



# Charter School of Inquiry (CSI)

## Minutes – Emergency Board Meeting

July 2, 2020

An emergency meeting of the Charter School of Inquiry’s Board of Trustees was held for the purpose of discussing and voting on an application for a CARES Act Payroll Protection Program (PPP) loan from Evans Bank with an application deadline of today, July 2, 2020.

- 1. Call to Order.** The emergency 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 July 2, 2020 at 10:04 am via Zoom videoconferencing.

Trustees present: Peter Dow, R. Bruce Haydon, Helene Kramer, Mary Jo Pfeiffer, Deborah Porter

Excused: Janet Peters, Melvin Bankhead III, Betty Evans

CSI Head of School: John Sheffield

Guests: Karen Burhans and Angel Beiter, Kirisits & Associates CPAS

- 2. Description of PPP loan program and CSI’s application.** Karen Burhans and Angel Beiter of Kirisits & Associates explained the PPP program, the changes that have been made to the program since its inception as part of the CARES Act, eligibility requirements, current and prospective economic impact to CSI due to reductions in State aid and/or lower than expected student enrollment due to COVID-19, forgiveness and/or payback requirements. Board members asked questions and issue discussed.
- 3. Resolution to Approve Melvin Bankhead III as CSI Board Secretary, effective immediately.** The Board Secretary is expected to sign documents related to the PPP loan from Evans Bank. Mr. Bankhead is expected to be nominated and approved as Board Secretary at CSI’s annual meeting on July 7, 2020 and is willing to take on the responsibilities effective immediately. Ms. Kramer asked for a roll call vote to approve Mr. Bankhead’s appointment as Board Secretary effective July 2, 2020. All board members in attendance approved the appointment.
- 4. PPP Loan – Vote to Approve.** Ms. Kramer asked for a roll call vote to approve a resolution to authorize John Sheffield, CSI’s Head of School, to open a bank account and to apply for a CARES Act Payroll Protection Program (PPP) loan from Evans Bank. All trustees present approved the resolution.

5. **Adjournment.** Motion to adjourn made by Peter Dow, seconded by Mary Jo Pfeiffer and approved unanimously by the trustees. The meeting was adjourned at 10:23 am.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

7 August 2020  
Date