

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

May 7, 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, May 7, 2019 at 5:20 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Peter Dow, Helene Kramer, Michelle Lane, Jody Sirianni, Melissa Stadler, Morgan Williams-Bryant, Stephanie Adams
Prospective Trustee:	Bruce Haydon
Excused:	Betty Evans Deborah Porter
Board Attorney:	Steven Polowitz
CSI Staff:	John Sheffield, Head of School
Kirisits & Associates:	Karen Burhans, CPA

### 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 May 7, 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 – April 2, 2019

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

### 4. Announcements/ Updates

- Birthdays. The Board conveyed happy birthday wishes to Michelle Lane and John Sheffield, both born in May.
- NYSED – CSO Site Visit, April 11. John Sheffield and Helene Kramer summarized their meeting with Susan Gibbons, CSI’s liaison at the Charter School Office.
- Charter Renewal Update. John Sheffield and Helene Kramer summarized the discussion they had regarding CSI’s charter renewal activities during conference calls on May 7 with Empire Charter Consultants.

### 5. Parent Association- Michelle Lane, Parent Representative Reporting

- Ms. Lane presented a summary of the parent survey she conducted.
- Next Parent Association meeting scheduled June 8 at 11 am.

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- c. Spirit Week taking place this week (5/6 – 5/10) with different fun activities for the children every day. Dance originally scheduled for May 10 is being rescheduled for June,
- d. Spring Fashion Show, sponsored by the Young Divas Etiquette Club and Young Gentlemen's Club is taking place Thursday, May 9 at 1:30 pm.
- e. School Fundraiser at Chuck E Cheese has been organized by a parent and is taking place on May 31 from 3-9pm.

## 6. Board Professional Development – Helene Kramer

## 7. Head of School Report – John Sheffield, Head of School Reporting

- a. Consolidated Dashboard Report. Reviewed data.
- b. Student Recruitment/Enrollment. Reviewed enrollment numbers. Looks good for Kindergarten through 4<sup>th</sup> grade. Lottery held for 3<sup>rd</sup> grade. Waiting lists for 2<sup>nd</sup> and 3<sup>rd</sup> grades. Enrollment for grades 5 and 6 slower.
- c. Events held in April. ELA assessments and scoring, Jackie Robinson Day, safety presentations for all students, pre-vacation/Spring activities for grades K-2.
- d. Professional Development. PD sessions in April included causes of bullying behavior, pacing and curriculum alignment, data meetings and rigorous instruction.
- e. Parent Issue. An issue with an unnamed parent was discussed.
- f. Discipline Issue. The outcome of the disciplinary hearing for several unnamed students was discussed.
- g. Teacher Appreciation Week will be celebrated on Friday, May 10 from 12:30 pm to 1.

## 8. Academic Committee: Stephanie Adams, Chair

## 9. Financial/Audit Committee Report – Helene Kramer, Acting Chair

- a. Financial Statements for period ending March 31, 2019. Ms. Kramer reviewed the monthly financial statements.

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

- b. Operating Budget 2019-20. Karen Burhans, CPA reviewed the 2019-20 budget developed by John Sheffield and Lynn Monin with guidance from Ms. Burhans. Major changes include staff for 6<sup>th</sup> grade which will be added next year, large increase for curriculum and instructional material, technology upgrades, field trips, and special ed salaries and services. Ms. Burhans answered several questions.

A motion to approve the 2019-20 Operating Budget was made by Peter Dow, seconded by Melissa Stadler and approved unanimously by the Board.

- c. Transfer funds between M&T checking and savings accounts. M&T Bank offered to increase the interest rate to 1.5% on CSI's savings account. CSI has cash in the checking account that could be moved to its savings account and moved back to checking as needed

A motion to approve transfer of funds between CSI's checking and savings accounts at M&T bank, in amounts determined by the Finance Committee, was made by Peter Dow, seconded by Jody Sirianni and approved unanimously by the Board.

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- d. Authorize John Sheffield to be backup person authorized to transfer funds. Finance Committee recommended that the Board authorize John Sheffield to be the backup person in the event Ms. Kramer, as bank account administrator, is not available to make transfers between checking and savings accounts.

A motion to approve John Sheffield as backup person authorized to transfer funds in M&T checking and savings accounts, as recommended by Finance Committee, was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Trustees.

## 10. Human Resources/Personnel Committee. No report.

## 11. New Business

- a. Resolution to Select Richard Bruce Haydon as Final Trustee Candidate. Mr. Haydon completed all of the documents, including background check/fingerprint scan, required of a potential new trustee. Ms. Kramer will ask the Charter School Office to approve him formally as a voting trustee.

A motion to approve the selection of Richard Bruce Haydon as a final candidate to the CSI Board of Trustees, subject to Authorizer approval was made by Morgan Williams-Bryant, seconded by Jody Sirianni and approved unanimously by the Board.

- b. School Schedule and Calendar. CSI requested a non-material revision to the School Schedule and Calendar section of the charter to reflect current practice.

A motion to approve the revision to CSI's charter, School Schedule and Calendar section, was made by Peter Dow, seconded by Morgan Williams-Bryant and approved unanimously by the Trustees.

## 12. Policy Review – Helene Kramer

- a. Resolution for Policy Review. This policy codifies what the Board has done in practice, i.e., review and revise school policies when necessary to comply with law, regulation, operational practice, and/or authorizer direction. The policy requires that the Board review and revise every two years, or as frequently as necessary.

A motion to approve the Resolution for Policy Review (attached) was made by Jody Sirianni, seconded by Peter Dow and approved unanimously by the Trustees.

- b. Bylaws / Code of Ethics. The CSI bylaws were revised to add the newly formed Academic Committee as a standing committee of the Board. The Code of Ethics, instead of being a separate policy as in the past, is now appended to the bylaws to more closely align the two as central to Board governance.

A motion to approve the Bylaws / Code of Ethics as revised was made by Peter Dow, seconded by Michelle Lane and approved unanimously by the Trustees.

- c. Conflict of Interest Policy. The Conflict of Interest policy was revised to strengthen the policy and to highlight the importance of conflicts of interest and how they must be handled. Ms. Kramer related that each Board meeting will start with a statement reminding Trustees of their obligation to report potential conflicts of interest.

## 13. Other / Open Discussion. None

## 14. Next Meeting: June 4, 2019, 4:45 pm

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15. Adjournment. A motion to adjourn the meeting was made by Peter Dow, seconded by Morgan Williams-Bryant and approved unanimously by the Board at 6:39 p.m.

Respectfully <sup>approved</sup> ~~submitted~~ by:

  
Stephanie R. Adams, Board Secretary

7/20/19  
Date