

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

August 4, 2020

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 officer, a lawful quorum being present, on Tuesday, August 4, at 4:50 p.m. via Zoom video conferencing (meeting id 84063947084), pursuant to Executive Order of the Governor of New York,

Trustees Present: Melvin (Trey) Bankhead III
Peter Dow
Latise Hairston
Richard (Bruce) Haydon
Helene Kramer
Janet Peters
Mary Jo Pfeiffer

Excused: Betty Evans
Deborah Porter

Proposed Trustees: Nichelle Gray

CSI Staff: John Sheffield, Head of School

Board Counsel: Steven Polowitz

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 August 4, 2020, 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. Conflict of Interest.

Ms. Kramer reminded board members about the CSI policy on conflict of interest and asked anyone with a conflict to disclose it.

4. Approve Minutes:

- a. Minutes of Emergency Meeting – July 2, 2020.
- b. Minutes of Annual Meeting – July 7, 2020.
- c. Minutes of Business Meeting – July7, 2020.

A motion to approve minutes of the Emergency Meeting on July 2, 2020, the Annual Meeting on July 7, 2020 and the Business Meeting on July 7, 2020 was made by Peter Dow, seconded by Bruce Haydon and approved unanimously by the trustees.

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Committee Meeting Minutes – Human Resources and Academic. Ms. Kramer related that she would be including committee meeting minutes with monthly board materials as an FYI. Human Resources and Academic Committee meeting minutes were included this month.

5. Announcements/ Updates

- a. Welcome Latise Hairston! The Board welcomed Latise Hairston as the newest trustee.
- b. Birthdays. The board wished happy August birthdays to Peter Dow, Bruce Haydon and Deborah Porter.
- c. Thank you and follow-up letter to Regent Catherine Collins. Ms. Kramer shared the phone conversation she had with Regent Collins who appreciated the follow-up letter regarding our 2-year renewal and said she would like to visit CSI again when operations return to normal.
- d. Charter Renewal Documents from NYSED. Ms. Kramer announced that the formal 2-year renewal documents were issued by NYSED. Mr. Sheffield will keep them on file.

6. Parent Association Report: None.

7. Board Professional Development: “Ubuntu: what it means and how it’s practiced on the African continent.” Dr. Marcus D. Watson, Cultural Anthropologist and Assistant Professor, Africana Studies, Buffalo State College.

This was a follow-up to concerns expressed during the Strategic Planning sessions in July and August 2020 that board members needed a better understanding of Ubuntu. Peter Dow wants to explore ways that we can better incorporate Ubuntu into CSI’s academics.

8. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report: John Sheffield presented information regarding enrollment and student recruitment efforts, new hires and other personnel actions, staff diversity, and recruiting and staffing open positions.
- b. Staffing. Information included in dashboard report (see above)
- c. Annual Report 2019-20 School Year. A motion to ratify the annual report was made by Mary Jo Pfeiffer, seconded by Peter Dow and approved unanimously by the trustees.
- d. Re-opening Plans 2020-21 School Year. A motion to ratify re-opening plans was made by Melvin Bankhead III, seconded by Jan Peters and approved unanimously by the trustees.
- e. Strategic Plan – Status. John Sheffield briefed board on implementation of the strategic plan thus far.

9. Academic Committee – Peter Dow, Chair

Peter Dow summarized the Academic Committee meeting held on July 24.

10. Finance/Audit Committee Report – Bruce Haydon, Treasurer

No report this month as year-end financials for 2019-20 fiscal year are still being finalized,

11. Human Resources/Personnel Committee Report – Jan Peters, Chair

- a. Jan Peters summarized July 28th meeting. Board discusses potential of changing Human Resources Committee into a Governance Committee. Brief discussion on fact that Committee minutes are available for review.

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- b. Draft charge for new Board Governance committee. Various aspects of charge language are questioned, with concerns that Governance Committee could replace functions of the full Board of Trustees. Item tabled.
- c. Language for bylaws revision. Some aspects of the language are revised. Matter of the language is tabled until the next Board of Trustees meeting.
- d. Resolution to Revise Bylaws. Item tabled.

12. Old Business. None

13. New Business.

- a. Ad hoc Committee – Media and Community Engagement. A motion to establish an ad hoc committee to address media and community engagement was made by Peter Dow, seconded by Melvin Bankhead III and passed unanimously by the trustees. Committee to comprise trustee members Melvin Bankhead III (Chair), Peter Dow, Nichelle Gray, and CSI staff member Courtney Eaton.

14. Policy Review. No report.

15. Other / Open Discussion.

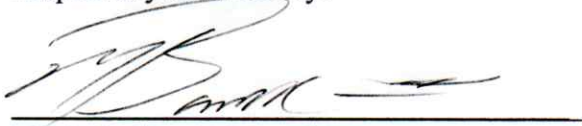
- a. Board discussion of November meeting. Decision made to shift meeting from November 3 (Election Day) to November 10. Change approved by all members with added change of moving meeting that day to 5:00 pm.

16. Next Meeting: Next meeting of CSI Board of Trustees is on September 1, 2020 at 4:45 pm.

17. Adjournment

A motion to adjourn the meeting was made by Peter Dow, seconded by Melvin Bankhead III, and approved unanimously by the trustees at 6:42 pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

SEP 2 2020

Date