

REGULAR MONTHLY BOARD MEETING
Charter School of Inquiry
404 Edison Street
Buffalo, New York 14215
Wednesday, September 8, 2021 @ 4:45PM
Meeting Minutes prepared by Laquitta Reid

Trustees Present: Valerie Nolan, Chair
Janet ("Jan") Peters
Anne Henry
Peter Dow
Mary Jo Pfeiffer
Bruce ("Trey") Haydon

CSI Staff: John Sheffield, Head of School
Joseph Peek, Assistant Principal

Guest: Debbie Lister
Karen Burhans
Steven Polowitz

Excused: Nichelle Gray

1. **Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on **Wednesday, September 8, 2021 @ 4:49 p.m.** The meeting was held via Zoom videoconferencing (Meeting ID #: 868 8959 2436), in accordance with Temporary Legislation adopted by the State Legislature.
2. **Proof of Public Notice:**
All media outlets received notice via electronic mail and a Meeting Announcement was posted on the door of Charter School for Inquiry on/or about September 1, 2021. A signed & notarized affidavit stating such is available upon request.
3. **Conflict of Interest Policy:**
Reminder: If anyone has a conflict of interest concerning a subject under discussion by the Board, I remind you that you have an obligation to disclose that potential conflict. If we (the Board) deem it a conflict, you must recuse yourself and leave the room during any discussion or vote on subject.

4. Board Survey Results, Governance & Management – Debbie Lister

Ms. Lister introduced herself and gave us a little background on her organization. Education Board Partners is a non-profit working with charter school boards to ensure they are focused on quality, equity, and accountability. Ms. Lister spoke about the results of the Board Effectiveness Diagnostic taken by the board earlier this summer. Ms. Lister ran through the 6 standards:

- Student Achievement – The board strongly agrees in this area. Student achievement. Any shifts or changes in this area are due to the influences of the COVID pandemic.
- Ensure Exceptional Leadership-
- Committing Exemplary Governance-
- Act Strategically-
- Raise & Use Resources Wisely – Using additional funding wisely.
- Committing to Compliance- medications and the best thing I can do is be the person I can be in the time

Overall, the board looks good and even in the areas where improvement is needed,

5. Approval of Minutes:

- a. Minutes of Business Meeting – July 21, 2021 – Delayed
- b. Minutes of Business Meeting – August 21, 2021 – Delayed

Committee Meeting Minutes (FYI):

- a. Academic Committee Meeting Minutes – July 16, 2021- ACCEPTED
Motion to approve from Anne. Seconded by Mary Jo. Unanimous vote.
- b. Finance & Audit Committee - August 24, 2021 – ACCEPTED
Motion to approve from Mary Jo. Seconded by Anne. Unanimous vote.

6. Announcements / Updates:

- a. Renewal Site Visit – October 13 & 14 – The renewal site visit will be remote. A Board Retreat in preparation for the renewal site visit was scheduled *tentatively* for October 2, 2021 @ 9AM. Since the site visit is remote, it is going to be “challenging” to fully display our teaching model, co-teaching, artwork, and other things that would be seen in-person.

7. Head of School Report – John Sheffield:

- Student enrollment stands at 291.
- Attendance has been at 280 the last 2 days.
- Registration packets are completed.
- Busing issues/ transportation delays for the Buffalo students.
- We have hired a number of new staff members with several positions still open
- A Special Education Teacher, two (2) RTI Teacher, and an additional ENL Teacher is still needed.

- Our ENL numbers are looking good this year.
- Several new fluent Bilingual Staff members.
- Only one COVID cases reported in August.
- Extended Day Program starts next Monday. We have over 200 pick-ups at Dismissal because of the busing issues.

8. Academic Committee Report – Peter Dow, Chair

- Academic Committee is concerned about the issue of assessments. We are also monitoring professional development. “What is the effectiveness of what we are doing?”
- Maria Giancarlo has been great with reporting on the Africana Infusion Task Force and Inquiry Program.
- David Hetherly has been asked to report to the committee on a monthly basis on any updated information/test scores.
- The ESSER funds – The Academic Committee has asked John to create a Task Force to discuss the utilization of those funds to ensure those funds are best utilized in furthering the academic goals of the school.

9. Parent Association Report – Nichelle Gray, Parent Representative

Parent Teacher Conferences are scheduled for October 13. John stated that Nichelle is working on a Meet the Teachers Night scheduled for September 16, 2021.

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

Karen Burhans, of Kirisits, took us through Finances for July 31, 2021. This is the first month of reporting after the end of fiscal year (June 30, 2021). Not much to report:

- The third ESSER budget was extended from August 31 to September 30, 2021.
- The Charter Renewal Application was submitted August 15, 2021.
- The State asked for a 5-year budget based on a 344 enrolled student capacity.

11. Governance Committee- Jan Peters, Chair

- a. Head of School Evaluation – Danielson Evaluation form.
- b. Vendor Survey – A vendor survey has been drafted & distributed. Request for all board members to fill out the evaluation forms. Deadline for the evaluation form is September 20, 2021 in advance of the next Governance Committee Meeting. After all evaluations are received, we will need a special board meeting to discuss the Head of School (“HOS”) Evaluation.
- c. Satisfaction Survey- these surveys were to help us fill out the HOS Evaluation, and also for goal setting.
- d. Board Administrative Assistant – Remedy has not been a big help in this area. John will re-open the LinkedIn job posting for this position with Valerie’s permission. If this is unsuccessful, maybe we go back to Head

Hunter, Joan Gracie for assistance. Ms. Gracie signed the contract that Steve vetted. There will be no contractual issues.


12. Old Business:

- a. Website – Anne will reach out to assist Nichelle with this in her absence.

13. Next Meeting: Wednesday, October 13, 2021 @ 4:45PM

14. Adjournment: Motion to adjourn by Mary Jo. Seconded by Valerie. Vote unanimous. Meeting adjourned @ 7:07PM

Respectfully Submitted



Peter Dow, Secretary

Date: January 26, 2022