

## CHARTER SCHOOL OF INQUIRY

### Finance Committee Meeting Minutes

Meeting Date / Time: Tuesday, September 22, 2020 @ 12:00 NOON

Minutes Recorded By: Angel Beiter, Kirisits & Associates CPAS, PLLC

<b>Committee Chair</b>	R. Bruce Haydon		
<b>Committee Members</b>	<b>Name</b>	<b>Present</b>	<b>Excused</b>
	R. Bruce Haydon	X	
	Helene Kramer	X	
	Deborah Porter		X
	John Sheffield	X	
	Lynn Monin	X	
	Guests: Karen Burhans, Kirisits & Associates	X	
	Angel Beiter, Kirisits & Associates	X	

### MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
<b>Call to Order</b>	Call to order @ 12:07 PM	N/A	Bruce Haydon	
<b>Minutes</b>	August minutes were distributed on 8/26/20.	Minutes approved as issued.	Angel Beiter	
<b>Financials &amp; Budget</b>	Karen reviewed the August 2020 financials.	There was nothing unusual that was noted in the Aug financial results. Federal/state grant revenue budget is spread throughout the year. This will even out over time. Same issue with instructional materials expense.	Karen Burhans	N/A
	Other financial matters – NYS 20% withholding of state aid announcement	No 20% withholding from the 2 of 6 state aid payment from the districts. Still not clear yet if this will impact charter school payments in future. This situation is being closely monitored.	Angel Beiter	N/A

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	<p>Helene inquired about current status of enrollment for 2020-21</p> <p>COVID Liability Insurance Coverage</p> <p>Draft Audit Report</p>	<p>John advised that current enrollment stands at 288 (vs budget of 305), which is significantly improved from last month. K continues to be a low enrollment grade. Charter enrollment is 344 – currently at 83.7%. Need to determine if this needs reporting. Trying to pick up at least 4 more students to be above 85%.</p> <p>Lynn has placed a call to Stephen Mayo at Walsh Duffield to review if any coverage exists in the current insurance policies relating to COVID. Risk assessment is needed to ensure proper protection is in place.</p> <p>Audited financial statements are due to NYSED by November 1. The board meeting immediately prior to that date is on October 6. Karen to reach out to Lumsden to see if they will have a draft audit report to present to the finance committee prior to the board meeting so the board can approve the audited financials at their Oct mtg.</p>	<p>John Sheffield</p> <p>Lynn Monin</p> <p>Karen Burhans</p>	<p>Ongoing</p>
<p><b>Facilities</b></p>	<p>Helene would like to explore the cost of a mortgage for purchasing the building compared to the current rent cost.</p>	<p>Karen analyzed lease costs vs cost of building purchase and put together an analysis of future saving if building was purchased. Karen notes that 2-year charter renewal may hamper ability to get bank approval or increase interest rate charged. Helene &amp; Bruce to discuss with Steve</p>	<p>Helene Kramer &amp; Bruce Haydon</p>	<p>TBD</p>

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		Polowitz and set up preliminary discussion with bank.		
<b>Banking</b>	Review banking arrangements and alternative options	Tabled – see parking lot		
<b>Contracts</b>	Charter Renewal Consultants	John is working on an RFP for charter renewal consultants to assist with the renewal process to be kicked off in January 2021. Agreement with firm to be used will be ratified by board when ready to be signed.	John Sheffield	Jan 2021
<b>Adjournment</b>	Adjourned @ 1:10 PM			
<b>Next Meeting</b>	October 27, 2020 @ Noon	Send agenda to committee	Bruce Haydon	TBD

### Parking Lot:

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
<b>Banking</b>	Review current banking relationship and alternative options	M & T Bank presented (any changes); set up Northwest presentation		
<b>Fiscal Policies</b>	Review draft fiscal policies & procedures	Committee members to review proposed fiscal policies & procedures draft for discussion at future meeting.	Finance Committee Members	

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<p><b>Facilities</b></p>	<p>Helene would like to explore the cost of a mortgage for purchasing the building compared to the current rent cost.</p>	<p>Karen analyzed lease costs vs cost of building purchase and put together an analysis of future saving if building was purchased. Karen notes that 2-year charter renewal may hamper ability to get bank approval or increase interest rate charged. Helene &amp; Bruce to discuss with Steve</p>	<p>Helene Kramer &amp; Bruce Haydon</p>	<p>TBD</p>

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## CHARTER SCHOOL OF INQUIRY

Academic Committee Meeting Minutes  
 Meeting Date / Time: 2:00 p.m., Friday, September 18th, 2020  
 Minutes Recorded By: Peter Dow

<b>Committee Chair:</b> Peter Dow			
<b>Committee Members</b>	<b>Name</b>	<b>Present</b>	<b>Excused</b>
	Helene Kramer	x	
	John Sheffield	x	
	Mary Jo Pfeiffer		x
	Marguerite Battaglia	x	
	Marie Giancarlo	x	
	Peter Dow	x	
	David Hetherly	x	

<b>MEETING AGENDA, MINUTES AND ACTION ITEMS</b>
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Agenda Item	Discussion	Action Item	Responsible Party	Due Date
<b>Opening of School</b>	Opening of School: John Sheffield very pleased with opening of school. He compared it to the opening of Elmwood Village for the first time. He attributed the success to the presence of all faculty in the building and their ability to work together. Jim Dailey, the tech expert from BOCES, said there were the highest percentage of students involved of any school he has worked with, and the schedule is one of the most detailed he has seen. 100% of CSI teachers have been involved in the creation of the plan. John is convinced that going "all virtual" at the outset was the correct decision because it simplified the planning. "Less is more" is John's Mantra. "Slow and	<b>Implementation of the Plan</b>	<b>John Sheffield</b>	<b>Sept. 2020</b>

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Minutes Recorded By: Peter Dow

	<p>steady wins the race.” Enrollment is below budget largely due to low Kindergarten numbers, an expectation of the Covid-19 situation.</p> <p>Laptops and hotspots have been provided to all families that enrolled on time. There is one chromebook or tablet for every student. Packets supplement live instruction for K-2. The school has made weekly phone calls to families that have not registered urging them to register in order to get computers. 94% of registered students logged on the first day. Helene praised the quality of the work provided to her Kindergarten grandchild, Briella, but stressed the amount of work distance learning requires of parents and caregivers. CSI has offered four training sessions all parents on the use of the technology during the month of September.</p>			
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 Minutes Recorded By: Peter Dow

<p><b>Strategic Plan</b></p>	<p>Strategic Plan: All areas of strategic planning are on track or ahead of schedule with the exception of rubric development for student investigations, which are in their final draft, and some areas of family engagement such as the development of a well-functioning website. The details of this implementation are spelled out in the attached heavily notated copy of the strategic plan. A notable development, addressed below, is the identification of a new assessment tool from Renaissance called Star Assessment. (See below.) We discussed how much detail we should share with the phone call with the Charter School Office on Monday, September 21<sup>st</sup>, and we decided to limit the discussion to a verbal report. The State needs to tell us what they are looking for in the way of progress reporting.</p>	<p style="text-align: center;"><b>Various</b></p>	<p style="text-align: center;"><b>Staff</b></p>	<p style="text-align: center;"><b>October 20</b></p>
<p><b>Data Collection</b></p>	<p>Data Collection: A full review of our data collection tools took place in August and it was decided that AimsWeb is too complicated to administer on-line. Therefore, the school plans to implement Star Assessment from Renaissance Learning. John is very familiar with Star from his work at Elmwood Village and is impressed with the present alignment of</p>	<p style="text-align: center;"><b>Data Collection</b></p>	<p style="text-align: center;"><b>David Hetherly</b></p>	<p style="text-align: center;"><b>Various</b></p>

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	<p>Star with State assessments. David Hetherly has been in contact with Renaissance and is enthusiastic about their approach and support. Identification of the baseline assessments to be used will take place on September 21 and student testing on September 23<sup>rd</sup>. We discussed meeting the needs of Special Ed and RTI and John is working towards developing a staff that would have skills in both areas.</p>			
<p><b>Professional Development</b></p>	<p>Professional Development: The contract with Erie One BOCES has been expanded to include 14 days of coaching in ELA, 14 days of coaching in Math, 11 days in Social-Emotional Learning, and 14 days for Google Classroom and EDoctrina. Ironically, the implementation of distance learning has provided more opportunities for collaborative planning and for ongoing teacher professional development. The establishment of David Hetherly and Marie Giancarlo in their new positions has also strengthened the professional development effort. Teachers have also noted that distance learning has resulted in a closer relationship with parents and an appreciation of what a challenge it is for parents to support distance learning. This has raised the question of developing some sort of regular communication with parents such as "helpful tips." Marguerite Battaglia</p>	<p style="text-align: center;"><b>Data Collection</b></p>	<p style="text-align: center;"><b>David Hetherly</b></p>	<p style="text-align: center;"><b>Sept. 21-23</b></p>

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	<p>suggested that Helene Kramer draft a letter from the board thanking the teachers for all their hard work and perhaps rewarding them with a bottomless bowl of “life savers.” A complete list of the professional development schedule is attached.</p>			
<b>Staffing</b>	<p>Staffing: We still need one more Special Ed/RTI teacher, and one current RTI teacher is the leading candidate for replacing Barry Schaub as Literacy Coach. John is reluctant to bring in an assistant principal at this time given the recent loss of Mr. Bell. This changes the criteria for a new administrator, and he wants to be careful to find just the right person. Given the way the staff is working together he believes that filling that position can wait until the kids return. Marie pointed out that the way the staff is working together is allowing the administration to see the potential of the existing staff. John remarked that our new music teacher, Mary Gray, is the strongest music teacher we have had since he joined CSI. A current staff list is attached.</p>	<b>Staffing</b>	<b>John Sheffield</b>	<b>Various</b>
<b>Final Comments</b>	<p>Final Comments: The strategy the school is adopting for addressing the skills lost to the Covid-19 shutdown is to teach those skills when the need arises rather than trying to</p>			

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Minutes Recorded By: Peter Dow

	teach "make-up" classes. This "just in time" approach to addressing learning gaps appears to be the most efficient solution. Also, while the challenge is huge, the Covid crisis had produced some positives: collaboration among teachers is at a high point, as is communication with parents.			
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Annotated Strategic Plan</li><li>2. Professional Development Schedule</li><li>3. Teacher Staff List</li></ol>			
	Meeting was adjourned at 3:10 p.m.			

## CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes  
Meeting Date / Time: September 30, 2020 4:30pm

Minutes Recorded By: J. Peters

<b>Committee Chair</b>	<b>Jan Peters</b>			
<b>Committee Members</b>	<b>Name</b>	<b>Present</b>	<b>Excused</b>	
	John Sheffield	X		
	Lynn Monin		X	
	Helene Kramer	X		
	Latise Hairston	X		
	Mary Jo Pheiffer	X		
<b>MEETING AGENDA, MINUTES AND ACTION ITEMS</b>				
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
2019/2020 HOS Evaluation	Referencing the documents John submitted the committee reviewed and discussed the progress toward the 2019/2020 Organizational Goals, John's drafted Self Evaluation related to the Danielson rubric, John's narrative for the 2019/2020 self-assessment and his self-evaluation ratings	In response to suggestions from the Committee John updated his performance progress toward the Board goals document and on the Danielson Leadership Framework document to include more specific examples that convey the strategies and level of work resulting in the outcomes evaluated  Next Steps are for Board Chairs to share HOS evaluation process with BOT	HOS    Mary Jo and Helene	Complete    Next BOT Meeting

# CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes  
Meeting Date / Time: September 30, 2020 4:30pm

Minutes Recorded By: J. Peters

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
<b>2020/2021 HOS Evaluation</b>	<b>Data Collection</b>	<b>The members agreed to review the questions and format for the parent surveys to ensure the data points are still relevant in advance of deployment</b>	<b>Governance Committee</b>	<b>Next meeting</b>
<b>Goals and competency review</b>	<b>Mary Jo suggested John consider who he may want to consult with regarding the goals and competencies in the next evaluation period</b>	<b>John will determine his preference for internal or external consultant</b>	<b>HOS</b>	<b>Prior to next meeting</b>

## CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes  
Meeting Date / Time: September 30, 2020 4:30pm

Minutes Recorded By: J. Peters

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
BOT Member Recruitment Process	2 candidates were interviewed by the BOT Co-chairs and they asked for feedback on process for future BOT candidate recruitment, interview, and selection. Latise suggested a more holistic approach based on the needs and competency gaps in the makeup of the BOT in addition to candidate attributes	Helene and Mary Jo discussed both candidate profiles and the committee endorsed their proposal to recommend Anne Nguyen Henry for BOT Consideration given her education background in BPS	Board Chairs	Next BOT meeting
Admin Asst to BOT	Helene and Mary Jo plan to phone screen 2 candidates this week	Report interview results to the Governance Committee	Helene and Mary Jo	ASAP
Next meeting				4:30 pm Tuesday 10/27/2020
Meeting Adjourned	Approximately 6:00 pm			