



Charter School of Inquiry (CSI)

Minutes – Special Board Meeting

August 13, 2019, 1:00 pm

A special meeting of the Charter School of Inquiry's Board of Trustees was held for the purpose of approving the charter renewal application due to be submitted to NYSED Charter School Office on August 15, 2019.

1. **Call to Order.** The special 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 officer, on August 13, 2019 at 1:11 pm at the Charter School of Inquiry, 404 Edison Avenue, Buffalo, NY 14215.

Trustees Present: Melvin Bankhead, Peter Dow, R. Bruce Haydon, Helene Kramer, Michelle Lane, Melissa Stadler

Trustees Excused: Morgan Williams-Bryant, Betty Evans, Deborah Porter, Jody Sirianni

Head of School: John Sheffield

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 for the Special Meeting held on August 13, 2019 were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

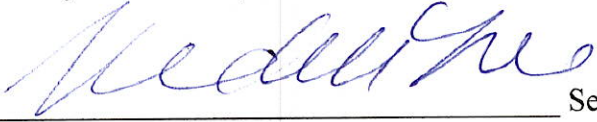
3. **Review and Approve Charter Renewal Application.** Ms. Kramer reminded the trustees that she emailed a draft of the charter renewal application to them on August 5, 2019 and asked for their review and feedback. The feedback received was sent to Mr. Sheffield for incorporation, as appropriate, to the final version. Mr. Sheffield explained the revisions that were made to the final document and announced that he was going to conduct one last review before submitting the application,

Ms. Kramer asked for a motion to approve the final charter renewal application, subject to minor corrections/revisions made by the Head of School and, if necessary, the Executive Committee of the Board of Trustees.

Peter Dow made a motion to approve the final charter renewal application, Melvin Bankhead seconded, and the motion was approved unanimously by the trustees.

4. **Motion to Adjourn.** A motion to adjourn the special meeting was made by Michelle Lane, seconded by Peter Dow and approved unanimously by the trustees. The meeting was adjourned at 1:23 pm.

Respectfully submitted by:



Secretary

9/13/19

Date

Michelle Lane