Charter School of Inquiry

Regular Monthly Board Meeting Minutes

March 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 Morgan Williams-Bryant, the presiding co-chair, on Tuesday,
March 5, 2019 at 4:49 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, Deborah Porter, Jody Sirianni, Melissa Stadler, Morgan
Williams-Bryant

Excused: Betty Evans

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, March 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 – February 5, 2019:

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

4. Announcements/ Updates
b. Member Recruitment Report: Melissa Stadler, reporting
   - Bruce Haydon attended the Finance Committee meeting and will be moving forward in
     becoming a Board Member

c. Charter Board Partners Report: Morgan Williams-Bryant, Reporting
   - Training schedule will be discussed at a later day
   - Training will be customized for CSI’s Board, scheduled for the end of June
   - Training for all Charter Boards will be held March 21st at 8:30 a.m.

d. NYS State Education Department-Deficiency Report - Helene Kramer, Reporting
   - Notice is not punitive, CSI did not meet the State’s standards for ELA and Math
   - CSI was cited for not having enough SPED and ELL students
   - John Sheffield, Head of School, is working on a corrective action plan, due to the state by
     March 11th
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e. Black History Celebration: The Board was encouraged to attend this event on March 15, 2019 at 1:30 p.m.
f. NYSED Meeting regarding Charter Renewal, Batavia:  
   - Board is encouraged to attend, March 28th  
g. Empire Charter Consultants meeting - April 2, 4:45 p.m.  
h. Open House: The Board was encouraged to attend this event on March 27, 2019 at 5:00 p.m.

5. Parent Association- Michelle Lane, Parent Representative Reporting  
   - Parent Survey. Ms. Lane distributed the 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. There will be a Parent Association table at the Black History Program.  
   - Parent Recruitment: Refocus- The parent association may restructure in order to allocate a parent to represent a grade level  
   - Spirit Week. Will be held May 6-9th, 2019. A school dance to culminate the week.


Items discussed are as follows:  
   - Review CSI’s Charter Application  
   - Contract with the State  
   - Responsive Classroom  
   - Data Driven Instruction  
   - “African Descendants History and Culture”

7. Head of School Report – John Sheffield, Head of School Reporting  
   a. Instruction – Plans/Concerns/Issues/Progress: Edoctrina and First Hand Learning-  
      - February Professional Development focused on Next Generation Math Standards, NYS Assessment training for teachers, Edoctrina and Data, Pacing and Curriculum, Black History, Anderson Framework for Teaching and Learning  
      - Begin to work on lessons pertaining to African/African American Curriculum  
      - First Hand Learning: moving forward with inquiry learning  
   b. Consolidated Dashboard Report  
      - CSI is a school in need of support  
      - Goal is to close the gap by 30% between school and NYS each year  
      - Low suspension report (due to the implementation of Responsive Classroom)  
   c. Other Issues- Events  
      - Buffalo/Erie County Library, February 15th  
      - Heating Issue: parent alert system was used for the first time  
      - CSI’s FaceBook Page- now reaching 1000 followers  
      - New Ads on WBLK  
      - Responsive Classrooms implemented each morning  
      - CSI held its first whole school Responsive Classroom facilitated by the 2nd graders was held on February 27th
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- Black Heroes were highlighted during Black History month
- A parent/professional photographer, Mr. Lions, volunteered to teach students about photography
- Second Grade field trip rescheduled due to snow day
- Grant Awarded from Berea COGIC: will host a healthy eating workshop for young girls at the church

8. Academic Committee: Helene Kramer-reporting
   a. Stephanie Adams has agreed to chair this committee
   b. Academic Committee is requested to take on the Strategic Plan

9. Financial/Audit Committee Report – Helene Kramer, Board Co-Chair Reporting
      A motion to accept the financial statements was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.
   b. 2017 IRS-990 for Year Ending June 30, 2018
      A motion to accept the 2017 IRS-990 statements was made by Jody Svarianni, seconded by Michelle Lane and approved unanimously by the Board.
   c. CSI Credit Card Received 2019-20 Budget Timeline
   d. 2019-20 Budget Timeline

10. Human Resources/Personnel Committee – Helene Kramer, Reporting
    a. New Hires: Board was asked to approve hire of an RfI Specialist
      A motion to approve new hire was made by Morgan Williams-Bryant, seconded by Melissa Stadler and approved unanimously by the Board.

11. New Business
    a. Computers need to serviced (Bak computers are out)
    b. Security cameras across the building needs to be serviced
    c. Technology (projectors) in the classrooms must be updated

12. Old Business
    a. Strategic Plan – Academic Committee is requested to take over the Strategic Plan
    b. Student Recruitment: Low Attendance: How to enforce attendance policy? Intervention?

    Mr. Sheffield asked the Board to revisit the Attendance Policy.

14. Other / Open Discussion. None

15. Next Meeting:
    a. Empire Charter Consultants – April 2, 2019 (4:45 pm-5:45 pm)
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b. Regular monthly business meeting – April 2, 2019 (5:45 pm)


A motion to adjourn the meeting was made by Deborah Porter, seconded by Stephanie Adams and approved unanimously by the Board at 6:29 p.m.

Respectfully submitted by:

[Signature]

Stephanie R. Adams, Board Secretary

[Stamp]

April 2, 2019
March 5, 2019
Date