



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**December 6, 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 **December 6, 2016 at 4:59 pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Peter Dow, Deborah Porter,  
Betty Evans, Melissa Sadler, Jackie Roberson, Jr.  
Luke Collard (by phone), Patrick Miner

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 **December 6, 2016** were posted and a list of media outlets 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 motion to approve minutes of the **November 1, 2016** regular monthly business meeting was made by Peter Dow, seconded by Betty Evans and approved unanimously by the trustees.

- 4. Announcements / Updates**

Ms. Kramer nominated two new prospective trustees: Pamela Nicastro, an HR/Personnel Specialist and Chuck Woelfel, a marketing/market research specialist. A motion to accept the two trustees, pending approval as voting members from NYSED, was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.

- 5. Parent Association (PA) Report – Jackie Roberson, Jr., President**

Mr. Roberson reported that the last scheduled Parent Association meeting was held on November 10. The next PA meeting is scheduled December 15. One of the issues that came up at the November 10 meeting involving communication between a parent and teacher is still ongoing. It has been escalated to the Head of School. Mr. Roberson felt that this issue could have been handled more effectively with better communication among the parents,

teachers and the Head of School. Ms. Kramer suggested a meeting with the Board and Head of School to review the incident and determine how a situation like this might be handled differently if it occurred again.

#### **6. Instruction / School Operations Report – Robert Fetter**

- a. Presentation-Benchmark Math Assessments. Mr. Fetter presented baseline assessments in math for all children in Kindergarten through 3<sup>rd</sup> grade. He explained the intervention strategies that are planned for children who are behind grade level, and enrichment activities for those who are meeting grade level standards. The Board requested cohort information to see how children were progressing through grade levels at CSI. The mid-year math assessment is scheduled for January/February.
- b. Current Student Enrollment. Current enrollment is 153 students.
- c. Classroom Management. Settling down but still a number of Tier 2 and Tier 3 behaviors. Jackie Roberson suggested that teachers work with parents of children who are behaving inappropriately. Mr. Fetter recommended adding a Behavior Support Aide to staff a Behavior Support Room where children would learn social and coping skills. The Board discussed the addition of such a position but decided to table it until the next board meeting when outstanding questions could be addressed more fully.
- d. Staffing. Positions hired pending board approval later in meeting include a Kindergarten teacher, 3 Teaching Assistants, and a part-time staff member for the Extended Day program.
- e. Contracts – None.
- f. African & African-American History and Culture Curriculum. Mr. Fetter is meeting with teachers to determine how they are incorporating the monthly curricular themes developed by Jessica Quigley into lesson plans. He announced that Daemen College, which is interested in a partnership with CSI, has a professor who has extensive experience in the development of K-12 African & African-American curriculum. An initial meeting with Daemen College representatives is scheduled on Thursday. Deborah Porter announced that she's been in contact with the Board Chair of the Colored Musicians Club who is eager to help CSI create a partnership with several African-American cultural organizations. She will keep us informed of progress.
- g. Inquiry Implementation. FOSS, the supplier of CSI's science kits, recently completed two and a half days of professional development with the teaching staff. This was done at no additional cost to the one day of professional development in our contract.
- h. General. CSI's Holiday Concert is scheduled for Thursday, December 15 at 1:00 PM. Ms. Vinson, CSI's music teacher is organizing the concert with help from the entire staff. Board members are invited to attend.

#### **7. Personnel Committee Report – Helene Kramer Reporting**

- a. New Hires
- b. NYSUT Negotiations Status

Motion for Executive Session. Ms. Kramer asked for a motion to go into Executive Session to discuss new hires and union negotiations. Deborah Porter moved, Melissa Stadler seconded, and the motion was approved unanimously by the trustees. The Board went into Executive Session at 7:15 pm.

Motion to Adjourn Executive Session. A motion to adjourn Executive Session was made by Melissa Stadler, seconded by Jackie Roberson, Jr. and approved unanimously by the trustees. The Board moved out of Executive Session at 7:22 pm

Executive Session Report:

The Board Chair reported that the board discussed new hires and the status of NYSUT union negotiations. She asked for a motion to approve the new hires. Peter Dow moved, Betty Evans seconded and the board voted unanimously to approve a Kindergarten teacher, three (3) Teaching Assistants and a part-time staff member for the Extended Day Program.

c. Proposed Positions. Mr. Fetter requested board approval for two new positions:

- o *Response to Intervention (RtI) Specialist*
- o *Behavior Support Team Member*

Response to Intervention (RtI) Specialist. Mr. Fetter related that the RtI Specialist position would be funded by the full-time Building Sub line which was not filled. Currently academic interventions are handled primarily by the Literacy Coach and Special Education teacher. The RtI Specialist would provide additional support for Tier 2 and Tier 3 children who need academic interventions in ELA and Math. Board discussed. Peter Dow made a motion to approve the job description and hiring of the RtI Specialist. Betty Evans seconded and motion approved unanimously by the trustees.

Approval for the Behavior Support Team Member was tabled pending further justification.

**8. Finance/Audit Committee Report – Luke Collard, Chair & Treasurer (Helene Kramer acting on behalf).** Ms. Kramer presented the financial reports.

a. and b. Financial Statements, periods ending July 31, Aug 31, Sept 30 and Oct 31, 2016.

Reports were reviewed. Motion to accept both reports made by Peter Dow, seconded by Betty Evans and approved unanimously by the trustees.

b. State Controllers Audit. Nothing new to report. State auditors are still collecting documents.

**9. Marketing – Student Recruitment 2017018**

a. Admissions Policy & Procedures. Briefly reviewed. Reminder that student recruitment for the 2017-18 school year begins January 2017 with a lottery held April 1.

- b. Marketing / Student Recruitment Team. Ms. Kramer asked for volunteers to serve on the student recruitment team. Rob Fetter, Lynn Monin, Patrick Miner, Jackie Roberson and Melissa Stadler (after January/February) volunteered to serve.

**10. Old Business**

- a. Board Training (Session 1). Dr. Diane Bessel presented a Board Overview, including an organizational leadership organization chart, Board vis a vis Head of School responsibilities, keys to a well-functioning board, skill sets required, leadership roles, required participation and estimated time required for participation. Questions from trustees discussed.
- b. Baseline Teacher Satisfaction Survey. Dr. Peter Loehr, a professor in Educational Leadership at Buffalo State College, has developed a teacher perception/satisfaction survey with input from CSI teachers. He asked the Board if they had additional questions to add to the survey. Ms. Kramer made two suggestions and will convey them to Dr. Loehr for inclusion. He will administer the baseline survey in mid-December and take another reading in mid-year. Diane Bessel will conduct the final teacher satisfaction survey at the end of the year.
- c. Proposal – Dr. Diane Bessel for Satisfaction Surveys. Dr. Bessel submitted a proposal to create, administer and report to the Board on parent satisfaction (to be completed April/May timeframe and student satisfaction (to be completed in May). She will also administer and report results of the final teacher satisfaction survey to be conducted in May or early June. Melissa Stadler moved to accept the proposal, Peter Dow seconded, and the Board approved the motion unanimously.

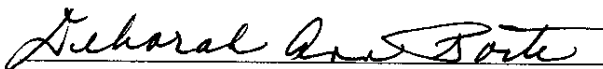
**11. New Business.** None

**12. Other / Open Discussion.** None

**13. Next Meeting.** Board decided to reschedule the January 3 meeting to Tuesday, January 10, 2017 at 4:45 pm due to the holiday break.

**14. Adjournment.** Peter Dow moved to adjourn the meeting, Betty Evans seconded and the Board approved the motion unanimously. The meeting adjourned at 7:24 pm.

Respectfully submitted by:

  
Secretary

Deborah Porter

12/6/2016 Date