Charter School of Inquiry

Regular Monthly Board Meeting Minutes

January 8, 2019

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, January 8, 2019 at 4:48 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, Melissa Stadler, Morgan Williams-Bryant

   Excused:             Betty Evans, Deborah Porter, Jody Sirianni

   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, January 8, 2019 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 – December 4, 2018:

   A motion to approve the minutes was made by Morgan Williams-Bryant, seconded by Melissa Stadler and approved unanimously by the Board.

4. Announcements / Updates
   a. Board Member Photos: Helene Kramer encouraged board members to have their picture taken for display. Picture makeup day is March 1, 2019 at CSI from 8:00 a.m. to 2:30 p.m.

   b. Board Committees 2018-19: A list of Board Committees was distributed. Two corrections were noted.

   A motion to approve the Board Committee list, as corrected, was made by Morgan Williams-Bryant, seconded by Peter Dow and approved unanimously by the Board.

   c. Member Recruitment Report: Melissa Stadler reported they recruited, Bruce Haydon, to serve as Chair of the Finance Committee and Board Treasurer. He has a background in finance and currently works as VP, Director of Asset and Liability Management at HSBC USA.

   d. Charter Board Partners Report: Helene Kramer and Morgan Williams-Bryant reviewed the diagnostic report generated from the Board’s survey results.

   e. Market Branding RFP – Status: The committee will regroup.
5. **Parent Association- Michelle Lane, Parent Representative Reporting**  
   Items discussed were as follow:  
   ➢ Parent survey to establish consensus  
   ➢ Recruitment  
   ➢ Clothing drive  
   ➢ Valentine’s Day Extravagation/ fund raising event  
   ➢ Hosting family events  

   Morgan Williams-Bryant facilitated an exercise in assisting the board to identify three areas needed for board training. The areas identified were: Student Recruitment, Teacher Recruitment and Academics.  
   
   **Next Steps:** Helene Kramer and Morgan Williams-Bryant will schedule a conference call with the Charter Board Partners to establish Board training dates. After the trainings, Charter Board Partners will provide five hours of coaching and support.  

7. **Head of School Report – John Sheffield, Head of School Reporting**  
   a. **Instruction – Plans/Concerns/Issues/Progress**  
      John Sheffield reviewed the middle of the year Fountas and Pinnell assessment results in comparison to the beginning of the year results. While there are many students below grade level, a high percentage are showing growth. Mr. Sheffield noted that the 5th graders are doing well in Reading Comprehension; however, they are struggling with writing. They are currently working on writing and analytical skills.  
   b. **Consolidated Dashboard Report**  
      (Discussed at Academic Committee Meeting)  
   c. **Other Issues**  
      Teacher Recruitment  

8. **Academic Committee:**  
   Will meet January 9, 2019. Betty Evans will chair this committee. Members include Peter Dow, Helene Kramer and Stephanie Adams.  

9. **Financial/Audit Committee Report – Helene Kramer, Board Co-Chair Reporting**  
   a. **Financial Statements** – period ending November 30, 2018, Ms. Kramer reviewed the monthly financial statements.  
      A motion to accept the financial statements was made by Morgan Williams-Bryant, seconded by Stephanie Adams and approved unanimously by the Board.  
   
   b. **Fiscal Policies & Procedures.** Steve Polowitz suggested the “Related Parties and Transactions” section be worded in correlation to the Conflict of Interest Policy.  
      A motion to approve the policy as redrafted and amended was made by Peter Dow, seconded by Helene Kramer and approved unanimously by the Board.  
   
   c. **School Credit Card Policy**  
      A motion to approve the school credit card policy was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.
Charter School of Inquiry

d. Resolution to Secure School Credit Card – new
A motion to approve the resolution to secure school credit card was made by Morgan Williams-Bryant, seconded by Peter Dow and approved unanimously by the Board.

10. Human Resources/Personnel Committee – Helene Kramer Reporting
   a. New Hires
A motion to approve new hires was made by Morgan Williams-Bryant, seconded by Melissa Stadler and approved unanimously by the Board.
   
   b. Employee Handbook – Non-Union
A motion to approve non-union employee handbook was made by Michelle Lane, seconded by Morgan Williams-Bryant and approved unanimously by the Board.

11. New Business
   a. Policy to Allow Building Use by Outside Organizations – There will be two different rental agreements, one for short term rentals and one for long term rentals. Ms. Kramer asked for a motion to approve the policy itself. Board counsel will draft the rental agreements for approval at next meeting.
A motion to approve policy to allow building use by outside organization was made by Morgan Williams-Bryant, seconded by Michelle Lane and approved unanimously by the Board.

12. Old Business- None

13. Policy Review- None

14. Other/ Open Discussion- None

15. Next Meeting
   a. Regular monthly business meeting – Tuesday, February 5, 2019

16. Adjournment

A motion to adjourn the meeting was made by Morgan Williams-Bryant, seconded by Melissa Stadler and approved unanimously by the Board at 6:34 pm.

Respectfully submitted by:

[Signature]

Stephanie Adams, Secretary

January 8, 2019

Date