

REGULAR MONTHLY BOARD MEETING
Charter School of Inquiry
404 Edison Street
Buffalo, New York 14215
Wednesday, November 10, 2021 @ 4:45PM
Meeting Minutes by Laquitta Reid

Trustees Present: Valerie Nolan, Chair
Mary Jo Pfeiffer
R. Bruce Haydon
Peter Dow
Anne Henry

CSI Staff: John Sheffield, Head of School
Joseph Peek, Associate Principal
Laquitta Reid, Board of Trustees Administrative Coordinator

Excused: Latise Hairston
Nichelle Gray
Janet ("Jan") Peters
Melvin Bankhead

Guest: Steve Polowitz

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 Mary Jo Pfeiffer, the presiding officer, a lawful quorum being present on Wednesday, November 10, 2021 @ 5:02 P.M. The meeting was held via Zoom videoconferencing (Meeting ID # 868 8959 2436), in accordance with Temporary Legislation adopted by the New York State Legislature.
2. **Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/about November 3, 2021, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
3. **Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.
4. **Approve Minutes**
 - a. Minutes of Business Meeting – July 21, 2021 – ACCEPTED
Motion to Approve by Mary Jo Pfeiffer. Seconded by Anne Henry. Vote Unanimous. Minutes Approved.
 - b. Minutes of Business Meeting – August 11, 2021- Delayed

- c. Minutes of Business Meeting – September 8, 2021- Delayed
- d. Minutes of Business Meeting – October 13, 2021- Delayed

Committee Minutes (FYI): *Delayed for Committee(s) approval.*

- a. Academic Committee – October 22, 2021
- b. Finance/Audit Committee – October 5, 2021 & October 26, 2021
- c. Governance Committee – October 26, 2021

5. Announcements / Updates

- a. Renewal Legal Review – State Education Department (“SED”) requested we make changes to our Bylaws & Code of Conduct Policies.
 - Required revisions to Bylaws, Complaint Policy
 - SED Suggested Change: **Article IX** – If a Parent(s) has a complaint, we need to make it clear that Parent can bypass the Head of School (“HOS”) and make their complaint directly to the Board of Trustees.
 - Board of Trustees Resolution # 2021-1110-5a1: **Motion #5a1** – November 10, 2021. The Charter School of Inquiry Board of Trustees, by way of lawful quorum, resolve to amend the Bylaws and Complaint Policy to make clear that complaints may be made directly to the Board of Trustees.
Motion to Approve Resolution (#2021-1110-5a1) to the Bylaws & Complaint Policy was made by Anne Henry. Seconded by Peter Dow. Vote Unanimous. Resolution Adopted.
 - Required revisions to Code of Conduct
 - SED Suggested Change: There were 3 suggested changes to our Code of Conduct Policy.
 - Board of Trustees Resolution # 2021-1110-5a2: **Motion #5a2** – November 10, 2021. The Charter School of Inquiry Board of Trustees, by way of lawful quorum, resolve to amend the Code of Conduct Policy to make clear:
 - The school will provide written notice of short-term suspensions.
 - The school will provide due process prior to imposing long term suspension with remote instruction as a disciplinary measure.
 - The school will immediately return to school any student whose behavior is determined to be a manifestation of a disability.
Motion to approve Resolution (#2021-1110-5a2) to the Code of Conduct Policy was made by Peter Dow. Seconded by Bruce Haydon. Vote Unanimous. Resolution Adopted.

6. Finance/Audit Committee Report – Bruce Haydon, Treasure & Chair

- a. Financial Statements & Narrative for period ending September 30, 2021

- We are in a favorable budget position with not a lot to report.
- The Finance Committee will be looking for a new Financial Institute to manage our account(s) after the Charter Renewal.
- Building lease will be addressed after the Charter Renewal.
- Teacher Retirement System (“TRS”) – The Finance Committee will look into the program, cost, and process to join.

7. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report:
 - Student enrollment remains at 290.
 - Two new staff members were added: One (1) SPED Teacher 2nd Grade & One (1) Co-Teacher 5th Grade.
 - We have no open positions open right now.
 - We may want to hire a Kindergarten RTI Teacher in the future.
 - Staff Diversity has been consistent.
 - We have 23 ELL Students.
 - Professional Development with all staff regarding the culture & traditions of Bangladesh & Islam religion.
 - We now have a designated Prayer Area for Muslim students.
 - Attendance is hard to track with COVID quarantines.
- b. Renewal Application of Benchmark 1 – The final part of Charter Renewal Application was completed & submitted on October 29, 2021.
- c. Board PD: 11/8/2021 Vaccination Policy – Currently we have several staff members & students out on quarantine. During a special meeting with attorneys, Linda Tarantino, Andy Friedmann & Steve Polowitz, we discussed our options for a school-wide vaccine mandate. Some of the main topics of discussion were:
 - Union issues with vaccine mandate.
 - Can we mandate testing 2 times a week for unvaccinated staff members?
 - Special information session with Parents & Staff to educate them the COVID vaccine.

8. Academic Committee Report – Peter Dow, Chair

Academic Committee has spent a lot of time monitoring & studying data. John’s Benchmark 1 Report describes what the Academic Committee is looking at. Further, Rubric Development will contribute to our understanding of how these programs impact our growth.

9. Parent Association Report – Nichelle Gray, Parent Representative

Discussion tabled until our next meeting on December 8, 2021.

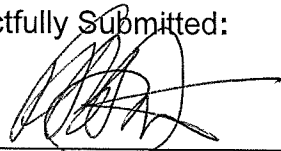
- a. Vendor Survey
- b. Event/ Speaker Calendar

10. Governance Committee- Jan Peters, Chair – Board Retreat to discuss HOS Evaluation will be on Saturday, November 20, 2021 at 9:00 a.m.

11. Next Meeting: Wednesday, December 8, 2021 @4:45PM

12. Adjournment: Motion to adjourn was made by Peter Dow. Seconded by Mary Jo Pfeiffer. Vote: Unanimous. Meeting adjourned at 6:10PM

Respectfully Submitted:



Peter Dow, Board of Trustees Secretary

Date: January 26, 2022