Charter School of Inquiry

Regular Monthly Board Meeting Minutes

April 2, 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, April 2, 2019 at 5:47 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

   Prospective Trustee: Bruce Haydon

   Excused: Stephanie Adams
              Betty Evans
              Morgan Williams-Bryant

   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, April 2, 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 – March 5, 2019

   A motion to approve the minutes was made by Jody Sirianni, seconded by Michelle Lane and approved unanimously by the Board.

4. Announcements/ Updates
   a. NYSED Charter Renewal Info Session in Batavia, NY, March 28, 2019. Helene Kramer and John Sheffield summarized information shared by David Frank and his team at the NYSED Charter School Office regarding our upcoming charter renewal.
   b. Empire Charter Consultants. Empire Consultants has been advising Mr. Sheffield on charter renewal expectations and also informed the Board at a separate meeting about expectations for the Board.

5. Parent Association- Michelle Lane, Parent Representative Reporting
   a. Parent Association meeting held, April 1 at 4 pm.
Charter School of Inquiry

➤ Barry Schaub, CSI’s literacy coach presented IXL, a web-based program to help children with Math and ELA. Program used at CSI as a center activity. Parents were shown how to log onto the system for home use.

➤ Some parents do not have internet access. Board discussed possibility of creating a Parent Resource Center, including a computer lab, at the school or suggesting community-based computer labs.

➤ Spring Dance planned for May 11 from 2 – 4 pm as a culminating event for Spirit Week. The children are excited.

➤ Other parent suggestions were to look for grants or do fundraising for a playground, and to participate in teacher appreciation day activities.

b. Ms. Lane will present the results of the Parent Survey at the May board meeting.

6. Board Professional Development – Helene Kramer Reporting
   a. Charter Board Partners Training – Board Committees. Ms. Kramer reviewed board basics, including the distinction between the Board’s governing role and Head of School role, composition of committees, and approximate time commitment expected of Board members. Essential Committees were discussed, along with the purpose of each, activities involved and metrics for each.

b. Board Engagement. Tabled due to time constraints.

7. Head of School Report – John Sheffield, Head of School Reporting
   a. Corrective Action Plan – submitted to Charter School Office, 3/11/19. CSO reported back that it was a good plan. Staff is working methodically through Response to Intervention to remediate children who need extra support in ELA.


c. Student Recruitment. Continuing to recruit new students through social media, WBLK, preschools, print ads in community newspapers, and direct outreach to Bengali and Burmese communities. Parents of current students are being asked to submit paperwork if their child is returning next year. Results, thus far, are good. Open House held 3/27/19.

d. NYS ELA. Today (4/2) is first day of NYS ELA testing.

e. Parent Issue. An issue with an unnamed parent was discussed.

f. Discipline Issue. A discipline issue with several unnamed students was discussed.

Other Issues- Events
   - Black History Celebration Performance held on March 15. Excellent turnout of parents.
   - 2nd grade field trip to Botanical Gardens
   - Perfect attendance luncheon (7 children)
   - National African drum & dance assembly held for students on 3/1/29
   - Parent-teacher conferences held
   - Open House - African-American Cultural Center performed
   - Buffalo & Erie County Bookmobile visited school. Very successful.
   - Scholastic Bookfair held at school

8. Academic Committee: Helene Kramer-reporting
   a. Stephanie Adams will chair committee. Meeting scheduled in April with Shereen Williams from Charter Board Partners.
Charter School of Inquiry

9. Financial/Audit Committee Report – Helene Kramer, Acting Chair
   
a. Financial Statements – period ending February 28, 2019, Ms. Kramer reviewed the monthly financial statements. Also reported that the balance of the Capital Reserve Fund was approximately $100,000. Ms. Kramer announced that Finance Committee will review the 2019-20 budget at its April meeting. A motion to accept the financial statements was made by Peter Dow, seconded by Deborah Porter and approved unanimously by the Board.

   b. Document Retention and Destruction Policy (revised)
   A motion to approve the revised Document Retention and Destruction Policy was made by Jody Sirianni, seconded by Michelle Lane and approved unanimously by the Board.

10. Human Resources/Personnel Committee – Helene Kramer, Reporting
   
a. Head of School Evaluation (revised).
   A motion to approve the revised Head of School evaluation was made by Helene Kramer, seconded by Deborah Porter and approved unanimously by the Board.


   c. Satisfaction Surveys. Draft surveys to be administered to teachers, parents and students were reviewed. They will be administered in May. A motion to approve the Satisfaction surveys as drafted was made by Helene Kramer, seconded by Deborah Porter and approved unanimously by the Board.

11. New Business


13. Other / Open Discussion. None

14. Next Meeting: May 7, 2019

15. Adjournment. A motion to adjourn the meeting was made by Deborah Porter, seconded by Jody Sirianni and approved unanimously by the Board at 7:39 p.m.

Respectfully submitted by:

[Signature]
Stephanie R. Adams, Board Secretary

[Signature] [April 2, 2019]