

Regular Monthly Board Meeting Minutes

June 4, 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, June 4 at 4:52 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Peter Dow, Melissa Stadler, Morgan Williams-Bryant, Bruce Haydon, Betty Evans, Deborah Porter

Excused: Helene Kramer, Stephanie Adams, Jody Sirianni, Michelle Lane

CSI Staff: John Sheffield, Head of School

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, a public Notice of Meeting was sent to a list of media outlets who were asked to publicize the June 4, 2019 meeting on their community calendars, in their print notices or broadcasts. Due to an oversight, the notarized affidavit was not available at the time of the June 4th meeting but will be filed in the board folder when it is completed.

3. Conflict of Interest – Affirmation of Policy.

Board members were reminded to disclose any potential conflict of interest concerning a subject under discussion.

4. Approve Minutes:

a. Regular Business Meeting – May 7, 2019

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

5. Announcements/ Updates

- a. Board Recruitment. Our prospective candidate, Stephanie Lawson, from Habitat for Humanity withdrew from consideration. Morgan Williams-Bryant will reach out to another prospective member in the next two weeks to set up an interview with Melissa Stadler.
 - b. Charter Renewal Update. John Sheffield recapped and summarized discussions he had in April stating that we may only be eligible for a short-term renewal. Charter School Office asked parents and teachers to complete a survey about CSI. They also want to know about teacher attrition and ENL/Special Ed students. Susan Gibbons, our liaison in the Charter School Office, and David Frank, the executive director of the Charter School Office, are visiting CSI on June 20. Mr. Sheffield will compile data for the Board in preparation for the meeting, including the end-of-year Aimsweb assessments, and the corrective action plans for ELA, Math, ESSA, and Student Recruitment of ENL and Special Ed students.
 - c. Board Retreat – Morgan Williams-Bryant reminded the board of the retreat scheduled for Tuesday, August 13, 2019. All are encouraged to attend.
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Charter School of Inquiry

6. Parent Association- Michelle Lane, Parent Representative Reporting

- a. In Ms. Lane's absence, Mr. Sheffield reported that the 1st Annual Fundraiser at Chuck e Cheese went well. Families had a chance to bond and everyone had a great time.

7. Board Professional Development – None

8. Head of School Report – John Sheffield, Head of School Reporting

- a. Consolidated Dashboard Report. Reviewed data.
- b. Attendance. Indicated the school has seen improvement. CSI experiences decreases in attendance when BPS is not in session.
- c. Enrollment for 2019-20 is increasing every day. Expected enrollment approximately 292-300 students. Participating in Juneteenth on June 15 and 16, and World Refugee Day on June 30.
- d. Curriculum & Technology. Board has invested over \$100,000 for new curriculum (ELA and Math) and technology.
- e. Dignity for All Students Act (DASA) deals with harassment and bullying. Every teacher in NYS needs to be trained. All teachers at CSI were retrained.
- f. Last Day of school June 27, 2019.

9. Academic Committee: Stephanie Adams, Chair - No report

10. Financial/Audit Committee Report – Bruce Haydon, Chair

- a. Financial Statements for period ending April 30, 2019. Mr. Haydon reviewed the monthly financial statements. Current ratio is 3.621. No issues with cash flow. Financials good.

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

- b. Transfers from the M&T checking account to the Capital Reserve Fund will increase from \$66,000 this school year (\$5,500/month) to \$79,800 in 2019-20 (\$6,650/month) starting July 2019. The amount transferred is 2% of budgeted per pupil revenue, as required by the Capital Reserve Fund Policy adopted February 2, 2018.

11. Human Resources/Personnel Committee. No report.

12. New Business. None.

13. Policy Review – None

14. Other / Open Discussion. None

15. Next Meeting: Annual meeting - July 2, 2019, 4:45 pm immediately followed by regular business meeting.

16. Adjournment. A motion to adjourn the meeting was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board at 6:19 p.m.

Respectfully submitted by:


Morgan Williams Bryant, Board Co-Chair

7/20/19
Date