governance Academy – Takeaways and Next Steps: Ms. Williams-Bryant, Ms. Porter, Ms. Adams and Ms. Kramer shared their experiences at the academy held on October 12, 2018. Ms. Kramer encouraged the other board members to attend the academy during the next session, Saturday, November 17, 2018.
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d. Charter School Performance Framework: Ms. Kramer reported the CSPF has been revised and she reviewed the domains of the framework. CSI will be required to comply with the changes after its charter renewal.
e. Photos of Board Members: Helene Kramer encouraged board members to take a photo during the school’s picture retake day on November 29, 2018 in order to display a composite as a form of community involvement.
g. Board Committees: Committees were established (must include at least two board members and a chair)
   1) Audit/Finance Committee: Helene Kramer will fill in as chair until a finance board member is voted in, Betty Evans, Morgan Williams-Bryant.
   2) Human Resources/Personnel: Jody Siriani (chair), Stephanie Adams, Melissa Stadler, Peter Dow, Michelle Lane.
   3) Executive Committee: Board bylaws state committee will be comprised of board officers, and chair of Personnel/HR Committee, however Board has in practice functioned as a committee of the whole. Question raised about “requirement for an Executive Committee.” Ms. Kramer will research with Board Counsel.

5. Parent Association- Michelle Lane, Parent Representative Reporting
   a. Social events were discussed (Fall-o-Ween Party, Saturday, October 27, 2018) – great turn-out
   b. Social Media updates were discussed
   c. Next Meeting: November 16, 2018 (will be structured/agenda items will be established; brainstorm winter activities)
   d. Will participate in more grassroots recruiting
   e. Parent Association’s Mission and Vision Statements were presented

   a. Instruction- Plans/Concerns/Issues/Progress
      1) Tier III and Tier II Response to Intervention (RTI) groups and structure were discussed, Tier I and differentiated instruction will be addressed.
      2) Report cards with new format were distributed and reviewed.
      3) Report cards will be changed next year to reflect the Next Generation Standards.
      4) Data meetings were discussed.
      5) SST Meetings and new protocols for student referral were discussed.
      6) Learning Environment: field trips and extra-curricular activities discussed.
      7) CSI was approved for Library Book Mobile.
   b. Consolidated Dashboard Report: Mr. Sheffield and Board reviewed dashboard reports. Discussed Tier III and Tier II RTI groups and the new protocol for referring a student to SST,
   c. Other Issues: None

7. Financial/Audit Committee Report – Helene Kramer, Board Co-Chair Reporting
   a. Financial Statements – period ending September 30, 2018
      A motion to accept financial statements was made by Deborah Porter, seconded by Morgan Williams-Bryant and approved unanimously by the Board.
   b. Lumsden McCormick- independent audit report for fiscal year 2017-2018- auditors presented a clean audit with no material issues.
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A motion to approve audit report was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the Board.


A motion to accept contract was made by Peter Dow, seconded by Deborah Porter and approved unanimously by the Board.

d. Contract- Empire Charter Consultants for CSI Renewal Application: Will assist in CSI’s charter renewal

A motion to approve contract was made by Stephanie Adams, seconded by Peter Dow and approved unanimously by the Board.

e. Resolution Approving Revision to authorize M&T LOC Signatures: Morgan William-Bryant to replace Patrick Miner as a signature authority on the M&T line of credit.

A motion to approve resolution was made by Deborah Porter, seconded by Jody Sirianni 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 Jody Sirianni, seconded by Stephanie Adams and approved unanimously by the Board.

b. Social Worker Job Description (revised): Trauma-informed model replaces therapeutic model. Objective is to help children feel safe physically, socially and academically.

A motion to approve the new job description was made by Deborah Porter, seconded by Jody Sirianni and approved unanimously by the Board.

c. Head of School Evaluation 2018-2019: In lieu of time, the evaluation instrument will remain the same as previous years. Will be referred to personnel committee for recommendation on new Head of School evaluation instrument.

A motion to approve the evaluation instrument was made by Deborah Porter, seconded by Michelle Lane, opposed by Peter Dow and approved by the remaining Board members.

d. Employee Handbooks: In collaboration with Alcott and Emina Poricanin (CSI’s Labor Attorney from Hodgson Russ), two Employee Handbooks were developed, one for CSI Union employees that is consistent with the Collective Bargaining Agreement, and the other for Non-Union Employees.

A motion to approve both Employee Handbooks was made by Jody Sirianni, seconded by Michelle Lane, and approved unanimously by the Board.
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e. Sexual Harassment Policy Final Guidance: Reviewed final guidance from NYS for changes in requirements for employee training and posting requirements.
f. Sexual Harassment Policy-revised: Only revision to previously-approved policy is that Alcott HR is added as a contact.

A motion to approve the revised Sexual Harassment Policy was made by Deborah Porter, seconded by Indy Sirianni, and approved unanimously by the Board.

9. New Business
   None

10. Old Business
    None

11. Next Meeting(s):
    a. Regular monthly business meeting – Tuesday, December 4, 2018

12. Adjournment:

Deborah Porter moved to adjourn the meeting, Helene Kramer seconded, and the motion was passed unanimously by the Trustees at 6:28 p.m.

Respectfully submitted by:

[Signature]
Stephanie Adams, Secretary

November 6, 2018
Date