Charter School of Inquiry

Regular Monthly Board Meeting Minutes

December 4, 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 Morgan Williams-Bryant, the presiding co-chair, on Tuesday, December 4, 2018 at 4:51 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, Melissa Stadler, Morgan Williams-Bryant

   Excused: Betty Evans, Deborah Porter

   Board Attorney: 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, December 4, 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 – November 6, 2018: An error in the minutes was brought to the Board’s attention by Melissa Stadler. Melissa was mentioned in the report as sharing her experience at the Charter Board Partners Governance Academy. Unfortunately, Melissa was absent during that particular meeting and should not have been mentioned. This error has been corrected.

   A motion to approve minutes with corrections was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.

4. Announcements / Updates
a. Birthdays: Stephanie Adams and Melissa Stadler were recognized for December Birthdays
b. Holiday Events: John Sheffield updated the Board on CSI’s Holiday events
   ~ School Holiday Celebration: Thursday, December 6, 2018 @ 1:30 p.m.
   ~ Staff Appreciation Party: Friday, January 11, 2019 @ Banchetti’s
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c. Member Recruitment Report: Morgan Williams-Bryant and Melissa Stadler updated the Board on their progress. The prospective candidate is unable to commit, therefore, Morgan and Melissa will interview another interested candidate with a financial background. Morgan and Melissa also solicited the Board for recruitment support.

d. Executive Committee: (Mandated by NYS Education Law). CSI members include:
   Helene Kramer, Co-Chair
   Morgan Williams-Bryant, Co-Chair
   Stephanie Adams, Secretary
   Peter Dow, Vice Chair
   Jody Siriani, Chair
   Finance Committee Chair

  Committee Members Revisited: Ms. Kramer will review membership with board members to ensure a maximum of 4 on each committee. She will share the final committee list at the January board meeting.

  Charter Board Partners Governance Academy: Next Steps: Peter Dow and Jody Siriani shared their experiences at the academy held on Saturday, November 17, 2018. Mr. Dow proposed the establishment of an Academic Committee and discussion of polices during board meetings.

Ms. Kramer asked for approval to create an Academic Committee of the Board. A motion to accept the Academic Committee was made by Peter Dow, seconded by Jody Siriani and approved unanimously by the Board.

   Academic Committee: Stephanie Adams, Peter Dow, Helene Kramer, Betty Evans

  Market Branding RFP: Morgan Williams-Bryant updated the Board on the progress and announced that she will reissue the RFP along with the new proposed time-line and budget.

5. Parent Association- Michelle Lane, Parent Representative Reporting

   Items discussed were as follow:
   ➢ Dress Code Policy/ Collecting gently used clothing for a clothes drive
   ➢ Recruitment
   ➢ Building rapport with families
   ➢ Surveying parents and families
   ➢ Encouraging families to observe classrooms
   ➢ Promoting parent advocates
   ➢ Valentine’s Day Extravaganza/ hosting family events


  a. Instruction – Plans/Concerns/Issues/Progress
   ➢ David Hartney, Firsthand Learning, has met with all grade level teams regarding the implementation of African/ African American History and Culture lesson plans that were created by teachers over the summer. Teachers are using a shared Google document to help create a vertical curriculum.
   ➢ John Sheffield met with David Hartney and Peter Dow to discuss the infusion of Inquiry and African/ African American History and Culture.
   ➢ Teachers are utilizing Edocrinia for data purposes and alignment to standards and test questions.
   ➢ Consultant from BOCES assisted teachers in analyzing the state assessment data.
   ➢ Understanding differentiated instruction outside of RtI.
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a. Consultant for Responsive Classrooms returned to observe and assist teachers.


c. Other Issues

Based on ESSA (Every Student Succeed Act…NCLB’s Replacement), the State’s current report states that, overall, CSI is not a school in Good Standing. However, based on the Subgroups of Black and Economically Disadvantage students, CSI is a school in Good Standing. CSI needs to meet growth goals this year to prevent becoming a Target School.

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

a. Financial Statements – period ending October 31, 2018

A motion to accept financial statements was made by Peter Dow seconded by Michelle Lane and approved unanimously by the Board.

b. Certified Banking Resolution for M&T Accounts Signature Authority

A motion to approve audit report was made by Melissa Stadler, seconded by Stephanie Adams and approved unanimously by the Board.

8. Board Professional Development- Responsive Classroom, John Sheffield

Mr. Sheffield explained CSI’s use of the Responsive Classroom approach, an approach that addresses the social-emotional needs of children by creating a safe and positive community and a calm, orderly environment.

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

a. New Hires: Two Substitute Teachers

A motion to approve the New Hires was made by Jody Sirianni, seconded by Morgan Williams-Bryant and approved unanimously by the Board.

10. New Business

a. 6th Grade Field Trip to Smithsonian National Museum of African-American History and Culture - Planning and Fund Development. Mr. Sheffield suggested that he discuss the feasibility of such a field trip with teachers. He will report back.

b. New Policy – Building Use by Outside Organizations. Discussed. Board members expressed need to have a CSI employee open and close the facility for use by outside organizations. Also discussed need to have draft of a rental agreement. Ms. Kramer will work with Mr. Polowitz to revise the policy and will bring it back for Board approval when revision have been made.

c. Resolution to Revise CSI Mission Statement. Ms. Kramer reported that she asked Susan Gibbons, CSI’s liaison from the NYSED Charter School Office, about the process to change the CSI mission statement from the one included in the original charter application to the one that was developed during the CSI strategic planning process in Spring 2017. Ms. Gibbons suggested that the Board approve the new mission statement, send her a copy of the minutes documenting Board approval, and send it to her. She will review and approve a non-material revision.
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12. Policy Review

   A motion to approve the Revised Dress Code/School Uniform Policy was made by Melissa Stadler, seconded by Stephanie Adams and approved unanimously by the Board.

13. Other/Open Discussion. None

14. Next Meeting
   a. Regular monthly business meeting – Tuesday, January 8, 2018

15. Adjournment. A motion to adjourn the meeting was made by Peter Dow, seconded by Helene Kramer and approved unanimously by the Board at 6:46 pm.

Respectfully submitted by:

[Signature]

Stephanie Adams, Secretary

[Signature]

December 4, 2018
Date