

**REGULAR MONTHLY BOARD MEETING**  
**Charter School of Inquiry**  
**404 Edison Street**  
**Buffalo, New York 14215**

**Wednesday, December 8, 2021 @ 4:45pm**  
*Meeting Minutes taken by Laquitta Reid*

Trustees Present: Valerie Nolan, Chair  
Peter Dow  
Janet (“Jan”) Peters  
R. Bruce Haydon  
Mary Jo Pfeiffer  
Melvin (“Trey”) Bankhead  
Nichelle Gray

CSI Staff: John Sheffield, Head of School (“HOS”)  
Joseph Peek, Associate Principal  
Laquitta Reid, Board Administrative Coordinator

Guest: Steve Polowitz

Excused: Latise Hairston  
Anne Henry

- 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 December 8, 2021 @ 4:50 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/or about December 1, 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 – August 11, 2021 – **Action**- ACCEPTED  
*Motion to approve minutes made by Peter Dow. Seconded by Bruce Haydon. Vote Unanimous. Minutes Approved.*
- b. Minute of Business Meeting September 8, 2021 – **Action** – ACCEPTED  
*Motion to approve minutes made by Bruce Haydon. Seconded by Janet Peters. Vote Unanimous. Minutes Approved.*
- c. Minutes of Business Meeting – October 13, 2021 – **Action** – ACCEPTED  
*Motion to approve minutes made by Peter Dow. Seconded by Mary Jo Pfeiffer. Vote Unanimous. Minutes Approved.*
- d. Minutes of Business Meeting – November 10, 2021 – **Action** – ACCEPTED  
*Motion to approve minutes made by Bruce Haydon. Seconded by Melvin Bankhead. Vote Unanimous. Minutes Approved.*

Committee Minutes (FYI): Motion to accept all committee meeting minutes was made by Mary Jo Pfeiffer. Seconded by Bruce Haydon. Vote Unanimous.

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

5. **Announcements / Updates:** John gave an update on COVID numbers. As per John's Dashboard Report, we had more cases after Thanksgiving break. Things seem to be slowing down this week. New Guidelines make it hard on attendance numbers because a child showing COVID symptoms must be out for 7-10 days.

#### 6. Finance/Audit Committee Report – Bruce Haydon

- a. Financial Statements & Narrative for period ending October 31, 2021:
  - Bruce took us through the Financial Statements.
  - We continue to be in a good spot financially.
  - District payments, especially Buffalo, are running late by 3 weeks.
  - Our October results show we are ahead of budget, despite lower projected enrollment.
  - We have a Cash Flow Statement in our report to compare month to month spending.
  - We came up with an ESSER Spending Flow Chart that will be implemented in our Finance Committee Meetings to track ESSER spending.
- b. General Counsel Letter of Engagement: **Action** – ACCEPTED  
*Motion to approve General Counsel Letter of Engagement made by Valerie Nolan. Seconded by Mary Jo Pfeiffer. Vote Unanimous. General Counsel Letter of Engagement Approved.*

## **7. Head of School Report – John Sheffield**

- a. Student Enrollment – enrollment stands at 289.
- b. Subgroup Enrollment – We are still having issues with suburban busing. We lost some students due to that issue.
- c. Staffing – No new staff members. We are still looking for a Kindergarten RTI Co-Teacher. We were using a building sub in that area, but she is now covering staff member who are out on Maternity Leave.
- d. Student Discipline Report - Student suspension is very low
- e. Professional Development – “robust” professional development schedule.
- f. Daily Student Attendance Report – low attendance numbers due to mandatory COVID quarantine.
- g. COVID 19 Report – approximately 54 children are out due COVID protocol/restrictions. We continue to have the County in to due testing on Staff & Students.
- h. Re-Opening Plan Review -
- i. Academic Performance Data
  - 21 ELL Students.
  - Increased ESL Instruction as we invite more Bengali families from the community.
  - IEP Students will continue to increase as we make recommendations for SPED instruction.
  - Mr. Mattiuzzo will present to the Academic Committee regarding IEP & SPED students.
  - Scale Scores from September through November shows we are seeing growth.
  - 4<sup>th</sup> grade seems to be struggling but there is still growth there.

## **8. Academic Committee Report – Peter Dow**

- Peter discussed changing the format of the Academic Committee meetings to include an Academic presentation from a Guest Speaker.
- Lou Mattiuzzo, Director of SPED & RTI Services will be a Guest Speaker at the next Academic Meeting to discuss the SPED program, Co-Teaching, IEP recommendations, etc.
- David Magavern, ENL Teacher will present to the Committee in January.
- David Hetherly provides the Academic Committee with Data reports monthly.
- Joseph Peek, Associate Principal, in charge of, a few Task Forces. Mr. Peek reports to the Committee bi-monthly on the Africana Infusion Task Force.
- Tracey Herlan, Literacy Coach gave a comprehensive report to the Committee last month on Open Court, Rubric Development, Literacy programs & events.

- Peter opined TRS needs to be a priority. Per Bruce, Finance Committee wants to look over the financial impact before bringing it to the Board. Finance Committee will present a proposal to the Board once the numbers are “crunched.”

#### **9. Parent Association Report – Nichelle Gray, Parent Representative**

- Increasing Parent Participation – Parents Association was trying to schedule a meeting, however the dated didn’t work with our Board Retreat.
  - Mr. Peek was asked to present at the Parent Association meeting.
  - Crocheting program in the afterschool program has excited the children.
  - Prepping for a January Parent Meeting. Date TBD.
  - Mr. Sheffield spoke about limiting Parents/Guest in the building due to COVID numbers.
  - 90% of Parents attended Fall Parent Teacher Conferences via in-person or by Zoom.
- Event/Speaker Calendar
 

Mr. Peek was invited to speak at the Parent Association Meeting.

#### **10. Governance Committee – Jan Peters, Chair**

- Vendor Survey: Nothing new in this area.
- Head of School Evaluation 2021–22:
  - Jan spoke about the Committee being focused on the Head of School Evaluation.
  - Kathy Adams, of Elmwood Village Charter School has been invited to attend the next Governance Committee Meeting scheduled for December 14, 2021.
  - Ms. Adams is looking forward to being apart of the Head of School Evaluation process.
  - John provided us with several Evaluation Instruments.
- New Board Members:
  - During our Retreat Meeting, we talked about needing people from the community.
  - We need to interview & vet new candidates as soon as possible.

#### **11. Old Business:**

- Website RFP status – Nichelle Gray
  - Nichelle discussed that due to Travel & Holidays there has been a delay. However, she expects to get back into this matter after the holidays and will report back at our next meeting.

**12. New Business:**

- Update on COVID Vaccine Mandate: We talked about a pediatrician coming in to talk to Staff & Parents regarding Vaccines.
- This meeting/presentation will be done after the New Year.
- Staff will have their meeting during the day & Parents are invited afterschool to meet with our guest Pediatrician.
- There will be a virtual Kwanzaa presentation this year. Mr. Sheffield will share the link when it becomes available.
- Peter spoke about our "urgent" need for TRS.
- TRS will be discussed first with Finance/Audit Committee and then presented to the Board at our next Board Meeting.

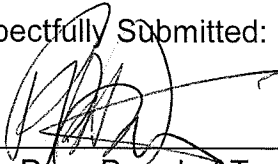
**13. Executive Session:** HOS Compensation

**14. Next Meeting:** Wednesday, January 19, 2022 @ 4:45PM

**15. Adjournment:** Motion to adjourn made by Peter. Seconded by Nichelle. Vote Unanimous. Meeting adjourned at 6:17PM.

<https://us02web.zoom.us/j/86889592436?pwd=VjJIYjRlcWdlbkNsWmU3aUFTVXJ3QT09>  
Meeting ID: 868 8959 2436  
Passcode: 028189

Respectfully Submitted:



\_\_\_\_\_  
Peter Dow, Board of Trustees Secretary

Date: January 26, 2022