



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

November 7, 2017

- 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 3, 2017 at 4:48 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Peter Dow, Betty Evans, Helene Kramer, Patrick Miner, Pamela Nicasro, Deborah Porter, Jackie Roberson, Jr., Melissa Stadler

Prospective Trustee: Morgan Williams-Bryant

CSI Staff: Robert Fetter, 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 November 7, 2017 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. Regular Business Meeting, October 3, 2017. A motion to approve minutes was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.

- 4. Announcements**

- a. Daemen College MOU finalized. Mr. Fetter reported that the MOU with Daemen College was finalized on October 12, 2017. They have already started working at CSI. Dr. Knapp, director of the Applied Behavior Analysis (ABA) Program at Daemen College and Assistant Professor in the Education Department, came to observe one of our 3rd grade classrooms. Eight Daemen (8) students are on site doing practicums under the direction of Roberta Freedenberg, Daemen’s Coordinator of Student Teaching and Field Experience. The partnership agreement includes facilitation of behavior management training, cultural competence in African-American curriculum, student teaching opportunities, opportunities for Daemen students to use their service learning

hours at CSI, and CSI faculty to participate in paid professional development opportunities in data-driven instruction and lesson plan development.

5. Parent Association – Jackie Roberson, Jr., President

- a. The Parent Association met on Thursday, September 28. The meeting was long but productive. Topics discussed included:
 - i. Parents speaking at school board meetings. Much discussion. Parent Rep on board is conduit for parent voice. Board developed escalation procedure last year that should be shared at Parent Association meetings and included in the Family Handbook.
 - ii. Parent notification when a classroom teacher changes. Mr. Fetter will begin notification immediately.
 - iii. Classroom management / student behavior issues. Much discussion and many suggestions. Ms. Kramer asked Mr. Fetter to prepare a report for the board, and to share with parents, about the interventions he has developed to mitigate student behavior issues.
 - iv. Staff turnover. Mr. Fetter reviewed resignations and new hires with board.
 - v. Website. Needs to be updated, particularly calendar.
 - vi. Communication with parents. Mr. Fetter informed board that BOCES School Messenger service will be ready for use very soon and will greatly help in communicating with parents.
 - vii. Spelling Bee/Spaghetti Dinner. Scheduled November 16 at 4 pm. Children in grades 1 to 4 will compete to spell words related to African-American culture. Board members encouraged to attend. Teachers welcome.

6. Instruction/School Operations Report - Robert Fetter, Head of School

a. Dashboard Reports, including benchmark assessments in ELA and Math

Mr. Fetter reviewed beginning of year ELA and Math benchmark assessments, and interventions for Tier 2 and 3 students. Literacy Coach conducted 3-hour professional development session for TA's to provide Tier 2 interventions; RtI specialists are providing Tier 3 interventions. Mr. Fetter met with each grade level team to determine progress levels, barriers to implementation of program and what teachers need from leadership.

Discussed the following dashboard reports: student enrollment-general, extended day program enrollment, number of special education students, student recruitment, student attendance, student discipline, instruction, staffing, and staff diversity. There were no contracts to approve.

- b. **School Safety Plan - Status.** Continue making progress. Lynn Monin setting up first aid training and amending list of appendices in the School Safety Plan to send to

NYSED. BOCES working on final technical component for implementing School Messenger. Concern raised about new teachers getting training. Suggestion that Mr. Fetter handle in new teacher orientation.

- c. **Other Issues.** None.

7. Financial/Audit Committee Report – Patrick Miner, Board Treasurer

- a. **Financial Statement for period ending September 30, 2017.**

Mr. Miner reviewed the financial statements for period ending September 30, 2017 and reported that everything was in order. Ms. Kramer asked for a motion to accept the financial reports. Pam Nicastro moved, Deborah Porter seconded and the board approved the motion unanimously.

- b. **Lumsden McCormick Audit for 2016-17 Fiscal Year.** Mr. Miner reported that Tom Burns from Lumsden-McCormick reviewed the 2016-17 audit with the Finance Committee on October 31. It was a clean report with no deficiencies in any areas and was submitted to State Ed as required on November 1. The board, in its October 3 meeting, resolved to submit the audit to NYSED, pending approval by the Finance Committee, and to ratify the Finance Committee approval and submission to NYSED at the November meeting. Ms. Kramer asked for a resolution to ratify approval and submission of the audit. Melissa Stadler moved, Peter Dow seconded the motion and the board approved it unanimously.

8. Human Resources / Personnel Committee – Pamela Nicastro, Chair (Helene Kramer reporting)

- a. **Personnel**

- i. *New position - Student Support Coordinator.* This position replaces the previously-approved position of Director of Student Services (approved at October 3, 2017 board meeting). The job description was reviewed for the newly-created position of Student Support Coordinator. Motion to approve job description, with revision adding language to qualifications about being “trauma informed,” was made by Jackie Roberson, Jr., seconded by Melissa Stadler and approved unanimously by the board.
- ii. *Approve Funding for New Positions of Student Support Coordinator, Inquiry Coach, and a 3rd Teaching Assistant to float between the two Kindergarten classrooms.* A motion to approve funding for these positions, which were previously reviewed by the Finance Committee, was made by Pamela Nicastro and seconded by Betty Evans. The trustees approved the motion unanimously for all positions, except for Peter Dow who voted no on the Teaching Assistant position.

- b. **Head of School Evaluation Material 2017-18.** Ms. Kramer reviewed the new evaluation material with the board. Motion to approve was made by Jackie

Roberson, Jr., seconded by Melissa Stadler and approved unanimously by the trustees.

EXECUTIVE SESSION:

Ms. Kramer requested a motion to go into executive session to discuss the status of confidential NYSUT negotiations and a confidential legal matter. Melissa Stadler moved, Jackie Roberson, Jr. seconded, and the Board voted unanimously to go into executive session at 7:34 pm.

A motion to end executive session was made by Pamela Nicastro, seconded by Deborah Porter and approved by the Board unanimously at 9:00 pm.

Ms. Kramer announced in Open Session that the Board discussed the status of confidential negotiations with NYSUT and a confidential legal matter.

9. New Business

- a. Resolution to Accept Morgan Williams-Bryant as a final trustee candidate, pending approval by NYSED. Motion to approve resolution made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the trustees.
- b. Engagement Letter for Legal Counsel – Hodgson Russ. A motion to approve engaging Hodgson Russ as legal counsel for labor-related issues was made by Jackie Roberson, Jr., seconded by Peter Dow and approved unanimously by the trustees.
- c. Proposal from Dr. Erin Carman, IGNITE (Daemen College) to conduct teacher focus groups. After much discussion, board decided not to approve contract.
- d. Contract – Technology Service Agreement, PI Synergies LLC. Item had been previously approved in June. Item removed from agenda.

10. Old Business

- a. Strategic Plan Implementation - Status. MOU signed with NYSUT to pay hourly stipends to staff involved after regular school hours to work on strategic planning and safety committees when meetings are after regular school hours. Mr. Fetter is organizing the committees which will start work next week. Ms. Kramer reported that she and Ms. Stadler are meeting on Thursday, November 9th with a prospective instructional candidate for a board position.

11. Other/Open Discussion: None

12. Next meeting(s):

- a. Regular monthly business meeting – Tuesday, December 5, 2017 at 4:45 pm
- b. Regular monthly business meeting – Tuesday, January 9, 2017 at 4:45 pm (this meeting was originally scheduled for January 2, 2017)

13. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Pamela Nicaastro, seconded by Deborah Porter and approved unanimously by trustees at 9:14 pm.

Respectfully submitted by:

Deborah A. Porter Secretary
Deborah Porter

11/8/17 Date