Charter School of Inquiry

Regular Monthly Board Meeting Minutes

February 5, 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, February 5, 2019 at 4:48 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

   Excused:           Stephanie Adams, Betty Evans

   Prospective Trustee: Bruce Haydon

   Board Attorney:    Steven Polowitz

   CSI Staff:         John Sheffield, Head of School
                      Barry Schaub, Literacy Coach

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, February 5, 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 – January 8, 2018:

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

4. Announcements / Updates
   a. Member Recruitment Report: Melissa Stadler introduced Bruce Haydon, a prospective board member who, once installed, will serve as Chair of the Finance Committee and Board Treasurer. Mr. Haydon spoke about his background in finance and his interest in serving on the CSI Board.

   b. Charter Board Partners Report: Morgan Williams-Bryant reported that she had communicated with Shereen Williams from Charter Board Partners to identify the priorities selected by the Board for training, i.e., student recruitment, teacher recruitment, and academics. Ms. Williams videoconferenced into the CSI board meeting to observe. Ms. Williams-Bryant will follow up.

   c. Board Member Photos: Helene Kramer reminded those board members who have not had their pictures taken that the makeup day is March 4 from 8:00 am to 1:30 pm at CSI. Note: The makeup date was changed from March 1 to March 4.
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d. Videoconferencing into Committee Meetings: Ms. Kramer reminded board members that while it's preferable to attend committee meetings in person, videoconferencing into meetings can be arranged when necessary.

5. Parent Association- Michelle Lane, Parent Representative Reporting
   a. Parent Survey. Ms. Lane distributed a draft survey she will send to parents to get input for planning the most effective parent engagement. It will be sent to parents in hard copy, will be included in CSI Newsletter and parent blog. Parents who respond will be put in raffle to get gift card. Expect to report results by March 5 board meeting.
   b. Student Recruitment. A parent-driven student recruitment day is planned at Walden Galleria. Will arrange to get table.
   c. Spirit Week. Parents are planning a school dance to culminate the week.

6. Board Professional Development – Barry Schaub, Literacy Coach Reporting
   Mr. Sheffield introduced Mr. Schaub, CSI’s literacy coach and chair of the Textbook Committee.
   Mr. Schaub presented data on children’s reading assessments and the work of the Textbook Committee.

Reading diagnostic (AIMSWeb) and remediation report:
   ➢ Distributed Response to Intervention (RtI) flowsheet and explained RtI levels.
   ➢ Reviewed handout of grade level expectations for reading.
   ➢ Presented Winter AIMSWeb data compared to Fall data showing progress. There is an aggressive program to remediate children using the RtI model with an individual instruction plan developed for each child based on their needs.
   ➢ Goal is 80% of children in tier 1 (general classroom instruction, 15% in tier 2 (small group) and 5% tier 3 (individual intensive). Currently CSI children are significantly below grade level. However, many children getting Tier 3 interventions are making good progress.
   ➢ Children are informed of their reading level and of the progress they’re making. They get small rewards for making progress.
   ➢ Parents can help by reading to children.

Reading Textbook Committee
   ➢ Textbook committee members include classroom teachers, RtI Specialists, SPED teacher and instructional coaches. They evaluated three research-based reading series (Open Court, Journeys, and Wonders) by grade-level content, differentiation and intervention, and teacher material.
   ➢ Created rubric for evaluation. Each committee member completed rubric.
   ➢ Open Court selected.
   ➢ Some Open Court material can be purchased this year with MUNIS funds. The rest will be purchased from next year’s budget. Planning full implementation of Open Court next school year with significant professional development for instructional staff.

7. Head of School Report – John Sheffield, Head of School Reporting
   b. Consolidated Dashboard Report. Report reviewed. Number of SPED children increased by 1 with 11 pending classification by BPS.
   c. Other Issues.
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- **Charter Renewal**: Working with Empire Charter Consultants (ECC) on charter renewal, received memo outlining suggestions. ECC wants to meet with Board for one hour in March and four hours during the summer. Renewal is due in August. Board suggested meeting ECC just before next Board meeting, i.e., at 4:45 on March 5, with Board meeting starting at 5:45. Mr. Sheffield will check ECC’s availability.

- **Black History Celebration**: Due to blizzard, celebration moved to March 15 at 1:30 pm in the gymnasium/auditorium.

- **Black History**: Each classroom will select an African-American hero to learn about. Children will decide who to select.

8. **Academic Committee: Helene Kramer reporting for Betty Evans, Chair**

   CSI is relying too much on RtI for remediation. Need to focus more on in-classroom instruction (Tier 1) for growth. Will present comparison of Fountas and Pinnell data for Fall and Winter at February board meeting (see Section 6 above).

   Engage NY is not working well for reading as it does not include phonics or phonemic awareness. Head of School organized a Textbook Committee, chaired by Barry Schaub, to choose new scientifically based reading series (see Section 6 above).

   Will discuss space utilization at next meeting.

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

   a. **Financial Statements** – period ending December 31, 2018, Ms. Kramer reviewed the monthly financial statements.

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

   b. **New Position**: Special Ed/RtI Teacher – Head of School recommended hiring an additional SPED/RtI teacher to assist in the focus on literacy for special ed and regular ed children. Position was not included in original 2018-19 budget. The position was approved by the HR Committee at their January 9, 2019 meeting. Finance Committee reviewed the budget and is also recommending the addition.

   A motion to approve adding a new Special Ed-RtI teacher was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the Board.

10. **Human Resources/Personnel Committee – Helene Kramer Reporting**

    a. **New Hires**: Board asked to approve hire of two per diem substitutes and an RtI teacher to replace a teacher who accepted a position at another school.

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

    b. Next meeting agenda includes review of Head of School and non-union employee evaluations.

11. **New Business**

    a. **Policy to Allow Building Use by Outside Organizations – Rental Agreement**: Ms. Kramer reported that the rental agreement, drafted by Board Counsel, is FYI and does not need Board
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approval. It will be used by the Head of School after the Board approves a request from an outside organization to use the CSI facility. No questions raised.

12. Old Business
   a. Strategic Plan – status. Ms. Kramer reported that the mission statement drafted during the strategic planning process was approved by the Charter School Office as a non-material revision and can now be used officially. The Board reviewed the strategic initiatives.
      ➢ Behavior. Student Support Coordinator, Trauma-Informed Social Worker and focus on Responsive Classroom strategies have minimized behavior issues.
      ➢ Teacher/Staff Development. Teacher/staff roles have been clarified, particularly those of the literacy coach, Rti specialists and teaching assistants. Professional development sessions have been held throughout the school year. Upcoming PD will include Next Generation Learning Standards and the new reading series, once selected.
      ➢ Student Recruitment. Parents planning to recruit at Galleria Mall. Staff going to Head Starts and preschools to talk to parents and distribute literature. Active social media campaign on Facebook with posts, boosted posts, and ads. Instagram ads are focused on recruiting ENL students. Running spots on WBLK. Planning Open House in March.
      ➢ Parent Engagement. Parent Association guidelines and mission developed. Parent Association president is surveying parents for their input to plan for more effective parent engagement. She is also actively involved in planning and scheduling exciting events for parents and children.

13. Policy Review. Ms. Kramer and/or Mr. Sheffield will ask the board to review policies as needed.

14. Other / Open Discussion. None

15. Next Meeting – March 5, 2019

A motion to adjourn the meeting was made by Peter Dow, seconded by Jody Sirianni and approved unanimously by the Board at 6:46 pm.

Respectfully submitted by:

[Signature]
Stephanie Adams, Secretary

[Signature]
Helene H. Kramer, Chair

Date

3/5/19

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