

Application: Charter School of Inquiry

John Sheffield - jsheffield@csicharter.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Sep 22 2021

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CHARTER SCHOOL OF INQUIRY 140600861072

a1. Popular School Name

CSI

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

d. DATE OF INITIAL CHARTER

6/2024

e. DATE FIRST OPENED FOR INSTRUCTION

8/2031

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The Charter School of Inquiry promotes a safe and supportive community for children and families by infusing the heritage and culture of people of African descent, embracing the concept of Ubuntu and promoting academic growth through challenging student-led investigations.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	<p>Rigorous, Inquiry-based Curriculum</p> <p>Inquiry is the foundation of CSI’s instructional philosophy. Raising questions, conducting investigations, interpreting and communicating are how CSI children will learn. CSI will use compelling, and relevant interdisciplinary topics to foster children’s acquisition and retention of content knowledge, while fostering their creativity and critical thinking skills and a lifelong love of learning.</p> <p>Emphasis will be placed on firsthand investigations of their immediate surroundings as a way of infusing opportunities to learn from direct experience into all areas of the curriculum.</p>
KDE 2	<p>Academic Focus on Literacy</p> <p>Recognizing that literacy is the foundation for success in school and in life, and that children must “learn to read” by 3rd grade in order to “read to learn” in subsequent grades, our academic focus is for every child at CSI to read proficiently, fluently</p>

	<p>and with good comprehension by the end of third grade. Intentional reading instruction will be based on scientifically-based reading research.</p>
<p>KDE 3</p>	<p>Responsive Classroom (RC)</p> <p>Responsive Classroom is an evidence-based approach for elementary school teaching and learning that recognizes that the social curriculum is as important as the academic curriculum, that how children learn is as important as what they learn, and that the greatest cognitive growth occurs when children interact with others about what they have experienced. RC will help to build a culture of community and mutual respect.</p>
<p>KDE 4</p>	<p>Collaborative Team-teaching</p> <p>Collaborative team-teaching takes place in every classroom with a teacher and teaching assistant, supported by a literacy coach and an inquiry coach. Special Education and ENL teachers will provide special attention to designated children. Interns working on their Master's degrees in Literacy (B-6) from local colleges and universities will be recruited to work as part of the instructional team in helping children who need individual or small group attention.</p> <p>Grade level teams will collaborate on developing curriculum aligned with the CCSS, measuring student growth, and developing strategies for struggling students to meet their academic goals.</p>
<p>KDE 5</p>	<p>Data-driven Instruction and Evidence of Performance</p> <p>This is instituted through progress monitoring in reading, literacy, math and science to inform responsive instruction, and to create IIP's for each child. Rubrics, student portfolios, performance tasks and projects for evaluating multi-disciplinary thematic units are also utilized as evidence of student work and progress.</p>
<p>KDE 6</p>	<p>African and African-American History and Culture</p>

CSI founders feel strongly that African- American children, and indeed all children, need to gain a better understanding of African and African- American peoples – their history, culture, and contributions to the world. This knowledge is necessary to contest images in the dominant culture that breed feelings of inadequacy and a diminished sense of self-worth in many African- American children, and will give all of CSI’s children perspectives that they do not ordinarily receive.

KDE 7

Integrated Arts

Integrated arts will help students to learn the disciplines of visual arts and music and explore their personal involvement in an extended-day enrichment program. Creating, interpreting, and responding in the arts stimulates the imagination and encourages innovation and creative risk-taking in children.

KDE 8

(No response)

KDE 9

(No response)

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.csicharter.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

344

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

294

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6

l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

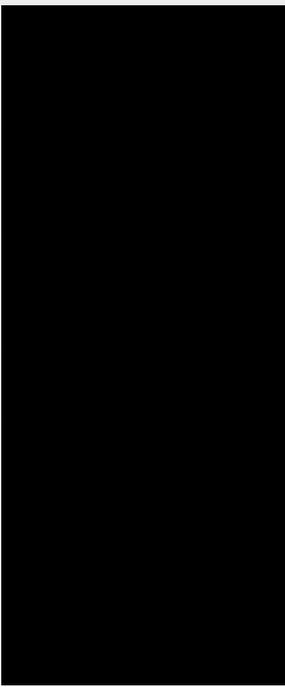
School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	404 Edison Street 14215	(716) 833-3250	Buffalo	K-6	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	John W. Sheffield	716-833-3250		jsheffield@csicharter.org
Operational Leader	Lynn Monin	716-833-3250		lmonin@csicharter.org
Compliance Contact	Lynn Monin	716-833-3250		lmonin@csicharter.org
Complaint Contact	Valerie Nolan	716-833-3250		valnolan@aol.com
DASA Coordinator	Tamieka Johnson	716-833-3250		tjohnson@csicharter.org
Phone Contact for After Hours Emergencies	John Sheffield	716-833-3250		jsheffield@csicharter.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy 2021.pdf](#)

Filename: Certificate of Occupancy 2021.pdf **Size:** 160.3 kB

Site 1 Fire Inspection Report

[Fire inspection report 5.2021.pdf](#)

Filename: Fire inspection report 5.2021.pdf **Size:** 187.9 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Bylaws	Deleted HR Committee adding Governance Committee, append Code of Ethics.	09/01/20	10/15/20
2	Change in admissions/enrollment policy	Added a weighted lottery for SWD and ELL.	03/11/21	3/23/21
3	Change in Bylaws	Revision to bylaws/Cod of Conduct to accommodate changes in board officer job descriptions.	05/04/21	6/21/21
4	Other	Extend summer program from one to four weeks to address learning gaps due to COVID-19 Pandemic.	06/01/21	6/8/21
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	John W. Sheffield
Position	Head of School
Phone/Extension	(No response)
Email	jsheffield@csicharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

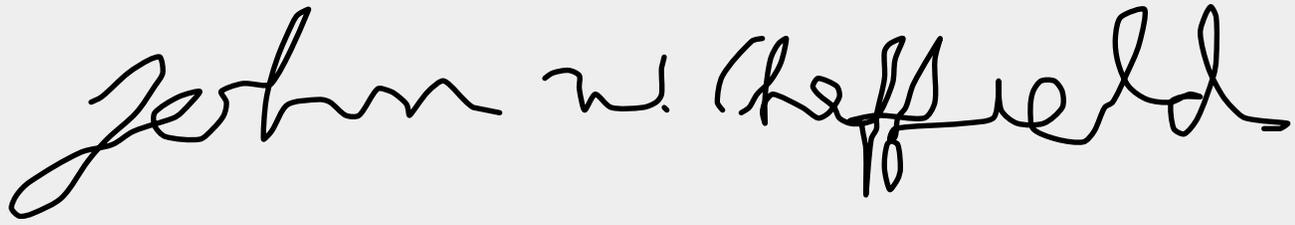
Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

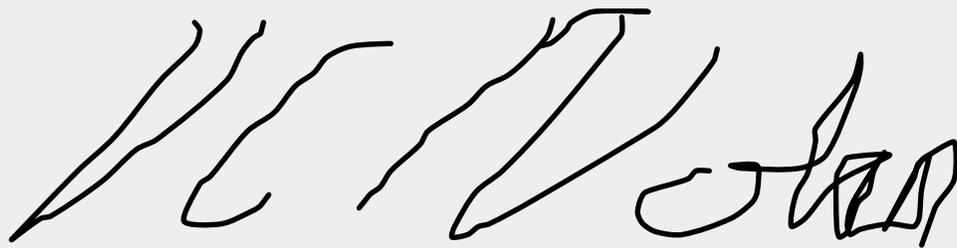
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 31 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 28 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as

“N/A”. Deadline is November 1, 2021.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	Each year, 50% of students enrolled			

Academic Goal 1	for at least two years at CSI will score at least at Level 3 on state assessments in Grades 3 through 6.	NYS Assessments	Unable to Assess	
Academic Goal 2	Each year, the percentage of students enrolled for at least two years at CSI will score at least 10% above BPS students in the same Grades 3 through 6.	NYS Assessments	Unable to Assess	
Academic Goal 3	Each year, all grade level cohorts of students will reduce by one-half the gap between the percent at or above level 3 on previous year's ELA assessment.	NYS Assessment	Unable to Assess	
Academic Goal 4	Each year, 50% of students enrolled for at least two years at CSI will score at least at Level 3 on state assessments in grades 3-6.	NYS Assessments	Unable to Assess	
Academic Goal 5	Each year, the percentage of students enrolled for at least two years at CSI will score at least 10% above BPS students scoring at	NYS Assessments	Unable to Assess	

	Level 3 and above.			
Academic Goal 6	Each year, all grade-level cohorts of students will reduce by one-half the gap between the percent at or above Level 3 on the previous year's NYS math assessment.	NYS Assessments	Unable to Assess	
Academic Goal 7	In grade 4, 75% of all students enrolled for at least two years will perform at or above Level 3 on the NYS science assessment.	NYS Assessment	Unable to Assess	
Academic Goal 8	In grade 4, the percent of all students in at least their second year at CSI will exceed by 15% BPS student performance	NYS Assessment	Unable to Assess	
Academic Goal 9	Students in grades K through 2 will demonstrate attainment of age/grade level proficiency benchmarks on the appropriate grade level assessments.	Renaissance Star Assessments	Met	
Academic Goal 10	Overall 33% proficiency on Star ELA Assessment	Renaissance Star Assessments	Met	

by June.

2. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Overall 33% proficiency on Star Math Assessment by June.	Renaissance Star Assessments	Met	
Academic Goal 12	Overall 37% proficiency on Star ELA Assessment by June for SWD.	Renaissance Star Assessments	Met	
Academic Goal 13	Overall 29% proficiency on Star Math Assessment by June for SWD	Renaissance Star Assessments	Met	
Academic Goal 14	Increase the number of students at or above proficiency in ELA by 18% between September and June as measured by Star Assessments.	Renaissance Star Assessments	Met	

Academic Goal 15	Increase the number of students at or above proficiency in Math by 16% between September and June as measured by Star Assessments.	Renaissance Star Assessments	Met	
Academic Goal 16	Increase the number of SWD at or above proficiency in ELA by 20% between September and June as measured by Star Assessments.	Renaissance Star Assessments	Met	
Academic Goal 17	Increase the number of SWD at or above proficiency in Math by 14% between September and June as measured by Star Assessments.	Renaissance Star Assessments	Met	
Academic Goal 18	Overall SGP in ELA between September and June will be 40% or higher as measured by Star Assessments.	Renaissance Star Assessments	Met	
Academic Goal 19	Overall SGP in Math between September and June will be 35% or higher as	Renaissance Star Assessments	Not Met	

	measured by Star Assessments.			
Academic Goal 20	Overall 40% proficiency on Star Math Assessment by June for ELL students	Renaissance Star Assessments	Met	

3. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21	Overall 40% proficiency on Star ELA Assessment by June for ELL students	Renaissance Star Assessments	Met	
Academic Goal 22	Overall 33% proficiency on Star ELA Assessment by June for ED students.	Renaissance Star Assessments	Met	
Academic Goal 23	Overall 33% proficiency on Star Math Assessment by June for ED students.	Renaissance Star Assessments	Met	

Academic Goal 24	Grade 3: 30% proficiency on Star ELA Assessment by June.	Renaissance Star Assessments	Met	
Academic Goal 25	Grade 3: 25% proficiency on Star Math Assessment by June.	Renaissance Star Assessments	Not Met	Made changes to third grade staff. Identified gaps in learning. Hired an RTI math specialist as co-teacher to close gaps with this cohort in fourth grade.
Academic Goal 26	Grade 4: 33% proficiency on Star ELA Assessment by June.	Renaissance Star Assessments	Met	
Academic Goal 27	Grade 4: 34% proficiency on Star Math Assessment by June.	Renaissance Star Assessments	Met	
Academic Goal 28	Grade 5: 30% proficiency on Star ELA Assessment.	Renaissance Star Assessments	Met	
Academic Goal 29	Grade 5: 32% proficiency on Star Math Assessment.	Renaissance Star Assessments	Not Met	Identified gaps in learning. Moved to co-teaching model to provide more intense intervention at both fifth and sixth grade levels.
Academic Goal 30	Grade 6: 38% proficiency on Star ELA Assessment by June.	Renaissance Star Assessments	Met	
Academic Goal 31	Grade 6: 39% proficiency on Star Math Assessment by June.	Renaissance Star Assessments	Met	

Academic Goal 32				
Academic Goal 33				
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Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess
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				goal, type N/A for Not Applicable
Org Goal 1	Implement a weighted lottery system.		Met	
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

CSI audited FS 06

Filename: CSI audited FS 06.30.2021 FINAL.pdf **Size:** 473.7 kB

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Dec 20 2021

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Charter School of Inquiry BEDS-140600861072_2020-21

Filename: Charter School of Inquiry BEDS 14 sFauLiY.xlsx **Size:** 75.1 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report

4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[CSI NYSED Annual Report 11](#)

Filename: CSI NYSED Annual Report 11.1.2021 s NliKw1o.pdf **Size:** 141.7 kB

[CSI M&T Dissolution Bank Stmt - 8821 - 2021](#)

Filename: CSI MT Dissolution Bank Stmt 8821 X0f4VYV.pdf **Size:** 95.4 kB

Entry 4d - Financial Services Contact Information

Completed Sep 22 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation by **November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Lynn Monin	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Peter DeSabio, Lumsden and McCormick	[REDACTED]	[REDACTED]	6

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Kirisits and Associates	Karen Burhans, CPA	1231 Delaware Ave., Buffalo, NY, 14209	[REDACTED]	[REDACTED]	6

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Nov 1 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[CSI Final2021-2022ARBudget 06](#)

Filename: CSI Final2021 2022ARBudget 06.30.2021.xlsx **Size:** 36.6 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Sep 22 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation**

is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[Disclosure of Financial Interest 2020-2021](#)

Filename: Disclosure of Financial Interest 2020 2021.pdf **Size:** 892.9 kB

Entry 7 BOT Membership Table

Completed Sep 22 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
			Executiv					

1	Helene Kramer		Chair	e, Audit/Finance/ Governance	Yes	3	08/06/2019	07/05/2021	11
2	Mary Jo Pfeiffer		Vice Chair	Executive, Academic, Governance	Yes	2	07/08/2020	07/11/2023	11
3	Deborah Porter		Trustee/Member	Executive, Audit/Finance	Yes	3	08/06/2019	06/24/2021	7
4	R. Bruce Haydon		Treasurer	Executive, Audit Finance (chair)	Yes	2	07/08/2020	07/11/2023	11
5	Peter Dow		Trustee/Member	Executive, Academic (chair)	Yes	3	07/08/2020	07/11/2023	12
6	Melvin Bankhead III		Secretary	PR/Communications (ad hoc) (chair)	Yes	1	08/06/2019	07/05/2022	12
7	Janet Peters		Trustee/Member	Governance (chair)	Yes	2	07/08/2020	07/11/2023	12
8	Latise Hairston		Trustee/Member	Governance	Yes	1	07/08/2020	07/11/2023	7
				Academic,					

9	Nichelle Gray	[REDACTED]	Parent Rep	PR/Communications (ad hoc)	Yes	1	10/05/2020	07/06/2021	7
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1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Current Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
10	Anne Nguyen Henry		Trustee/Member	Academic Committee	Yes	1	11/10/2020	07/06/2021	7
11	Valerie Nolan		Trustee/Member	Academic Committee, Audit/Finance Committee, Governance Committee	Yes	1	02/02/2021		5 or less
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	11
b.Total Number of Members Added During 2020-2021	4
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Sep 22 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

Entry 9 Enrollment & Retention

Completed Sep 22 2021

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
		Based on a review of information provided by the NYSED Charter School Office, data in the public databases, and internal records, CSI continues to enroll significantly more students in the economically disadvantaged

Economically Disadvantaged

The Charter School of Inquiry has been successful in attracting and retaining economically disadvantaged students.

The percentage of economically disadvantaged students at CSI exceeds the percentage of ED students in BPS.

Normal recruitment efforts were hindered in the 2020-2021 school year due to the COVID-19 pandemic, limiting in-person recruitment opportunities.

1. CSI transitioned to virtual recruitment efforts, including television commercials on WGRZ, radio advertisements on WBLK, newspaper advertisements in the Challenger, and video advertisements on social media

2. Participated in virtual events such as Juneteenth and recruitment fairs.

3. Joined SchoolMint (common recruitment/application app)

subgroup compared to the district.

With the hope that restrictions due to the pandemic are lifted in the 2021-2022 school year, CSI will engage in the following recruitment activities:

1. Resume in-person recruitment at community festivals and events.

2. Resume in-person participation in recruitment fairs at pre-schools that serve a high percentage of economically disadvantaged children.

3. Resume participation in a neighborhood health and wellness fair.

4. Resume hosting an open house for the community.

5. Give in-person tours of the school to interested families.

6. Increase outreach from our Recruitment Coordinator to pre-schools and community centers in high-poverty areas.

7. Redesign our school website with messaging tailored to high-needs demographics.

8. Fully utilize the Recruitment and Family Support Coordinator for in-person outreach throughout the community and meeting personally with directors of pre-school programs.

		<p>9. Redesign school website to focus on primary considerations identified by parents of students living in poverty.</p> <p>CSI will continue to use Internet advertising targeted a high-needs populations, as well as radio and newspaper advertisements.</p>
<p>English Language Learners</p>	<p>Recruitment efforts were hindered by the restrictions of the pandemic. Despite these limitations, CSI continued to make good faith efforts to recruit English language learners that included:</p> <ol style="list-style-type: none"> 1. Ran advertisements in community newspapers that reach immigrant and refugee families. 2. Implemented a social media plan that targeted targeted immigrant and refugee members of the community based on interests, language, and web searches. 3. Hired a multi-lingual recruiter to join our recruitment team. 4. Installed an app that allows prospective families to translate the website into their preferred language. 5. Instituted a weighted lottery that gave preference to ELL and SWD. 6. Joined SchoolMint (common recruitment/application app). 	<ol style="list-style-type: none"> 1. Retain the multi-lingual recruiter to reach out directly to immigrant and refugee families. 2. Continue to utilize a social media plan that targets immigrant and refugee families based on interests, language and web searches. 3. Work with the web designer selected to create a new website for CSI to maintain the translation app and highlight information of importance to immigrant and refugee families. 4. If permitted by the DOH, resume in-person recruitment at local events that attract immigrant and refugee families. 5. If permitted by the DOH, resume in-person recruitment in pre-schools that serve a high number of immigrant and refugee families. 6. Disseminate recruitment materials in Bengali and Spanish. 7. Ensure that there are translators available at open house events.

	<p>7. Applications and recruitment material disseminated in Bengali and Spanish.</p>	<p>8. Continue the weighted lottery that gives preference to ELL and SWD.</p>
<p>Students with Disabilities</p>	<p>The restrictions imposed by the DOH in response to the pandemic required CSI to adjust its recruitment strategies.</p> <p>The Buffalo CSE was virtually shutdown, and students in the pipeline to be evaluated for services were not tested. Pre-school students were unable to get school-age transition IEPs or be evaluated for services at all.</p> <ol style="list-style-type: none"> 1. CSI transitioned to virtual recruitment efforts that referenced services provided by CSI. 2. Targeted social media advertisements to parents web searches that might indicate that they were looking for a school for a child with a disability. 3. Referenced special education services offered by CSI in virtual events such as Juneteenth and recruitment fairs. 3. Joined SchoolMint (common recruitment/application app) 4. Instituted a weighted lottery that gave preference to ELL and SWD. 	<ol style="list-style-type: none"> 1. Resume in-person recruiting at pre-schools that serve a high number of SWD. 2. Continue to make it known through recruitment materials that CSI offers services to SWD. 3. Provide parents with information on their rights when dealing with the Buffalo CSE. 4. Provide parents with information on how to engage the support of a parent advocate when when dealing with the Buffalo CSE. 5. Continue to provide translation services when a parent of an ELL is requesting an evaluation from the Buffalo CSE. 6. Ensure that progress monitoring data points are fully aligned to the requirements of the Buffalo CSE. 7. Involve parents of SWD in open houses and recruitment fairs to share their experience of the services that their children receive at CSI.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<ol style="list-style-type: none"> 1. Provided all students with a Chromebook. 2. Provided personal hotspots to all families who needed access to the internet. 3. Distributed food to families three times each week. 4. Linked families to free COVID-19 testing sites in the community. 5. Linked families to free vaccination sites in the community. 6. Provided all students with supplies and materials necessary for remote and hybrid instruction. 7. Delivered food to families who were unable to get to the school on food distribution days. 8. Provided all families with free tech support. 9. Designed a remote learning schedule (with parent input) that did not require parents/guardians to "homeschool" their child; all instruction was provided remotely by CSI teachers. 10. Delivered supplies, materials, learning packets, and books to 	<ol style="list-style-type: none"> 1. Resume free after-care program. 2. Continue to provide one-to-one Chromebooks to all students for instructional purposes. 3. Allow parents the opportunity to participate in parent-teacher conferences remotely. 4. Retain the additional social worker to address issues of trauma, poverty, and homelessness. 5. Revise our co-teaching model of instruction to include two certified teachers in every classroom. 6. Utilize a consultant from Erie 1 BOCES to provide in-class

Economically Disadvantaged

students' homes if parents/guardians did not have transportation to the school.

11. Provided parents/guardians an opportunity to participate in parent-teacher conferences remotely.

12. Built office hours into the schedule so that parents had the opportunity to access their child's teacher daily.

13. Required all teachers to work in the building during the pandemic so that parents/guardians had easy access to their child's teacher.

14. Built virtual RTI sessions into the schedule to replicate the type of academic support that students would have received in the building.

15. Enrolled all families in ClassTag so they could receive messages from teachers and monitor their children's academic progress.

16. Hired an additional social worker to respond to issues of trauma, poverty, and homelessness.

17. Developed plans to offer a free four-week summer program for students.

18. Provided all staff with ongoing training on issues of poverty and trauma.

support to teachers responding to issues of trauma and poverty.

7. The CSI Parent Association will collaborate with our community partners to provide parents with information on such topics as housing rights, legal services, educational rights, financial planning, and health and wellness.

8. Continue to work with community partners to inform families of health and wellness fairs, vaccination clinics, food and school supplies give-aways, etc.

9. Offer a free four-week summer program for students during July and August of 2021.

<p>English Language Learners</p>	<ol style="list-style-type: none"> 1. ENL teacher maintained daily communication with parents to check for understanding and ensure that they were aware of information disseminated from the school. 2. ENL teacher followed up with parents in response to all school correspondence. 3. ENL teacher worked over the summer to continue to provide his students with resources and learning materials. 4. CSI provide in-house translators for Spanish, Bengali, Urdu, Arabic, and Hindi. 5. ENL teacher went to the homes of his students to assist with technology problems when necessary. 6. Translation services were provided to parents for parent-teacher conferences. 7. Translation services were provided to parents when attempting to request evaluation from the Buffalo CSE. 8. An app was added to our website to translate it into a variety of languages. 	<p>CSI retained 100% of its ELL students between the 2019-2020 and 2020-2021 school year.</p> <ol style="list-style-type: none"> 1. Continue to provide in-house translators for Spanish, Bengali, Urdu, Arabic, and Hindi. 2. Ensure that the new website provides parents with the app to translate information into families' preferred language. 3. Ensure that All-Call messages from the school's messaging service are translated into families' preferred language. 4. Continue to provide translators during parent-teacher conferences. 5. Incorporate the celebration of many different cultures (especially Bengali) into school life.
	<ol style="list-style-type: none"> 1. Provided teletherapy to 	<ol style="list-style-type: none"> 1. Transition from the Consultant Teacher Model of delivering special education services to the Integrated Co-teaching Model with Resource Room. 2. Increase the Director of

<p>Students with Disabilities</p>	<p>students that included OT, PT, and Speech.</p> <p>2. Maintained consultant teacher services in both remote and hybrid modalities as per students' IEPs.</p> <p>3. Required Director of Special Education to work over the summer to expedite referrals to the Buffalo CSE after a one-year backlog.</p>	<p>Special Education Services position from a ten to a twelve-month position.</p> <p>4. Increase number of special education teachers from five to seven; assign one special education teacher to work exclusively with one grade level.</p> <p>5. The CSI Parent Association will sponsor a series of presentations on parental rights, legal requirements of the CSE, navigating the special education referral process, and how to engage the services of a parent advocate.</p>
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Entry 10 - Teacher and Administrator Attrition

Completed Sep 22 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Sep 22 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	1.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	25.5

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	26.5



Thank you.

Entry 12 Organization Chart

Completed Sep 22 2021

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Organizational Chart 6-1-21 PDF](#)

Filename: Organizational Chart 6 1 21 PDF.pdf **Size:** 95.2 kB

Entry 13 School Calendar

Completed Sep 22 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

2021-2022 Calendar AR 7-20-21

Filename: 2021 2022 Calendar AR 7 20 21.pdf **Size:** 142.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Sep 22 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Charter School of Inquiry

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	http://csicharter.org/wp-content/uploads/2021/05/annual-report-2019-2020.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	http://csicharter.org/event/csi-board-meeting-16/?instance_id=445
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://csicharter.org/wp-content/uploads/2017/11/CSI-Public-Notice-Annual-Meeting-and-Business-Meeting-072121.pdf
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000083428
4. Lottery Notice announcing date of lottery	http://csicharter.org/event/virtual-enrollment-lottery/?instance_id=443
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	http://csicharter.org/wp-content/uploads/2020/07/Dignity-for-All-Students-Act.pdf
6. District-wide Safety Plan	http://csicharter.org/wp-content/uploads/2019/10/CSI_Safety_Plan_10232019_Final.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://csicharter.org/wp-content/uploads/2020/02/CSI-Student-Discipline-Policy-and-Code-of-Conduct-0806-final-signed.pdf
7. Authorizer-Approved FOIL Policy	http://csicharter.org/wp-content/uploads/2017/06/FOIL-Policy.pdf
8. Subject matter list of FOIL records	http://csicharter.org/wp-content/uploads/2020/07/Records-Subject-Matter-List.pdf

Thank you.



Entry 15 Staff Roster

Completed Sep 22 2021

[INSTRUCTIONS](#)

Required of Regents-Authorized Charter Schools ONLY

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

[Charter School of Inquiry Roster R 2020-2021 JWS TS](#)

Filename: Charter School of Inquiry Roster R pvJbrA9.xlsx **Size:** 17.4 kB

University of the
Education



State of New York
Department

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

CHARTER SCHOOL OF INQUIRY
404 EDISON STREET
BUFFALO, NEW YORK 14215

Building ID: 140600868001

DISTRICT:

CHARTER SCHOOL OF INQUIRY
JOHN SHEFFIELD
404 EDISON ST
BUFFALO, NEW YORK 14222

Issuance Date: May 18, 2021

Effective Date: May 01, 2021

Expiration Date: May 01, 2022


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Charter School of Inquiry
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Buffalo City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Karen Burhans
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Lumsden, McCormick, LLP
School Audit Contact Name:	Thomas Burns
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2020-21
Prior Year:	2019-20

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	N/A
Management Letter Response	N/A
Form 990	
Federal Single Audit (A-133)	
Corrective Action Plan	N/A

Charter School of Inquiry
Statement of Financial Position
as of June 30

	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 3,413,387	\$ 2,350,920
Grants and contracts receivable	309,965	50,386
Accounts receivables	4,491	5,671
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	3,727,843	2,406,977
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 1,149,995	\$ 1,215,703
Restricted Cash	100,000	75,000
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	1,249,995	1,290,703
TOTAL ASSETS	<u>4,977,838</u>	<u>3,697,680</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 68,574	\$ 57,399
Accrued payroll, payroll taxes and benefits	269,009	254,340
Current Portion of Loan Payable	21,326	26,847
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	358,909	338,586
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ 1,074,632	\$ 1,095,957
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	1,074,632	1,095,957
TOTAL LIABILITIES	<u>1,433,541</u>	<u>1,434,543</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 3,544,297	\$ 2,263,137
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>3,544,297</u>	<u>2,263,137</u>
TOTAL LIABILITIES AND NET ASSETS	<u>4,977,838</u>	<u>3,697,680</u>

**Charter School of Inquiry
Statement of Activities
as of June 30**

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 3,801,176	\$ -	\$ 3,801,176	\$ 4,141,308
State and Local Per Pupil Revenue - SPED	149,865	-	149,865	147,423
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	920,025	-	920,025	196,240
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	4,871,066	-	4,871,066	4,484,971
EXPENSES				
Program Services				
Regular Education	\$ 2,279,751	\$ -	\$ 2,279,751	\$ 2,524,540
Special Education	422,545	-	422,545	324,217
Other Programs	229,448	-	229,448	135,305
Total Program Services	2,931,744	-	2,931,744	2,984,062
Management and general	660,767	-	660,767	753,194
Fundraising	-	-	-	-
TOTAL EXPENSES	3,592,511	-	3,592,511	3,737,256
SURPLUS / (DEFICIT) FROM OPERATIONS	1,278,555	-	1,278,555	747,715
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ 2,605	\$ -	\$ 2,605	\$ 14,762
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	2,605	-	2,605	14,762
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	1,281,160	-	1,281,160	762,477
NET ASSETS - BEGINNING OF YEAR	\$ 2,263,137	\$ -	\$ 2,263,137	\$ 1,500,660
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 3,544,297	\$ -	\$ 3,544,297	\$ 2,263,137

**Charter School of Inquiry
Statement of Cash Flows**

as of June 30

	2021	2020
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ -	\$ -
Revenues from School Districts	3,903,038	4,263,854
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	-	-
Accounts Payable	(794,345)	(995,401)
Accrued Expenses	(2,473,176)	(2,456,837)
Accrued Liabilities	-	-
Contributions and fund-raising activities	707,774	191,327
Miscellaneous sources	3,280	14,087
Deferred Revenue	-	-
Interest payments	(119,588)	(121,267)
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 1,226,983	\$ 895,763
CASH FLOWS - INVESTING ACTIVITIES		
Purchase of equipment	(112,670)	(98,838)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (112,670)	\$ (98,838)
CASH FLOWS - FINANCING ACTIVITIES		
Principal payments on long-term debt	(26,846)	(13,763)
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ (26,846)	\$ (13,763)
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 1,087,467	\$ 783,162
Cash at beginning of year	2,425,920	1,642,758
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 3,513,387	\$ 2,425,920

**Charter School of Inquiry
Statement of Functional Expenses
as of June 30**

		2021							2020	
		Program Services				Supporting Services				
No. of Positions		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
		\$	\$	\$	\$	\$	\$	\$	\$	\$
	Personnel Services Costs									
	Administrative Staff Personnel	4.00	-	-	-	-	291,619	291,619	291,619	315,696
	Instructional Personnel	44.80	1,349,985	220,366	1,570,351	-	-	-	1,570,351	1,589,288
	Non-Instructional Personnel	3.00	-	-	123,402	-	-	-	123,402	68,843
	Total Salaries and Staff	51.80	1,349,985	220,366	1,693,753	-	291,619	291,619	1,985,372	1,973,827
	Fringe Benefits & Payroll Taxes		280,316	41,031	29,251	350,598	-	55,657	55,657	413,445
	Retirement		66,390	9,718	6,928	83,036	-	13,182	13,182	94,777
	Management Company Fees		-	-	-	-	-	-	-	-
	Legal Service		-	-	-	-	25,375	25,375	25,375	24,703
	Accounting / Audit Services		-	-	-	-	74,404	74,404	74,404	58,226
	Other Purchased / Professional / Consulting Services		52,695	139,611	-	192,306	-	18,974	18,974	306,734
	Building and Land Rent / Lease		-	-	-	-	-	-	-	-
	Repairs & Maintenance		-	-	-	-	72,859	72,859	72,859	-
	Insurance		28,452	1,778	1,778	32,008	-	3,556	3,556	106,131
	Utilities		40,136	2,509	2,509	45,154	-	5,017	5,017	34,014
	Supplies / Materials		23,278	-	-	23,278	-	-	-	49,434
	Equipment / Furnishings		-	-	-	-	-	-	-	141,977
	Staff Development		77,895	-	-	77,895	-	-	-	53,365
	Marketing / Recruitment		-	-	-	-	6,650	6,650	6,650	13,234
	Technology		83,725	-	-	83,725	-	-	-	57,348
	Food Service		-	-	-	-	-	-	-	-
	Student Services		26,381	-	5,560	31,941	-	-	-	41,952
	Office Expense		15,735	983	983	17,701	-	1,967	1,967	24,334
	Depreciation		129,978	-	16,247	146,225	-	16,247	16,247	148,066
	OTHER		104,785	6,549	42,790	154,124	-	75,260	75,260	195,689
	Total Expenses		\$ 2,279,751	\$ 422,545	\$ 229,448	\$ 2,931,744	\$ -	\$ 660,767	\$ 660,767	\$ 3,592,511
										\$ 3,737,256

CHARTER SCHOOL OF INQUIRY

FINANCIAL STATEMENTS

JUNE 30, 2021

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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Charter School of Inquiry

We have audited the accompanying balance sheets of Charter School of Inquiry (the School) as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Lynden & McCormick, LLP

October 6, 2021

CHARTER SCHOOL OF INQUIRY

Balance Sheets

June 30,	2021	2020
Assets		
Current assets:		
Cash	\$ 3,413,387	\$ 2,350,920
Receivables (Note 2)	309,965	50,386
Prepaid expenses	4,491	5,671
	<u>3,727,843</u>	<u>2,406,977</u>
Property and equipment, net (Note 3)	1,149,995	1,215,703
Restricted cash	100,000	75,000
	<u>\$ 4,977,838</u>	<u>\$ 3,697,680</u>
Liabilities and Net Assets		
Current liabilities:		
Current portion of long-term debt (Note 5)	\$ 21,326	\$ 26,847
Accounts payable	68,574	57,399
Accrued expenses	269,009	254,340
	<u>358,909</u>	<u>338,586</u>
Long-term debt (Note 5)	1,074,632	1,095,957
Net assets:		
Without donor restrictions	<u>3,544,297</u>	<u>2,263,137</u>
	<u>\$ 4,977,838</u>	<u>\$ 3,697,680</u>

See accompanying notes.

CHARTER SCHOOL OF INQUIRY

Statements of Activities

For the years ended June 30,	2021	2020
Support and revenue:		
Enrollment fees:		
Resident students	\$ 3,801,176	\$ 4,141,308
Resident students with disabilities	149,865	147,423
Contributions:		
Federal and state awards	484,102	196,240
Paycheck Protection Program (Note 10)	435,923	-
Interest and other income	2,605	14,762
Total support and revenue	4,873,671	4,499,733
Expenses:		
Program expenses:		
Regular education	2,279,751	2,524,540
Special education	422,545	324,217
Other program	229,448	135,305
Supporting services:		
Management and general	660,767	753,194
Total expenses	3,592,511	3,737,256
Change in net assets	1,281,160	762,477
Net assets - beginning	2,263,137	1,500,660
Net assets - ending	\$ 3,544,297	\$ 2,263,137

CHARTER SCHOOL OF INQUIRY

Statement of Functional Expenses

For the year ended June 30, 2021

	Number of Positions	Regular Education	Special Education	Other Program	Management and General	Total
Administrative personnel	4.0	\$ -	\$ -	\$ -	\$ 291,619	\$ 291,619
Instructional personnel	44.8	1,349,985	220,366	-	-	1,570,351
Non-instructional personnel	3.0	-	-	123,402	-	123,402
Total salaries	51.8	\$ 1,349,985	\$ 220,366	\$ 123,402	\$ 291,619	\$ 1,985,372
Salaries		\$ 1,349,985	\$ 220,366	\$ 123,402	\$ 291,619	\$ 1,985,372
Employee benefits and payroll taxes		280,316	41,031	29,251	55,657	406,255
Retirement		66,390	9,718	6,928	13,182	96,218
Staff and student recruitment		-	-	-	6,650	6,650
Classroom supplies and materials		23,278	-	-	-	23,278
Consultants		52,695	139,611	-	18,974	211,280
Field trips		1,100	-	-	-	1,100
Insurance		28,452	1,778	1,778	3,556	35,564
Interest		95,671	5,979	5,979	11,959	119,588
Office expense		15,735	983	983	1,967	19,668
Other expenses		9,114	570	36,811	1,139	47,634
Payroll processing		-	-	-	62,162	62,162
Professional fees		-	-	-	99,779	99,779
Repairs and maintenance		-	-	-	72,859	72,859
Staff development		77,895	-	-	-	77,895
Student activities		-	-	3,610	-	3,610
Student testing and assessment		25,281	-	-	-	25,281
Technology		83,725	-	-	-	83,725
Telephone		4,287	268	268	536	5,359
Transportation		-	-	1,950	-	1,950
Utilities		35,849	2,241	2,241	4,481	44,812
		2,149,773	422,545	213,201	644,520	3,430,039
Depreciation		129,978	-	16,247	16,247	162,472
Total		\$ 2,279,751	\$ 422,545	\$ 229,448	\$ 660,767	\$ 3,592,511

See accompanying notes.

CHARTER SCHOOL OF INQUIRY

Statement of Functional Expenses

For the year ended June 30, 2020

	Number of Positions	Regular Education	Special Education	Other Program	Management and General	Total
Administrative personnel	4.0	\$ -	\$ -	\$ -	\$ 315,696	\$ 315,696
Instructional personnel	44.0	1,463,859	125,429	-	-	1,589,288
Non-instructional personnel	3.0	-	-	68,843	-	68,843
Total salaries	51.0	1,463,859	125,429	68,843	315,696	1,973,827
Salaries		1,463,859	125,429	68,843	315,696	1,973,827
Employee benefits and payroll taxes		306,625	26,273	14,420	66,127	413,445
Retirement		70,290	6,023	3,305	15,159	94,777
Staff and student recruitment		-	-	-	13,234	13,234
Classroom supplies and materials		141,977	-	-	-	141,977
Consultants		101,915	154,576	-	50,243	306,734
Field trips		10,218	-	-	-	10,218
Insurance		27,211	1,701	1,701	3,401	34,014
Interest		97,014	6,063	6,063	12,127	121,267
Office expense		19,467	1,217	1,217	2,433	24,334
Other expenses		7,532	463	463	926	9,384
Payroll processing		-	-	-	65,038	65,038
Professional fees		-	-	-	82,929	82,929
Repairs and maintenance		-	-	-	106,131	106,131
Staff development		53,365	-	-	-	53,365
Student activities		-	-	6,695	-	6,695
Student testing and assessment		9,720	-	-	-	9,720
Technology		57,348	-	-	-	57,348
Telephone		4,226	264	264	528	5,282
Transportation		-	-	15,319	-	15,319
Utilities		35,321	2,208	2,208	4,415	44,152
		2,406,088	324,217	120,498	738,387	3,589,190
Depreciation		118,452	-	14,807	14,807	148,066
Total		\$ 2,524,540	\$ 324,217	\$ 135,305	\$ 753,194	\$ 3,737,256

CHARTER SCHOOL OF INQUIRY

Statements of Cash Flows

For the years ended June 30,	2021	2020
Operating activities:		
Cash received from enrollment fees	\$ 3,903,038	\$ 4,263,854
Cash received from contributions	707,774	191,327
Cash received from other sources	3,280	14,087
Payments to employees for services and benefits	(2,473,176)	(2,456,837)
Payments to vendors and suppliers	(794,345)	(995,401)
Interest paid	(119,588)	(121,267)
Net operating activities	1,226,983	895,763
Investing activities:		
Property and equipment expenditures	(112,670)	(98,838)
Financing activities:		
Principal payments on long-term debt	(26,846)	(13,763)
Net change in cash and restricted cash	1,087,467	783,162
Cash and restricted cash - beginning	2,425,920	1,642,758
Cash and restricted cash - ending	\$ 3,513,387	\$ 2,425,920

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

Charter School of Inquiry (the School) operates a charter school in the City of Buffalo, New York (the City) authorized by the Board of Regents of the University of the State of New York. The School currently offers classes from kindergarten through sixth grade. The School is chartered through June 2022 and continued operations are contingent upon approval of its charter renewal.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 6, 2021, the date the financial statements were available to be issued.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk, since it may exceed insured limits at various times throughout the year. The School complies with a requirement to hold no less than \$100,000 (\$75,000 in 2020) in an escrow account to pay legal and audit expenses that would be associated with dissolution should it occur. This is included as restricted cash on the balance sheets as of June 30, 2021 and 2020.

Property and Equipment:

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided over estimated asset service lives using the straight-line method. Maintenance and repairs are charged to operations as incurred; significant improvements are capitalized.

Revenue Recognition:

Enrollment Fees

Enrollment fees are received from the public-school districts where the student resides. The amount received each year from the resident district is generally the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the School residing in that district. The respective districts also reimburse the School for special education service based on approved applicable rates for the services provided. Revenues are recognized over the period the services are provided. The School generally invoices the resident district bimonthly and payment is due in 30 days. Enrollment fees received in advance are deferred and recognized when earned. The School's enrollment fees are received primarily from the Board of Education for the City School District (the District).

Contributions

Contributions are reported at fair value at the date the pledge or award is received. Contributions are recorded as restricted support if they are received with donor stipulations that limit their use. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Contributions received with donor-imposed restrictions that are met in the same reporting period are shown as support without donor restrictions.

Conditional contributions, primarily government awards, are recorded as revenue when the School meets requirements in compliance with specific agreements. Amounts received before the required conditions are met are reported as refundable advances on the accompanying balance sheets. These conditional contributions are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

Receivables

Receivables are stated at the amounts management expects to collect from outstanding balances. Balances that are outstanding after management has used reasonable collection efforts are written off through a charge to uncollectible receivables and a credit to accounts receivable. An allowance for doubtful accounts is considered unnecessary by management because all significant amounts deemed uncollectible are written off each year.

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under Section 501(a) of the Internal Revenue Code.

Transportation and Food Services:

The District provides the School with certain transportation and food services without cost. The value of these services has not been recorded in the accompanying financial statements.

Use of Estimates:

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Functional Expense Allocation:

The School's costs of providing its various programs and activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. These costs include salaries, benefits, and payroll taxes, which are allocated based on estimates of time and effort, and depreciation, interest, and utilities which are allocated based on management's estimate of program benefit.

2. Receivables:

	2021	2020
Enrollment fees	\$ 77,214	\$ 29,211
Contributions	232,751	20,500
Other	-	675
	<u>\$ 309,965</u>	<u>\$ 50,386</u>

Enrollment fees receivable as of June 30, 2021 and 2020 include amounts withheld by the District for disputed rates of special education services provided by the School from 2016 through 2018 (Note 9).

3. Property and Equipment:

	2021	2020
Building and improvements	\$ 1,457,019	\$ 1,457,019
Instructional and office equipment	436,851	340,087
	<u>1,893,870</u>	1,797,106
Less accumulated depreciation	743,875	581,403
	<u>\$ 1,149,995</u>	<u>\$ 1,215,703</u>

4. Short-Term Borrowings:

The School has available a \$200,000 bank demand line of credit for working capital secured by essentially all business assets with interest payable at prime plus 0.5%. The line is subject to the usual terms and conditions applied by the bank for working capital financing and is annually reviewed and renewed. There were no borrowings on the line of credit at June 30, 2021 and 2020.

5. Long-Term Debt - Lease Obligations:

In January 2015, the School entered into a series of purchase, lease, and sublease contracts with a developer to acquire and renovate its building, and currently subleases the premises from the developer under an absolute triple net lease. The lease obligation and related assets have been capitalized for financial reporting purposes. Consequently, building and improvements and instructional and office equipment include capitalized leased assets totaling \$1,126,000. Amortization of leased assets included in depreciation expense was \$51,300 and \$71,300 for the years ended June 30, 2021 and 2020, and net book value of leased assets was \$718,200 and \$769,500 at June 30, 2021 and 2020.

The capital lease term extends through June 2035 with five successive five-year renewal options. The agreement contains a buyout provision whereby the School may terminate the lease in consideration of payment of the remaining balance on the mortgage note payable and any other amounts due the landlord, plus a buyout provision. The buyout provision is based on a fixed schedule starting at \$1,126,000 with an annual escalation clause of 2%.

Future minimum annual rentals to be paid for the capital lease is:

2022	\$ 138,600
2023	138,600
2024	138,600
2025	138,600
2026	155,928
Thereafter	<u>1,500,792</u>
	<u>2,211,120</u>
Amounts representing interest (10.8%)	<u>1,115,162</u>
Net liability	<u>1,095,958</u>
Less current portion	<u>21,326</u>
Long-term portion	<u>\$ 1,074,632</u>

6. Pension Plan:

The School participates in a multiple employer 401(k) pension plan covering essentially all employees. The School contributes 5% of employees' salaries to the plan, subject to certain limitations. The School's pension expense was \$96,218 and \$94,777 for the years ended June 30, 2021 and 2020.

7. Cash Flows Information:

The 2020 statement of cash flows exclude property and equipment expenditures included in accounts payable at June 30, 2020 totaling \$15,906.

8. Financial Assets Available for Operating Purposes:

The School obtains financial assets generally through enrollment fees and contributions. The financial assets are acquired throughout the year to help meet the School's cash needs for general expenditures. If necessary, the School also has access to a \$200,000 bank demand line of credit (Note 4).

The School's financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Cash available for operations	\$ 3,413,387	\$ 2,350,920
Receivables	309,965	50,386
	<u>\$ 3,723,352</u>	<u>\$ 2,401,306</u>

9. Contingency:

In 2019, an audit by the Office of the New York State Comptroller determined the District had provided incorrect special education rates for over a decade. As a result, there is a dispute with the rate used for aid that passes through the District to the School for special education services. In February 2020, the District informed the School of its intent to recoup approximately \$25,600 in special education aid paid over the past decade through a reduction in the District's payments for enrollment fees earned by the School. In both 2020 and 2021, the District withheld from the School approximately \$12,800 from enrollment fees invoiced by the School.

To recover amounts withheld and pursuant to guidance, the School has submitted a State intercept to the New York State Education Department Commissioner and is following all administrative procedures to resolve the matter. Management believes the School will be successful in challenging the District's recoupment of funds through the State administrative procedure, and all amounts withheld per above have been recognized as amounts due from the District at June 30, 2021 and 2020 in the accompanying financial statements (Note 2).

10. Risks and Uncertainties due to COVID-19:

On January 31, 2020, the United States Secretary of Health and Human Services (HHS) declared a public health emergency related to the global spread of coronavirus COVID-19, and a pandemic was declared by the World Health Organization in February 2020. Efforts to fight the widespread disease included limiting or closing many businesses and all schools and resulted in a severe disruption of operations for many organizations.

In March 2020, the School transitioned to remote instruction for the remainder of the 2019-20 School year. During the 2020-21 School year, the School provided a hybrid in-person and remote instruction model in compliance with all government safety mandates. Consequently, enrollment fees and revenue for each of the years ended June 30, 2021 and 2020 were not reduced.

In July 2020, the School received a loan of \$435,923 from the Small Business Administration (SBA) under the Paycheck Protection Program of the Coronavirus Aid, Relief and Economic Security (CARES) Act. The School has met the required conditions established by the SBA for loan forgiveness as of June 30, 2021 and the proceeds have been recognized as contributions revenue in the accompanying statement of activities.

The full extent of the impact of COVID-19 on the School's operational and financial performance will depend on further developments, including the duration and spread of the outbreak, and its impact on schools, including its students and families, employees, and vendors, none of which cannot be predicted.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Board of Trustees
Charter School of Inquiry

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Charter School of Inquiry (the School), which comprise the balance sheet as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 6, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Lynden & McCormick, LLP

October 6, 2021



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



Charter School of Inquiry (CSI)

Annual Meeting Minutes

July 7, 2020

1. **Call to Order.** The annual 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 7, 2020 at 4:49 pm via a Zoom videoconference.

Trustees present: Melvin “Trey” Bankhead III, Peter Dow, R. Bruce Haydon, Helene Kramer, Janet Peters, Mary Jo Pfeiffer, Deborah Porter

Trustees excused: Betty Evans

Prospective trustees: Latise Hairston
Nichelle Gray

Head of School: John Sheffield

Board Counsel Steven Polowitz

2. **Proof of Public Notice**

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting for the meeting held on July 7, 2020 were posted and a list of media outlets who were asked to publicize the meeting on their community calendars or in their print notices. This notarized affidavit will be kept on file.

3. **Trustee Elections**

- a. Slate Presented: Ms. Kramer reported that the terms of four trustees – Peter Dow, R. Bruce Haydon, Janet Peters, and Mary Jo Pfeiffer - expire July 2020. Ms. Kramer presented the four trustees for election to three-year terms beginning July 7, 2020 through July 2023. She asked for other nominations from the floor.

- b. Nominations from the floor. No nominations from floor.

A motion to approve three-year terms from July 7, 2020 to July 2023 for Peter Dow, R. Bruce Haydon, Janet Peters and Mary Jo Pfeiffer was made by Mary Jo Pfeiffer, seconded by Melvin Bankhead III and approved unanimously by the trustees.

4. Board Officer Elections

a. Resolution to Adopt Co-chair Board Leadership Model. A motion to approve the resolution to adopt a co-chair leadership model was made by Trey Bankhead, seconded by Bruce Haydon and approved unanimously by the trustees.

b. Slate Presented: The Chair presented the following slate of officers for board consideration:

Co-Chairs	Helene Kramer Mary Jo Pfeiffer
Vice Chair	Deborah Porter
Secretary	Melvin Bankhead III
Treasurer	R. Bruce Haydon

c. Nominations from the floor: None.

A motion to accept the final slate of officers was made by Deborah Porter, seconded by Melvin Bankhead III and approved unanimously by the trustees.

5. Resolution to Appoint Board Committees for 2019-20

The resolution to appoint committee chairs and members for standing committees in the 2020-21 fiscal year, was made by Mary Jo Pfeiffer, seconded by Deborah Porter and approved unanimously by the trustees. Resolution is attached.

6. Other / New Business. None

7. Adjournment. Having no other business to conduct, Peter Dow moved that we adjourn the meeting, Melvin Bankhead III seconded and the motion passed unanimously. The meeting was adjourned at 5:02 pm.

Respectfully submitted by:



Melvin Bankhead, III

Secretary

7 August 2020 Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

July 7, 2020

1. Call to Order:

The regular monthly 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 Tuesday, July 7, at 5:04 p.m. via Zoom video conferencing.

Trustees Present: Melvin (Trey) Bankhead III
Peter Dow
Richard (Bruce) Haydon
Helene Kramer
Janet Peters
Deborah Porter
Mary Jo Pfeiffer

Excused: Betty Evans

Proposed Trustees: Nichelle Gray
Latisa L. Hairston

CSI Staff: John Sheffield, Head of School

Board Counsel: Steven Polowitz

Guest: Karen Burhans, CPA
Kirisits & Associates CPAS

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on July 7, 2020, were posted and a list of media outlets who were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest. Ms. Kramer reminded board members about the CSI policy on conflict of interest and asked anyone with a conflict to disclose it.

4. Approve Minutes:

- a. Minutes of Business Meeting – June 2, 2020. Call for motion to approve by Mary Jo Pfeiffer, Board Co-chair. Motion made by Trey Bankhead. Seconded by Peter Dow. Approved unanimously.

5. Announcements/ Updates

- a. Charter Renewal Update. Helene Kramer briefed attendees on New York State's two-year renewal of the CSI charter. She noted that Regent Catherine Fisher Collins wants to be kept

Charter School of Inquiry

informed on CSI's progress. Mr. Polowitz recommended that CSI directly maintain contact with Collins.

6. **Parent Association Report:** None.

7. **Board Professional Development:** None.

8. **Head of School Report – John Sheffield**

- a. Consolidated Dashboard Report: John Sheffield presented to the board. Notes work with WGRZ-TV Channel 2 for series of commercials for CSI.
- b. Organizational Chart 2020-21: Mr. Sheffield noted proposed changes to school administration hierarchical structure, including appointing an assistant principal. Mary Jo Pfeiffer called for motion to approve. Ms. Pfeiffer moved, Mr. Haydon seconded, and the motion was approved unanimously by the trustees. Motion carried.
- c. School Calendar 2020-21: Updates to school calendar discussed. Note that Buffalo Public Schools have not yet finalized its calendar. Call for motion to approve by Mary Jo Pfeiffer. Motion by Mr. Dow, seconded by Ms. Pfeiffer and approved unanimously by the trustees. Motion carried.

9. **Academic Committee – Peter Dow, Chair**

- a. Peter Dow noted discussion of strategic plan amid Academic Committee. One key discussion centered on better methods of tracking student performance, as well as keeping the board informed “in ways that are measurable and in ways that can be quantified.”

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

- a. Financial Statements – period ending April 30, 2020: Ms. Kramer notes board's oversight of not having voted to accept financial statements for April. Mary Jo Pfeiffer called for motion; Ms. Kramer moved, Bruce Haydon seconded, and the motion was approved unanimously by the trustees. Motion carried.
- b. Financial Statements – period ending May 31, 2020: Bruce Haydon updated board. Discussion followed on various aspects of financial statement. Mary Jo Pfeiffer called for motion to accept; Bruce Haydon made motion, Ms. Pfeiffer seconded, and the trustees approved the motion unanimously. Motion carried.
- c. Budget – Fiscal Year 2020-21: Ms. Kramer asked Karen Burhans for an “executive summary” of budget. Karen briefed board. Discussion followed on various aspects of budget. Ms. Pfeiffer called for motion to approve. Mr. Haydon made motion, Mr. Dow seconded, and the motion was approved unanimously by the trustees. Motion carried. Steve Polowitz noted that, with only a two-year renewal amid the COVID-19 pandemic, CSI should consider spending more freely in order to prove to New York State that the “kids are showing academic improvement.” Discussion followed.
- d. MOA 1% COLA for union members: Mr. Sheffield briefed board. Notes that no talks with union have happened as yet. COLA will help to offset rise in health care costs for employees. Ms. Pfeiffer called for motion to approve. Peter Dow made motion, Trey Bankhead seconded, and the motion was approved unanimously by the trustees. Motion carried.
- e. Capital Reserve Fund Allocation: Ms. Kramer briefed board. Allocation for 2020 is \$80,500.00, meaning that \$6,708 will be transferred monthly from operating budget to capital reserve fund.

Charter School of Inquiry

- f. PPP Loan Application, Evans Bank: Bruce Haydon briefed board on application process. Noted that COVID-19 has hurt state budget, resulting in cuts to school districts. Current CSI budget reflects a 2% expected reduction in per pupil revenue, although it could be much more or a reduction. PPP Loan would support CSI finances. Uncertain as to when we'll hear back on application. Mr. Sheffield added that CSI has not yet received the July payment (the first of 6 bi-monthly payments), from Buffalo Public Schools.

11. Human Resources/Personnel Committee Report – Jan Peters, Chair

- a. Continuing to map out transition from Human Resources committee to a Governance committee. Next step is to determine what responsibilities should fall under Governance committee aegis.

12. Old Business. None

13. New Business.

- a. Resolution to Select Latise L. Hairston as Final Trustee Candidate: Ms. Pfeiffer asked for a motion to approve resolution. Trey Bankhead made motion, Deborah Porter seconded, and the motion was approved unanimously by the trustees. Motion carried. Board wishes Latise a happy birthday.
- b. Disclosure of Financial Interest Form. Ms. Kramer asked that board members fill out Disclosure of Financial Interest Form and submit them.
- c. Approval of Strategic Plan: Ms. Kramer led discussion on changes to final draft of Strategic Plan, as provided by Adam Aberman, consultant. Ms. Pfeiffer called for a motion to approve, pending one correction in Section I.E. Mr. Bankhead made motion, Mr. Dow seconded, and the motion was approved unanimously by the trustees. Motion carried.

14. Policy Review.

15. Other / Open Discussion.

- a. Website and Public Relations: Mr. Bankhead discussed failings of current website and suggested a complete redesign of the website. When asked if this would be part of an overall new public relations effort, he said that the website is already a part of the PR effort. He noted that, in his new role as part of the upcoming Governance committee, he'll push for stronger PR efforts. He suggests board consider what is desired in a new website. Mr. Dow suggested reviewing other schools' sites. Ms. Kramer suggested forming an ad hoc committee to study the issue. Ms. Peters suggested that Governance committee take the task.
- b. Change Date of November 2020 Board Meeting. John Sheffield suggested moving the date of the November board meeting, as it is Election Day. Ms. Kramer said she would check into alternate dates and bring them to the board at the August meeting.

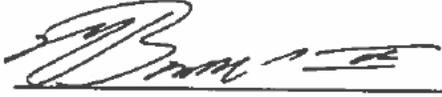
16. **Next Meeting:** Tuesday, August 4, 2020 – 4:45 pm

17. Adjournment

Ms. Kramer called for a motion to adjourn at 6:47 p.m. Motion was made by Peter Dow, seconded by Mary Jo Pfeiffer and approved unanimously by the trustees. Motion carried.

Charter School of Inquiry

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

7 August 2020
Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

August 4, 2020

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, August 4, at 4:50 p.m. via Zoom video conferencing (meeting id 84063947084), pursuant to Executive Order of the Governor of New York,

Trustees Present: Melvin (Trey) Bankhead III
Peter Dow
Latise Hairston
Richard (Bruce) Haydon
Helene Kramer
Janet Peters
Mary Jo Pfeiffer

Excused: Betty Evans
Deborah Porter

Proposed Trustees: Nichelle Gray

CSI Staff: John Sheffield, Head of School

Board Counsel: Steven Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on August 4, 2020, were posted and a list of media outlets who were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest. Ms. Kramer reminded board members about the CSI policy on conflict of interest and asked anyone with a conflict to disclose it.

4. Approve Minutes:

- a. Minutes of Emergency Meeting – July 2, 2020.
- b. Minutes of Annual Meeting – July 7, 2020.
- c. Minutes of Business Meeting – July 7, 2020.

A motion to approve minutes of the Emergency Meeting on July 2, 2020, the Annual Meeting on July 7, 2020 and the Business Meeting on July 7, 2020 was made by Peter Dow, seconded by Bruce Haydon and approved unanimously by the trustees.

Charter School of Inquiry

Committee Meeting Minutes – Human Resources and Academic. Ms. Kramer related that she would be including committee meeting minutes with monthly board materials as an FYI. Human Resources and Academic Committee meeting minutes were included this month.

5. Announcements/ Updates

- a. Welcome Latise Hairston! The Board welcomed Latise Hairston as the newest trustee.
- b. Birthdays. The board wished happy August birthdays to Peter Dow, Bruce Haydon and Deborah Porter.
- c. Thank you and follow-up letter to Regent Catherine Collins. Ms. Kramer shared the phone conversation she had with Regent Collins who appreciated the follow-up letter regarding our 2-year renewal and said she would like to visit CSI again when operations return to normal.
- d. Charter Renewal Documents from NYSED. Ms. Kramer announced that the formal 2-year renewal documents were issued by NYSED. Mr. Sheffield will keep them on file.

6. Parent Association Report: None.

7. **Board Professional Development:** “Ubuntu: what it means and how it’s practiced on the African continent.” Dr. Marcus D. Watson, Cultural Anthropologist and Assistant Professor, Africana Studies, Buffalo State College.

This was a follow-up to concerns expressed during the Strategic Planning sessions in July and August 2020 that board members needed a better understanding of Ubuntu. Peter Dow wants to explore ways that we can better incorporate Ubuntu into CSI’s academics.

8. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report: John Sheffield presented information regarding enrollment and student recruitment efforts, new hires and other personnel actions, staff diversity, and recruiting and staffing open positions.
- b. Staffing. Information included in dashboard report (see above)
- c. Annual Report 2019-20 School Year. A motion to ratify the annual report was made by Mary Jo Pfeiffer, seconded by Peter Dow and approved unanimously by the trustees.
- d. Re-opening Plans 2020-21 School Year. A motion to ratify re-opening plans was made by Melvin Bankhead III, seconded by Jan Peters and approved unanimously by the trustees.
- e. Strategic Plan – Status. John Sheffield briefed board on implementation of the strategic plan thus far.

9. Academic Committee – Peter Dow, Chair

Peter Dow summarized the Academic Committee meeting held on July 24.

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

No report this month as year-end financials for 2019-20 fiscal year are still being finalized,

11. Human Resources/Personnel Committee Report – Jan Peters, Chair

- a. Jan Peters summarized July 28th meeting. Board discusses potential of changing Human Resources Committee into a Governance Committee. Brief discussion on fact that Committee minutes are available for review.

Charter School of Inquiry

- b. Draft charge for new Board Governance committee. Various aspects of charge language are questioned, with concerns that Governance Committee could replace functions of the full Board of Trustees. Item tabled.
- c. Language for bylaws revision. Some aspects of the language are revised. Matter of the language is tabled until the next Board of Trustees meeting.
- d. Resolution to Revise Bylaws. Item tabled.

12. Old Business. None

13. New Business.

- a. Ad hoc Committee – Media and Community Engagement. A motion to establish an ad hoc committee to address media and community engagement was made by Peter Dow, seconded by Melvin Bankhead III and passed unanimously by the trustees. Committee to comprise trustee members Melvin Bankhead III (Chair), Peter Dow, Nichelle Gray, and CSI staff member Courtney Eaton.

14. Policy Review. No report.

15. Other / Open Discussion.

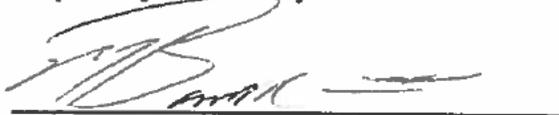
- a. Board discussion of November meeting. Decision made to shift meeting from November 3 (Election Day) to November 10. Change approved by all members with added change of moving meeting that day to 5:00 pm.

16. **Next Meeting:** Next meeting of CSI Board of Trustees is on September 1, 2020 at 4:45 pm.

17. Adjournment

A motion to adjourn the meeting was made by Peter Dow, seconded by Melvin Bankhead III, and approved unanimously by the trustees at 6:42 pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

SEP 2 2020

Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

September 1, 2020

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, September 1 at 4:50 p.m. The meeting was held via Zoom videoconference (meeting id 4302549703), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present: Melvin (Trey) Bankhead III
Peter Dow
Latise Hairston
Richard (Bruce) Haydon
Helene Kramer
Janet Peters
Mary Jo Pfeiffer

Excused: Deborah Porter

Proposed Trustee: Nichelle Gray

CSI Staff: John Sheffield, Head of School

Board Counsel: Steven Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on September 1, 2020, were posted and a list of media outlets who were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest.

Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. No such declarations were made at this time.

4. Approve Minutes:

a. Minutes of Business Meeting – August 4, 2020

Ms. Kramer noted that Mr. Polowitz, board attorney, stated a concern that we should include language noting that CSI's virtual meetings are held in accordance with executive orders issued by New York State Governor Andrew Cuomo. Ms. Kramer said that she will revise the minutes accordingly.

A motion to approve minutes of the business meeting on August 4, 2020, revised to include language about the meeting being held in accordance with Governor Cuomo's executive orders, was made by Melvin Bankhead III, seconded by Jan Peters and approved unanimously by the trustees.

Charter School of Inquiry

Committee Meeting Minutes – Human Resources, Academic and Finance. Ms. Kramer noted that meeting minutes of the Human Resources, Academic and Finance Committees were included with the Board packet.

5. Announcements/ Updates

- a. The Board extended belated birthday wishes to Mary Jo Pfeiffer.
- b. Ms. Kramer regretfully reported that Betty Evans has resigned from the Board due to her inability to attend board meetings. She is the primary caregiver for her brother in California who was seriously injured in a car accident.
- c. CSI reopening letter (dated August 12) was sent to parents informing them that CSI would open as a virtual school, and an assessment would follow to determine if and when it would be safe to physically open.

6. Academic Committee Report – Peter Dow, Chair

- a. Reopening Plan: Mr. Dow noted that the main change in academics, after a great deal of research, was to switch from in-person to remote learning. He briefed the Board on John Sheffield's training on "how to use the Zoom technology." He and Mr. Sheffield agree that, unlike in the spring, remote instruction will be much more structured, and more in line of what parents had asked for, including a set schedule, more direct instruction, and making all remote platforms available from Google Classroom. Now, instead of multiple platforms and passwords and invitations, CSI is using a more "one-stop shop" approach by installing all the software.
- b. Computers: CSI currently has enough computers for every student who is enrolled, but several more students have since registered, and CSI is looking for computers for them, as well.
- c. Data Collection: We do not know what State Ed will be using to assess CSI's performance, especially if NYS's standard assessments are not used. Mr. Sheffield related that AIMSweb is *not* an efficient way of performing a benchmark assessment online. He notes that Renaissance Star Assessment has "a very efficient and easy to use online benchmarking assessment" tool that can be used virtually; has shorter tests, so we do them more frequently; and it can "give us at least as much data" as the AIMSweb. It also has a mapping program specifically for virtual learning.
- d. Deficiency Report: Discussed NYSED's need for more information on CSI's enrollment of Special Ed and ENL students, as well as regular feedback on the academic performance of all students (ELA and Math). Mary Jo Pfeiffer noted that since students were still enrolling at the time of the report, and school has not yet started, an accurate answer is not possible at this time: "At this point, the Deficiency Report is just at a standstill until school starts." John Sheffield added that potential ENL students cannot be assessed "within the first two weeks of the school opening" and, again, the school year has not yet begun. Still, "we're at least holding our own in those two areas." We will carefully monitor these areas going forward.

7. **Parent Association Report:** None.

8. **Board Professional Development:** None.

9. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report – August: Enrollment up from 239 to 253, with waiting lists for grades 1, 2, and 3.

Charter School of Inquiry

- b. Staffing: Reviewed staff resignations, as well as new hires and staff changing positions. As three potential staffers declined employment offers from CSI based on the salary, a discussion of CSI's pay scale as compared to Buffalo Public Schools ensued. Helene Kramer suggested John Sheffield contact CSI's labor attorney at Hodgson Russ for guidance.
- c. Chromebooks: CSI's IT team is still trying to find computers for those students who were registered (239) prior to this week. But more students have registered since, and CSI is having issues finding computers for the newcomers. PC Nation made IT aware of a New Jersey college that is willing to sell CSI its overage of Chromebooks (200) at a total cost of \$54,000. Mr. Sheffield requested the Board's approval for the purchase. Ms. Kramer suggested that Board Counsel review the paperwork and make the purchase subject to approval of Counsel.

A motion was made by Bruce Haydon to approve purchase of Chromebooks, subject to review of Board Counsel. Motion seconded by Mary Jo Pfeiffer and approved unanimously by the trustees.

- d. Reopening Letter to Parents. Letter sent to parents this week describing how virtual learning will look and inviting parents to a socially-distanced in-person orientation at the school.

10. Finance/Audit Committee Report – Bruce Haydon, Treasurer (Helene Kramer reporting)

- a. Financial Statements for period ending June 30, 2020:
- b. Financial Statements for period ending July 31, 2020:

A motion to accept the financial statements for period ending June 30, 2020 and for period ending July 31, 2020 was made by Melvin Bankhead III, seconded by Peter Dow, and approved unanimously by the trustees.

- c. Audit 2019-20. The audit started last week and is expected to be done and ready for Board approval at our October meeting. Finance Committee will review it at their September meeting. The report is due to State Ed in early November.
- d. Resolution: CARES Act Agreement between Erie County and CSI: Erie County is distributing CARES Act funding to schools for expenditures related to personal protective equipment. CSI's share is \$34,500. The Board needs to authorize Lynn Monin to sign the contract with Erie County to receive this funding.

A motion to approve signing the contract with Erie County for CARES Act Agreement funding was made by Mary Jo Pfeifer, seconded by Melvin Bankhead III, and approved unanimously by the trustees.

11. Human Resources/Personnel Committee Report – Jan Peters, Chair

- a. Charge for New Board Governance Committee. Reviewed draft charge for the proposed new Governance Committee's responsibilities. Language amended for clarity. Ms. Peters will make the suggested changes and send to all Board members as the final understanding of the Governance Committee's charge.
- b. Bylaws revision to remove HR/Personnel Cmte & add Governance Cmte. The Board reviewed the change in language required in the bylaws to remove the HR/Personnel Committee and add a Governance Committee.
- c. Resolution to Revise Bylaws. Ms. Kramer asked for a motion to approve the change in CSI's bylaws to reflect the removal of the Human Resources/Personnel Committee and addition of a Governance Committee, using the language reviewed in the last item.

Charter School of Inquiry

A motion to approve revising the Board bylaws to remove the Human Resources/Personnel Committee and add a Governance Committee was made by Peter Dow, seconded by Melvin Bankhead III, and approved unanimously by the trustees.

12. Ad hoc committee – Media and Community Engagement – Melvin Bankhead III, Chair

- a. Discussion on committee's goals. Walked Board through the best website features of the following schools: Reach Academy, Persistence Preparatory Academy, Tapestry Charter School, and Regent Park Scholars Charter Academy. After further discussion, committee now charged with determining specific goals for a website that could be included in a Request for Proposals. Discussion on whether to ask CSI parents for their input on the content to include in a website.

13. Old Business

14. New Business

- a. Resolution to Revise Mission Statement as Non-material Revision to Charter. The Board drafted a revised mission statement in the strategic planning process facilitated by Adam Aberman. The new mission statement must be submitted to the Charter School Office for their approval of a non-material revision. Ms. Kramer asked for a motion to approve the revised mission statement.

A motion to approve the revised mission statement was made by Jan Peter, seconded by Latise Hairston, and approved unanimously by the trustees.

15. Policy Review. No report.

16. Other / Open Discussion.

- a. Board discussion of November meeting. Decision made to shift meeting from November 3 (Election Day) to November 10. Change approved by all members with added change of moving meeting that day to 5:00 pm.

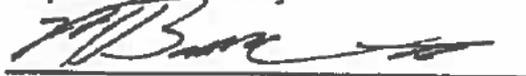
17. Next Meeting: Tuesday, October 6, 2020 – 4:45 pm

November meeting – change from November 3, Election Day to November 10, 5:00 pm

18. Adjournment

A motion to adjourn the meeting was made by Peter Dow, seconded by Mary Jo Pfeiffer, and approved unanimously by the trustees at 6:45 pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary



Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

October 6, 2020

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, October 6 at 4:50 p.m. The meeting was held via Zoom videoconference (meeting id 4302549703), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present:	Melvin (Trey) Bankhead III Peter Dow Richard (Bruce) Haydon Helene Kramer Janet Peters Mary Jo Pfeiffer Deborah Porter
Excused:	Latise Hairston
Proposed Trustee:	Nichelle Gray, Parent Representative
CSI Staff:	John Sheffield, Head of School
Board Counsel:	Steven Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on October 6, 2020, were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest.

Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. No such declarations were made at this time.

4. Approve Minutes:

a. Minutes of Business Meeting – September 1, 2020

A motion to approve minutes of the business meeting on September 1, 2020 was made by Peter Dow, seconded by Melvin Bankhead III and approved unanimously by the trustees.

Committee Meeting Minutes – Governance, Academic and Finance. Ms. Kramer noted that meeting minutes of the Human Resources, Academic and Finance Committees were included with the Board packet and will be posted on the CSI website along with regular meeting minutes.

Charter School of Inquiry

5. Announcements / Updates

- a. NYS Board of Regents COVID-19 Parent Survey. Ms. Kramer briefed the Board on NYSED's retrospective survey of 12 parents (from March 16 to school-year end 2020).
- b. CSI COVID-19 Parent Survey: John Sheffield reports that CSI did its own survey with 70 respondents. He summarized results.
- c. CSO Progress Report – Zoom Meeting September 28: Ms. Pfeiffer briefed the Board on a meeting she attended with Helene Kramer, Peter Dow, John Sheffield and Charter School Office staff. In the conversation, David Frank, Executive Director of the Charter School Office, said that questions about funding for schools likely will not be resolved until after the Nov. 3 election. There is still uncertainty about whether there will be any state educational testing this school year.

6. Academic Committee Report – Peter Dow, Chair

- a. Benchmark assessments for ELA and Math. Peter Dow reported that David Hetherly, CSI's Response to Intervention / Data Coordinator has completed the STAR benchmark assessments for ELA and Math in all grades. This means that we have a baseline for every student and know their strengths and weaknesses. Consequently, the instructional staff can work with individual students on improving their skills and do more focused groupings of students based on their identified needs.
- b. New music teacher. Mary Gray, new music teacher was hired this year.

7. Parent Association Report: Nichelle Gray, prospective parent representative

Ms. Gray briefed the Board on her experience, and the difficulties involved, of being a working parent while children are remote learning. She is attempting to get more feedback from other CSI parents. She reported that she thinks teachers are doing well given the circumstances and the school is doing better compared to other schools.

Ms. Gray sent a flyer to parents inviting them to a virtual Parent Association meeting and is attempting to establish a CSI Girl Scouts troop.

8. Board Professional Development: None.

9. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report. Mr. Sheffield reviewed the Consolidated Dashboard Report, including data related to student enrollment, new staff, and staff resignations, staff diversity, the number of SPED and ENL students, student attendance, and professional development conducted in the month of September. He also reviewed results of a distance learning survey of parents with 27 respondents.
 - Enrollment was under budget, primarily due to low enrollment in Kindergarten. There are wait lists for grades 1, 2, 3 and 4.
 - ENL and Special Education (SPED) student populations are stable. SPED referrals to BPS Committee on Special Ed have been delayed because no BPS staff was working due to COVID. Once they start meeting again, we may have an increase in children designated as special ed.
 - Average daily attendance in September 2020 was 91%, down from 93% in 2019. Attendance considered good considering all students are in the remote learning model.
- b. Reopening Status. Going well. Using many resources from BOCES.

Charter School of Inquiry

- c. Virtual Learning Schedule. A schedule of each classroom in every grade was shared to inform the Board about the typical topics covered in the virtual classrooms.
- d. Professional Development Schedule. A professional development schedule for August and September 2020 was shared to demonstrate the comprehensive training offered to staff.
- e. Strategic Plan – Status. Mr. Sheffield reported significant progress on the strategic plan with almost everything either on track or ahead of schedule. He mentioned that he is mulling changing the Family Support Team reporting tree to include Ms. Courtney Eaton, CSI's Family Support Coordinator, so that she can determine if there are family issues with getting resources before an issue escalates up the chain.
- f. Safety Plan with COVID 19: Ms. Kramer asked for a motion to officially ratify the Safety Plan with COVID 19, which was previously approved unanimously through an email vote to ensure the plan could be submitted to NYSED by the deadline,

A motion to ratify the Safety Plan with COVID 19 was made by Melvin Bankhead III, seconded by Mary Jo Pfeiffer, and approved unanimously by the trustees.

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

- a. Financial Statements for period ending August 31, 2020:

A motion to accept the financial statements for period ending August 31, 2020 was made by Bruce Haydon, seconded by Mary Jo Pfeiffer, and approved unanimously by the trustees.

- b. Independent Audit – Fiscal Year July 1, 2019 through June 30, 2020. Peter J. DeSablo and Thomas M. Burns, accountants with Lumsden McCormick, independent auditors, presented a report of the 2010-20 fiscal year audit. "The financial reports report fairly, in all material respects, the financial position as of June 30, 2020 and 2019, and the changes in net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America." CSI total revenues for 2020 increased nearly \$1 million from 2019. Expenses were up, but not as high as expected. There was a strong balance sheet. There were no material weaknesses.

A motion to approve the auditors' report was made by Mary Jo Pfeiffer, seconded by Bruce Haydon and passed unanimously by the trustees.

11. Governance Committee – Jan Peters, Chair

- a. HOS Evaluations – 2019-20 and 2020-21. The Governance Committee received all of Mr. Sheffield self-evaluation documents from 2019-20 and is compiling a summary board evaluation with input from all members of the BOT. The development of the 2020-21 evaluation instrument is in process.
- b. Prospective Board candidate recommendation -Anne Nguyen Henry. Ms. Henry, a former administrator with Buffalo Public Schools and a specialist in education for English-language Learners, has been invited to submit the paperwork required by NYSED to become a member of the CSI Board.

12. Ad hoc committee – Media and Community Engagement – Melvin Bankhead III, Chair

- a. Discussion regarding web content and priorities. The Committee will put together a draft Request for Proposals. John Sheffield suggest that committee draft the RFP and choose what

Charter School of Inquiry

Web designers to invite. Then, per Helene Kramer's suggestion, the bidders can come to the school to get a feel for its culture, and present what they can offer to CSI administration and/or the Board.

13. Old Business. None

14. New Business

a. Resolution to Accept Nichelle Gray as Final Trustee Candidate.

A motion to select Nichelle Gray as a final trustee candidate, pending NYSED approval, was made by Peter Dow, seconded by Deborah Porter, and approved unanimously by the trustees.

b. Confidential Legal Matter – EXECUTIVE SESSION. Ms. Kramer asked for a motion to go into executive session to discuss a confidential legal matter.

A motion to go into executive session, with John Sheffield and Legal Counsel, to discuss a confidential legal matter was made by Bruce Haydon, seconded by Peter Dow and approved unanimously by the trustees.

Ms. Kramer announced that the trustees discussed a confidential legal matter in executive session and asked for a motion to move out of executive session.

A motion to exit executive session was made by Deborah Porter, seconded by Bruce Haydon and passed unanimously by the trustees.

15. Policy Review. No report.

16. Other / Open Discussion. None

17. Next Meeting: Tuesday, November 10, 2020, 5:00 pm

18. Adjournment

A motion to adjourn the meeting was made by Peter Dow, seconded by Mary Jo Pfeiffer, and approved unanimously by the trustees.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary



Date



Charter School of Inquiry (CSI)

Minutes – Special Board Meeting
October 22, 2020

1. Call to Order:

A special meeting of the Board of Trustees (the “Board”) of the Charter School of Inquiry (the “School”) was held on Thursday, October 22 for the purpose of discussing a confidential personnel matter involving the Head of School’s 2019-20 evaluation. The meeting was called to order by Helene Kramer, the presiding officer, at 4:33 pm, a lawful quorum being present. The meeting was held via a Zoom videoconference (meeting id 85322834888), in accordance with Executive Orders by the Governor of the State of New York,

Trustees present: Melvin Bankhead III, Peter Dow, R. Latise Hairston, Bruce Haydon, Helene Kramer, Janet Peters., Mary Jo Pfeiffer,

Excused: Deborah Porter

2. Proof of Public Notice of Meeting:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on October 22, 2020 were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Executive Session – Discuss Confidential Personnel Matter

Ms. Kramer asked for a motion to go into executive session for the purpose of discussing a confidential personnel matter involving the Head of School’s 2019-20 personnel evaluation.

A motion to go into executive session was made by Peter Dow, seconded by Melvin Bankhead III and approved unanimously by the trustees at 4:35 pm.

Ms. Kramer asked for a motion to move out of executive session.

A motion to move out of executive session was made by Bruce Haydon, seconded by Melvin Bankhead III and approved unanimously by the trustees at 5:43 pm.

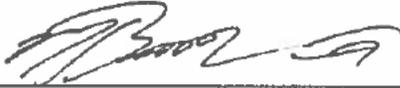
Ms. Kramer reported in open session that the CSI board of trustees had discussed the Head of School evaluation for the 2019-20 school year.

4. **Next Meeting:** The next regularly scheduled monthly business meeting of the CSI board of trustees is scheduled for Tuesday, November 10, 2020 at 5:00 pm.

5. **Adjournment:**

A motion to adjourn was made by Mary Jo Pfeiffer, seconded by Melvin Bankhead III, and approved unanimously by the trustees. The meeting was adjourned at 5:45 pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

11/16/2020

Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes

November 10, 2020

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, November 10 at 5:04 p.m. The meeting was held via Zoom videoconference (meeting id 89145945452), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present:	Melvin "Trey" Bankhead III Peter Dow Nichelle Gray, Parent Representative Richard "Bruce" Haydon Helene Kramer Janet Peters Mary Jo Pfeiffer Deborah Porter
Excused:	Latise Hairston
Proposed Trustee:	Anne Nguyen Henry
CSI Staff:	John Sheffield, Head of School
Board Counsel:	Steven Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on November 10, 2020, were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest.

Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject.

4. Approve Minutes:

- Minutes of Business Meeting – October 6, 2020
- Minutes of Special Board Meeting – October 22, 2020

A motion to approve minutes of the business meeting on October 6, 2020 and the special meeting on October 22, 2020 was made by Peter Dow, seconded by Melvin Bankhead III and approved unanimously by the trustees. Motion passed.

Charter School of Inquiry

Committee Meeting Minutes – Governance, Academic and Finance. Ms. Kramer noted that October's meeting minutes of the Academic, Finance and Governance Committees were included with the Board packet and will be posted on the CSI website along with regular meeting minutes.

5. Announcements / Updates

- a. Congratulations to Nichelle Gray. Ms. Gray was approved as the Parent Representative for the CSI Board by the New York State Education Department.
- b. CSI Charter School Office Progress Report – Zoom Meeting, October 30, 2020. Ms. Pfeiffer briefed the Board on the monthly meeting. CSO wanted to review what the CSI Board does for oversight and monitoring of student performance. Discussion topics were the STAR Assessment; the Academic Committee's role in monitoring student performance; CSI's turnaround document; how the Board is overseeing virtual learning and the school's strategic goals; the Head of School evaluation; professional development among staff and Board members. CSO's specific focus seemed to be on the Inquiry and African-American cultural infusion aspects on CSI's mission. CSO recommended getting more parent representatives involved with all Board committees.

6. Academic Committee Report – Peter Dow, Chair

- a. Summary of Benchmark Data for ELA and Math. David Hetherly, RtI / Data Coordinator, briefed the Board on the merits of STAR, a computer-adaptive student assessment program that CSI is now using to evaluate student performance. It is a predictive tool that assesses children according to specific levels and abilities, i.e., it zeroes in on skills students know and do not know. In this way, a student-specific plan is developed using Response to Intervention strategies. Teachers look at areas where children need improvement and set goals accordingly. The amount of intervention each student requires determines how often RtI interventions are scheduled. There was 95% student participation in the benchmark assessment.

The briefing included the most recent data from the STAR assessment, including:

- Consolidated Status Report to demonstrate how students performed in this reporting period.
- Consolidated Assessment Proficiency Report which provided statistics on the number of students who are proficient.
- Consolidated State Performance Report used as an indicator of student performance on state assessments.
- Consolidated Summary Report to show scale scores, normal curve equivalent, percentile rank, and instructional reading level.

Mr. Hetherly reported that growth reports will be presented once more data points have been established.

- b. Academic Committee Report. Mr. Dow noted that minutes of the full Academic Committee report for October were distributed with the board material. He sees the role of the Academic Committee as monitoring progress in areas of student performance, CSI's key design elements, CSI's implementation of its Strategic Plan, and professional development of teachers and staff.

7. Parent Association Report: Nichelle Gray, Parent Representative

- a. The last Parent Association meeting was cancelled, although Ms. Gray reported that the Parent Association continues to work on a survey for parents.

Charter School of Inquiry

8. Board Professional Development: None.

9. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report – October: Mr. Sheffield briefed the Board on recent numbers and trends, including CSI's responses (current and planned) to the COVID-19 pandemic. There was one confirmed COVID-19 infection (Buffalo Public Schools employee working in CSI's cafeteria). CSI contacted Erie County Health Department and took precautionary measure of switching to fully remote instruction that week (Nov. 3-6) in order to clean and disinfect the building. Teachers were required to work from home Nov. 3 and had a choice as to whether to report the rest of the week. Teachers returned to the building November 9.
- b. Status of virtual teaching/learning: The current plan, pending area COVID-19 infection rates, is to switch from remote to hybrid instruction on Jan. 19. Students would only be in building for two days per week, as Mr. Sheffield feels it would take three weeks ("maybe more") to "acclimate these students back to brick-and-mortar instruction, equate them with routines and expectations, and equate them with the COVID safety protocols that they now need to follow." Mr. Sheffield feels that teachers would be ready to switch to hybrid teaching model.
- c. Strategic Plan – Status: Mr. Sheffield reported that CSI is "on target with absolutely everything in the Strategic Plan, and in some areas we're ahead of" the planned timeline. Adam Aberman will be conducting class observations to compare how well CSI is doing with remote instruction now as compared to May 2020; how well the Strategic Plan in instruction and asynchronous learning are being implemented; and how well CSI is compiling evidence for the less tangible key design elements of CSI's charter. Andy Steck is putting final touches on Responsive Classroom rubrics.

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

- a. Financial Statements for period ending September 30, 2020

A motion to accept the financial statements for period ending September 30, 2020 was made by Ms. Pfeiffer, seconded by Mr. Haydon and approved unanimously by the trustees. Motion passed.

11. Governance Committee – Jan Peters, Chair

- a. Head of School Evaluation (2019-2020) was completed. Committee reviewed it with Mr. Sheffield. Committee is now looking ahead to the 2020-21 evaluation. Mr. Sheffield is considering consulting with Gregory P. Speranza, CEO of Mindstorm Consulting, regarding goals and competencies for next evaluation period.
- b. Board Trustee Recruitment: Committee wants to push for more ethnic diversity among prospective new Board members, as well more expertise in the areas of African-American cultural infusion, grant writing, marketing/public relations, ethnic diversity and potential to take on the role of Board Chair.
- c. Succession Planning: Committee is researching how to improve CSI's succession planning for the Board Chair and the Head of School. Plans include working with Shereen Williams of Education Board Partners.

12. Ad hoc committee – Media and Community Engagement – Melvin Bankhead III, Chair

- a. Website RFP: Mr. Bankhead continues to work on the Request for Proposals for website designers and hopes to have it submitted to Mr. Sheffield and Ms. Kramer by Nov. 13.

Charter School of Inquiry

13. Old Business. None

14. New Business

a. Resolution to Select Anne Nguyen Henry as a Final Trustee Candidate.

A motion to select Anne Nguyen Henry as a final trustee candidate, pending NYSED approval, was made by Ms. Pfeiffer, seconded by Mr. Dow and approved unanimously by the trustees. Motion passed.

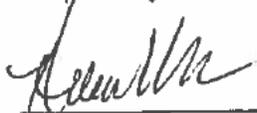
15. Other / Open Discussion. None

16. Next Meeting: Tuesday, December 1, 2020, 4:45 pm

17. Adjournment

A motion to adjourn the meeting was made by Ms. Peters, seconded by Mr. Bankhead and approved unanimously by the trustees. Motion passed. Meeting adjourned at 6:43 p.m.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

HELENE H. KRAMER, BOARD CO-CHAIR

12/1/20

Date



Charter School of Inquiry

Regular Monthly Board Meeting Minutes

December 1, 2020

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, December 1 at 4:49 p.m. The meeting was held via Zoom videoconference (Meeting ID 84155761354), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present: Melvin “Trey” Bankhead III
Peter Dow
Nichelle Gray
Richard “Bruce” Haydon
Anne Henry
Latisa Hairston
Helene Kramer
Janet Peters
Mary Jo Pfeiffer

Excused: Deborah Porter

CSI Staff: John Sheffield, Head of School

Board Counsel: Steven Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on December 1, 2020 were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest. Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. No such declarations were made at this time.

4. Approve Minutes:

a. Minutes of Business Meeting – November 10, 2020

A motion to approve minutes of the business meeting on November 10, 2020 was made by Peter Dow, seconded by Mary Jo Pfeiffer and approved unanimously by the trustees. Motion passed.



- b. Committee Meeting Minutes – Governance, Academic and Finance. Ms. Kramer noted that meeting minutes of the Academic, Finance and Governance Committees were included with the Board packet and will be posted on the CSI website along with regular meeting minutes.
 - Academic Committee Monthly Meeting – November 20, 2020
 - Finance Committee Monthly Meeting – November 24, 2020
 - Governance Committee Monthly Meeting – November 24, 2020

5. Announcements / Updates

- a. Welcome Anne Henry. Ms. Henry was approved as a new at-large trustee by the New York State Education Department. Ms. Kramer congratulated her and welcomed her to the CSI team.
- b. Throw drive for CSI students. Ms. Kramer reminded trustees that the School is collecting throw blankets for children for the holidays. They can be dropped off inside the school near the front door.

6. Academic Committee Report – Peter Dow, Chair

- a. Summary of Early Literacy Benchmark Data for ELA and Math. David Hetherly, Response to Intervention / Data Coordinator, presented a summary of RtI Early Literacy Benchmark Data. In the discussion, it is noted that the STAR Assessment is better than AIMSweb; it is more geared toward intervention, rather than remediation. The STAR Assessment is also more flexible, as well as more easily used by teachers, particularly in showing student academic growth to parents.

Ms. Kramer noted that many 2nd graders needed urgent interventions. Mr. Sheffield explained that the 2nd graders, who were 1st graders last year, were most adversely affected by the shift to remote learning. Teachers and RtI specialists are working aggressively with them.

Following up on Ms. Gray's report, Mr. Dow noted that finding ways to ameliorate stress for parents is vitally important.

Mr. Dow notes that Mr. Sheffield needs to be commended for his efforts to maximize the efficiency of remote learning while attempting to minimize stress levels for teachers.

7. Parent Association Report: Nichelle Gray, Parent Representative

- a. Ms. Gray noted that parents are saying they are "really stressed out." One parent specified that the stress came from working and trying to be there for her child, and that balancing the timing is extremely difficult. She said the School has been very supportive of parents when they call seeking help. Another parent noted that adding more rest periods, particularly for the younger students would be useful.

8. Board Professional Development: Presentation: Responsive Classroom (RC), Dr. Andy Steck.

- a. Dr. Steck gave a presentation on the Responsive Classroom model, one of CSI's key design elements. He reported that the research demonstrates benefits of the RC model in improving student achievement in math and reading, and equally so for low-income children. Classrooms are more emotionally supportive. Teachers and student together create rules for the classroom and parents can help. RC strengthens family-school partnerships. Children learn responsibility for their behavior and self-control. Children develop a sense of belonging and empowerment as they are valued in the classroom. RC is consistent with Restorative Justice and the philosophy of Ubuntu, both of which CSI practices.
- b. In follow-up discussion, a question was asked about how the Responsive Classroom Model supports the process of inquiry. Dr. Steck said that the model encourages children to be



curious, to want to come to school, to want their curiosity to be satisfied, and to be involved in their own learning. Ms. Pfeiffer noted that the Responsive Classroom model provides a safe, comfortable environment in which children can take risks, and risk failure without fear of being punished for taking risks.

9. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report – November. Mr. Sheffield reported that enrollment is up to 296 and staying pretty steady. ENL/SPED numbers are stable. Diversity of staff is stable. He noted that because of the COVID-19 pandemic, there are delays with BPS Committee on Special Ed assessing students for special education needs. Once they do, we expect the number of special ed students at CSI to increase.
- b. Status of virtual teaching/learning. Original plans were to go hybrid on January 19. However, Mr. Sheffield reported that as COVID-10 numbers rise, “we’re losing buy-in” for hybrid learning from parents and teachers. He noted that staff can work from the school building even if we are declared in a red zone. He will wait until after holidays to see if there is a spike in infections.
- c. Strategic Plan. Mr. Sheffield has been working with the Academic Committee to create a data dashboard showing aggregated data on student proficiency which can be shared with the board monthly. A committee of teachers is working on a process for student-led investigations.

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

- a. Financial Statements for period ending October 31, 2020. Mr. Haydon reviewed some of the line items on the financial statement, noting that some expenses increased because of COVID (nurse supplies, PPE) and some decreased (field trips, extended day) and reported that the financials overall look strong.

A motion to accept the financial statements for period ending 31, 2020 was made by Ms. Pfeiffer, seconded by Ms. Peters and approved unanimously by the trustees. Motion passed.

11. Governance Committee – Jan Peters, Chair

- a. Succession Planning. Succession planning is a high priority. The Committee invited Shereen Williams of Education Board Partners to attend their meeting on November 24 to help with best practices. She shared data on succession planning and term limits. The Committee is seeking more specifics about job responsibilities of Board members and updating them.
- b. Board Trustee Recruitment. The Committee has been looking at ways to increase Board competence through more diversity of Board members.

12. Ad hoc committee – Media and Community Engagement – Melvin Bankhead III, Chair

- a. Website Request for Proposals. Mr. Bankhead shared text of draft RFP with Board members, with specific areas highlighted for easy updating. Board members gave recommendations for changes to RFP content, which Mr. Bankhead acted upon during the meeting. Ms. Henry noted that a rubric should be created with which to “score” bidders’ responses.

13. Old Business. None

14. New Business. None

15. Other / Open Discussion. None

16. Next Meeting: Tuesday, January 5, 2020, 4:45 pm



17. Adjournment

A motion to adjourn the meeting was made by Ms. Henry, seconded by Ms. Pfeiffer, and approved unanimously by the trustees. Motion passed. Meeting adjourned at 7:47 pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

17 January 2021
Date



Charter School of Inquiry

Regular Monthly Board Meeting Minutes

January 5, 2021

1. Call to Order:

The regular monthly meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Mary Jo Pfeiffer, the presiding officer, a lawful quorum being present, on Tuesday, January 5, 2021 at 4:52 p.m. The meeting was held via Zoom videoconference (Meeting ID 85907756585), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present:	Melvin "Trey" Bankhead III Peter Dow Nichelle Gray Latise Hairston Richard "Bruce" Haydon Anne Nguyen Henry Helene Kramer Janet Peters Mary Jo Pfeiffer
Excused:	Deborah Porter
CSI Staff:	John Sheffield, Head of School
Guest:	Valerie Nolan (prospective board member)

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on January 5, 2021 were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest.

Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. *No such declarations were made at this time.*

4. Approve Minutes:

a. Minutes of Business Meeting – December 1, 2020

A motion to approve minutes of the business meeting on December 1, 2020 was made by Peter Dow, seconded by Latise Hairston and approved unanimously by the trustees. Motion passed.

5. Announcements / Updates



- a. Happy Birthday, Trey Bankhead, January 11. The board wished Mr. Bankhead a happy birthday.
 - b. Report on CSI-CSO Zoom Meeting – December 4, 2020. Ms. Pfeiffer gave a summary of the Zoom meeting held on December 4, 2020 with Susan Gibbons and Barbara Moscinski from NYSED's Charter School Office, and John Sheffield, Helene Kramer, Mary Jo Pfeiffer and Peter Dow from CSI. Discussion included contracts and how we measure effectiveness, student attendance, student-led investigations, student academic assessments/performance/interventions, internal staff capacity, student enrollment, biggest challenges, relationship with families, participation in parent-teacher conferences, succession planning, renewal application.
 - c. Responsive Classroom in-service with Dr. Andy Steck. Ms. Kramer reported that Dr. Steck has offered to conduct an interactive workshop on Responsive Classroom in much the same way he does for teachers. We will schedule in the future.
- 6. Academic Committee Report – Mary Jo Pfeiffer (standing in for Peter Dow, Chair)**
- a. Strategic Planning: Mr. Sheffield reported on CSI's strategic planning consultant Adam Aberman's visit to CSI, and recounted Aberman's notes: Teachers more positive, and were better prepared for remote learning. Better use of African-American experience being discussed and examined in class. Students were on task – no easy job with remote learning. He wants to return and take a closer look at student-led investigations.
 - b. Professional Development: Aberman, committee discussed how to get more data regarding professional development. In-services and surveys were discussed.
 - c. Weighted lottery: Susan Gibbons of NYSED CSO told CSI to create, within 48 hours, a weighted lottery that gives access to special ed and ELL students. CSI opted to include economically disadvantaged students to the lottery. Mr. Sheffield and committee created the lottery, and revised relevant policies to include the lottery. Gibbons' only response was to ask why CSI included economically disadvantaged, but she accepted packet.
 - d. Parent Engagement: Ms. Kramer discussed how to present student data in better format for parents to understand.
 - e. Parent Survey: (See Head of School Report)
 - f. Academic Dashboard. David Hetherly discussed (see Head of School Report)
 - g. Writing Initiative: New writing program is being implemented in grades K and 1, and "Up the Ladder" program in higher grades.
 - h. Academic Goals: Given impact of COVID-19, year-to-year comparison goals may not be possible for 2020-2021. Committee is investigating how to set goals.
- 7. Parent Association Report: Nichelle Gray, Parent Representative.** Working on getting more responses to her inquiries. Hoping to have more information at next Board meeting.
- 8. Board Professional Development: Presentation: "The CSI Founders' Story," - Helene Kramer**
Ms. Kramer, a founder of the Charter School of Inquiry, presented on the founders' inspiration and history of the School.
- 9. Head of School Report – John Sheffield**
- a. Consolidated Dashboard Report – December. Mr. Sheffield presented report on student enrollment; staff retention; staff diversity and other matters.
 - b. Parent Survey. A survey was sent to CSI families to assess number of students who would return to the school building for hybrid instruction (two days of in-person learning, one day of virtual learning, and two days of independent learning). Of those who responded, 52 percent said they would not return to the building, and 48 percent said they would. When asked whether they would keep their children on fully remote learning (out of the building), 52



percent said they would, and 48 percent said they'd permit their children to return to the building. Survey remains open, and Mr. Sheffield will report final numbers to Academic Committee after the survey closes.

- c. Data Dashboard. Will be sent to Ms. Kramer for dissemination to Board of Trustees.
- d. Strategic Plan – Status: CSI is on track with the timeline for the plan.

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

- a. Financial Statement & Narrative for period ending November 30, 2020.

A motion to accept the financial statements for period ending November 30, 2020 was made by Ms. Kramer, seconded by Mr. Haydon and approved unanimously by the trustees. Motion passes.

- b. Hire new Response to Intervention Specialist.

A motion to approve the hiring of a new RTI Specialist was made by Mr. Dow, seconded by Ms. Gray and approved unanimously by the trustees. Motion passes.

- c. Contract: Empire Charter Consultants.

A motion to approve a contract with Empire Charter Consultants to assist CSI in crafting school's charter-renewal documents made by Mr. Bankhead, seconded by Ms. Hairston, and approved unanimously by the trustees. Motion passes.

11. Governance Committee – Jan Peters, Chair

- a. Head of School Evaluation for 2020-2021: Mr. Sheffield and Dr. Andy Steck have been meeting to set up a schedule and goals.
- b. Board of Trustees Recruitment: Committee has conducted an interview with prospect Valerie Nolan (in attendance at meeting). Committee described her as "incredibly knowledgeable about charter schools and understands state (education)."
- c. Succession Planning: Committee has invited Shereen Williams of Education Board Partners to assist in updating board officer job descriptions.
- d. Administrative Assistant position: Original job description for 20 hours a month deemed not sufficient. Current discussion is on whether to change description to 20 hours per week. Committee will redraft job description and submit it to the Board.

12. Ad hoc committee – Media and Community Engagement – Melvin Bankhead III, Chair

- a. Despite a delay on Mr. Bankhead's part, the RFP has been sent to Ms. Monin. Mr. Sheffield notes that Ms. Monin "took some vacation time," but is back and has received the RFP and is reviewing. New deadlines were sent in the submission because of the delay.

13. Old Business. None

14. New Business.

- a. Resolution to revise CSI's Admissions Policy to include a weighted lottery. Board members asked questions about economically challenged students and the nature of the common application.

A motion to approve resolution to revise CSI's Admissions Policy to include a weighted lottery was made by Mr. Haydon, seconded by Mr. Bankhead, and approved unanimously by the trustees. Motion passes.



15. Other / Open Discussion. None

16. Next Meeting: Tuesday, February 2, 2020, 4:45 pm

17. Adjournment

A motion to adjourn the meeting was made by Mr. Bankhead, seconded by Mr. Dow, and approved unanimously by the trustees. Motion passed. Meeting adjourned at 6:33 pm.

Respectfully submitted by:

Melvin Bankhead III, Board Secretary

2 February 2021

Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes



February 2, 2021

1. Call to Order:

The regular monthly meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Mary Jo Pfeiffer, the presiding officer, a lawful quorum being present, on Tuesday, February 2, 2021 at 5:01p.m. The meeting was held via Zoom videoconference (Meeting ID 85907756585), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present:	Melvin "Trey" Bankhead III Peter Dow Nichelle Gray Latisa Hairston Richard "Bruce" Haydon Anne Nguyen Henry Janet Peters Mary Jo Pfeiffer
Excused:	Helene Kramer Deborah Porter
Final Trustee Candidate:	Valerie Nolan
CSI Staff:	John Sheffield, Head of School
Board Counsel:	Steve Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Mary Jo Pfeiffer announced that Helene Kramer had a notarized affidavit listing the places where the Notice of Meeting held on February 2, 2021 were posted and a list of media outlets asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. **Conflict of Interest.** Ms. Pfeiffer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. *No such declarations were made at this time.*



4. Approve Minutes:

- a. Minutes of Business Meeting – January 5, 2021

A motion to approve minutes of the business meeting on January 5, 2021 was made by Peter Dow, seconded by Melvin Bankhead III and approved unanimously by the trustees. Motion passed.

Ms. Pfeiffer reminded the trustees that minutes of the Academic Committee (December 19, 2020), Finance Committee (December 22, 2020) and Governance Committee (December 22, 2020) were included with the board packet and will be posted on the web site.

5. Announcements / Updates

- a. Happy Birthday, Nichelle Gray – February 22. The board wished Ms. Gray a happy birthday.

6. Academic Committee Report – Mary Jo Pfeiffer (standing in for Peter Dow, Chair)

- a. Presentation: David Hetherly, ELA & Math Academic Goals 2020-23.

David Hetherly, CSI's Rtl-Data Coordinator, reviewed academic goals in ELA and Math for the 2020-21 academic year as well as the next two academic years (through 2023).

CSI's original academic goals were based on NYS assessments which were not administered in the 2019-20 academic year due to COVID19. They are not expected to be administered in 2020-21 either. Consequently, CSI's goals were set using the STAR Renaissance testing program, which is considered predictive of State assessments.

Mr. Hetherly explained that the CSI goals were in line with those that had been reviewed by NYSED, they were ambitious, and they were comprehensive in that they didn't look at student achievement in just one way. He explained absolute goals and percentile rank and how they were set over the course of the next 3 academic years. He also explained growth goals and the rationale for setting the 2020-21 goals at the student growth percentile of 40 for ELA and 35 for Math with growth built in for subsequent years.

Mid-year assessment results will be presented at the next Board meeting in March.

- b. Report from Peter Dow, Academic Committee Chair

Remote learning. No formal decision yet about when CSI will reopen, although there are plans to bring Kindergartners back into the building five days a week starting March 1.

Quantitative progress. Marie Giancarlo is working to collect and present more quantitative data regarding academics.

Professional development. NYSED wants to know how we're measuring the results of professional development. BOCES will give us a full report on what they are doing and results.

Surveys. NYSED's Charter School Office is conducting parent and teacher surveys of all charter schools in February. CSI will conduct its own annual survey of parents, teachers and students in mid- to late May.

Strategic Plan. CSI is on track with completing the goals by the timelines in the plan.

However, in order to fully implement Goal V: "History, Heritage and Culture of People of African Descent," CSI will organize a task force with outside professional expertise and input from the community. This is a high priority. Mr. Dow will report progress to Board as the task force organizes and develops plans.



Community Engagement. CSO wants to show value of charter schools, not just related to academics, but also with how they are involved with the community. Latise Hairston suggested conducting a Stakeholder Analysis to identify essential community partners.

7. Parent Association Report: Nichelle Gray, Parent Representative.

Ms. Gray asked parents to respond to a few questions about parent involvement. Although those who responded seemed satisfied with the ability to communicate with their child's teacher(s) through Zoom, they felt there was not much going on because the building is closed due to COVID. There have been no in-person events and it's hard to get motivated, Ms. Gray reported that parents did not know about the STAR assessments or what they measured, although they are aware that material about black history is being presented. Ms. Gray felt that CSI could do a better job of reaching out to parents one-on-one to see how they are doing. Mr. Sheffield said he would work with Ms. Gray to reactivate the Parent Association.

8. Board Professional Development

9. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report – December. Student enrollment, attendance and staff diversity percentages are stable. Lost one ENL student who moved out of the area; there are three children who were referred to the BPS Committee on Special Ed whose IEP's are pending. Mr. Sheffield reviewed the professional development sessions conducted in January 2021.
- b. Benchmarking ELA & Math. Conducted week of January 25. Compiling results.
- c. Strategic Plan. On track with timeline.
- d. Status of virtual teaching/learning. School's COVID numbers are problematic. Five staff tested positive, although no one contracted the virus at the school itself. CSI has implemented all precautionary measures, including hand sanitizing stations and upgrading air filtrations system.

Sent letter to parents about issues related to reopening. CSI has set March 1 as a target date to bring all Kindergartners whose parents elect in-person instruction into the School every day. (Half of parents want to continue remote learning, while approximately half want in-person instruction.) Bringing back other grades will be hybrid because of distancing requirements. Conditions for reopening change 'by the second' as State designations change. Staff vaccinations: only 3 or 4 staff have had first dose with others on waiting lists. Bussing: BPS will bus CSI children, even though most parents want to arrange their own transportation because of concerns about distancing on school buses.

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

- a. Financial Statement & Narrative for period ending December 31, 2020.
 - Net financial position is solid with increases in net assets and favorable current ratio. Reimbursement from BPS is being paid, although about 3 weeks late.
 - NYS is signaling that tuition and rates will be reduced for the 2021-22 school year.
 - Evans Bank has opened their portal to request forgiveness of PPP loans. Kirisits & Associates will work with Evans Bank on forgiveness application.



11. Governance Committee – Jan Peters, Chair

- a. Head of School Evaluation for 2020-2021; Will use Danielson rubric, CSI's strategic plan and academic goals as basis of Head of School evaluation.
- b. HOS Succession Planning: Assistant Principal. Mr. Sheffield is still reviewing candidates he wants to consider for the Assistant Principal position. If not successful, he agreed to use a search firm to identify candidates.
- c. Board Succession Planning: Committee reviewed job descriptions from Education Board Partners for Board Chair and Vice-Chair and made minor edits. Committee will review Treasurer and Secretary positions next and will share with full board when complete.
- d. Administrative Assistant position: Job description drafted. May use temporary employment agency to hire someone with potential for long-term employment. Continuing discussion.

12. Old Business.

- a. Website RFP. Mr. Bankhead reported that the RFP for development of a new CSI website went out Monday, February 1. Received two responses so far and expecting more.

13. New Business.

- a. Resolution to Select Valerie Nolan as Final Trustee Candidate.

A motion to approve a resolution to select Valerie Nolan as a final trustee candidate was made by Janet Peters, seconded by Melvin Bankhead III, and approved unanimously by the trustees. Motion passes.

- b. Charter School Office (CSO) Town Hall Meeting with David Frank.
Mary Jo Pfeiffer attended a Zoom Town Hall meeting on January 25, 2021 called by David Frank, executive director of the CSO. She reported that CSO is asking both new charters and renewing charters to incorporate a "community responsive design," i.e., charter schools should enrich and be involved in the communities in which they are situated. It was suggested that a stakeholder analysis would help to define what encompasses CSI's "community."

CSO is sending data report cards in mid-February. They will primarily reflect benchmarks 1 (student performance) and 9 (enrollment, recruitment, and retention).

CSO's performance monitoring team has developed a remote monitoring plan for schools. It will require us to complete a self-evaluation and post-report action plan on all 10 benchmarks to outline strengths, challenges, and strategies for improvement or maintenance. CSO will conduct site visits remotely and will look at our benchmark responses to guide the review.

- c. Confidential Personnel Issues. Ms. Pfeiffer asked for a motion for the board to go into executive session with Valerie Nolan (final trustee candidate), John Sheffield (HOS), and Steve Polowitz (Board Counsel) to discuss two confidential personnel issues.

A motion to move into executive session was made by Peter Dow, seconded by Anne Henry, and approved unanimously by the trustees. The board went into executive session at 6:20pm.

A motion to move out of executive session was made by Melvin Bankhead III, seconded by Jan Peters, and approved unanimously the trustees. The board came out of executive session at 7:05pm.



Ms. Pfeiffer reported that the board discussed two confidential personnel items in executive session. One item was to award a bonus to the Head of School in recognition of an excellent evaluation in a very difficult year. She asked for a motion to approve the bonus.

A motion to approve the bonus for John Sheffield, Head of School, as discussed in executive session, was made by Peter Dow, seconded by Melvin Bankhead, III and approved unanimously by the trustees.

14. Other / Open Discussion. None

15. Next Meeting: Tuesday, March 2, 2020, 4:45 pm

16. Adjournment

A motion to adjourn the meeting was made by Janet Peters, seconded by Anne Henry, and approved unanimously by the trustees. Motion passed. Meeting adjourned at 7:08pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

March 4, 2021
Date



Charter School of Inquiry

Regular Monthly Board Meeting Minutes

March 2, 2021

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, March 2, 2021 at 4:50 p.m. The meeting was held via Zoom videoconference (Meeting ID 859 0775 6585), in accordance with Executive Orders by the Governor of the State of New York,

Trustees Present: Melvin "Trey" Bankhead III
Peter Dow
Richard "Bruce" Haydon
Anne Nguyen Henry
Helene Kramer
Valerie Nolan
Janet Peters
Mary Jo Pfeiffer
Deborah Porter

Excused: Nichelle Gray
Latise Hairston

CSI Staff: John Sheffield, Head of School
Marie Giancarlo, Director, Curriculum and Instruction
David Hetherly, RtI-Data Coordinator

Board Counsel: Steve Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Ms. Kramer announced that she had a notarized affidavit listing the places where the Notice of Meeting held on March 2, 2021, were posted and a list of media outlets asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest.

Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. *No such declarations were made at this time.*

4. Approve Minutes:

a. Minutes of Business Meeting – February 2, 2021

A motion to approve minutes of the business meeting on February 2, 2021, was made by Mr. Dow, seconded by Mr. Bankhead and approved unanimously by the trustees. Motion passed.



Ms. Kramer reminded the trustees that minutes of the Academic Committee (January 22, 2021), Audit and Finance Committee (January 26, 2021), and Governance Committee (January 26, 2021) were included with the board packet and will be posted on the website.

5. Announcements / Updates

- a. Welcome, Valerie Nolan: The board welcomed new member Ms. Nolan.
- b. Happy Birthday, Lynn Monin (March 13), Courtney Eaton (March 17), Helene Kramer (March 26): The board offered birthday wishes to Ms. Monin, Ms. Eaton, and Ms. Kramer.
- c. Satisfaction Surveys – Teachers, Parents, Students 2021: CSI's annual satisfaction surveys of teachers, parents and students will be conducted around mid-May.
- d. Admissions Policy – Weighted Lottery: Ms. Kramer reminded the Board that, at the January 5 meeting, the Board approved a change to CSI's admissions policy to accommodate a weighted lottery. She submitted the required documents to NYS Dept. of Education, Charter School Office, for a non-material revision. Susan Gibbons, CSI's liaison at the Charter School Office, responded with a list of questions and concerns that she asked CSI to address. A small task force is currently working on addressing those concerns. When it completes its work, Ms. Kramer will submit the revised changes to the Board for approval.
- e. CSO Benchmark Reports for Remote Monitoring: Ms. Pfeiffer reviewed the Charter School Performance Framework's (CSPF) 10 benchmarks. These benchmarks are used by the Charter School Office (CSO) to assess charter school performance when determining renewal decisions. The CSO asked charter schools to conduct a self-evaluation on each of the 10 benchmarks, with particular attention in areas where the school's performance falls short of state standards. The state, at its next site visit, will assess CSI's progress meeting those strategies, will issue a report, and then ask us to complete a CSO Post Report Action Plan. They will be looking for outcomes and evidence that the strategies have been effective.

6. Academic Committee Report– Peter Dow, Chair

- a. Presentation: David Hetherly, 2nd STAR Benchmark Results for ELA and Math
Mr. Hetherly presented the results of the 2nd (mid-year) STAR Renaissance assessments for ELA and Math in grades 1 through 6 through several reports. STAR Renaissance assessments are considered to be good predictors of results on State assessments There were a number of questions and considerable discussion about the reports.

Ms. Giancarlo emphasized a renewed and enhanced push toward mini-lessons, leading into small-group instruction.

Mr. Sheffield noted that “we did a little personnel juggling” of third grade staff in order to improve pacing of instruction. This was done in consultation with BOCES.

Ms. Kramer expressed a concern that CSI doesn't have any literacy coaches. Mr. Sheffield explained that BOCES' consultants have been filling that role. He also noted that he's hoping to hire a literacy coach but asked for that discussion to be tabled until a later meeting.

Ms. Kramer expressed concern regarding the number of children in grades three through six who are falling below state standards. Mr. Hetherly referred to form *Consolidated Assessment Proficiency Report*. Mr. Sheffield noted that the report doesn't show how close the children are to meeting the target. Ms. Pfeiffer recommends that next report show both the state standard, as well as the current status of the students' proficiency, and how close they are to



proficiency, rather than just saying that they're below the target. Mr. Sheffield noted that he actually has such a report, but he'll need to have the students' identifying info removed before sharing it with the Board.

The Board encouraged Mr. Sheffield to tap into whatever financial resources he needs to help students achieve greater academic growth and proficiency.

b. Report out: Academic Committee Meeting February 26, 2021

Mr. Dow noted that the Academic Committee discussed the weighted lottery for admissions. He believes that it will take more than a weighted lottery to increase CSI's enrollment of ELL and Special Education children. Ms. Pfeiffer countered that recruitment strategies to increase these student populations will be discussed by the Academic Committee as it works through Benchmark 9 (Student Enrollment, Recruitment and Retention).

Mr. Dow noted that, in the Academic Committee's last meeting, Ms. Pfeiffer raised questions about how CSI tracks performance toward its Strategic Goals. That discussion will be prioritized at the next committee meeting.

Mr. Dow also noted that CSI needs to demonstrate how it is implementing its African American cultural infusion program, particularly the creation of a task force as outlined in the strategic plan. At a previous meeting, the Academic committee discussed getting outside support. Mr. Dow reported that he had spoken with Dr. Marcus Watson, professor at SUNY Buffalo State. Watson, who specializes in Africana studies is "very enthusiastic about working with us to (further) develop this task force" to fulfill CSI's infusion goals. They discussed the possibility of organizing a task force, and gaining Board backing for financial support. Ms. Kramer noted that CSI's Strategic Plan calls for such a task force, with parental involvement, to be created by May 2021.

Mr. Sheffield reported that he has organized a Community Partnership Task Force. Its charge includes strengthening CSI's relationship with the wider community, engaging CSI in activities important to the Black community, and addressing social-emotional and academic supports for CSI children and families. There was discussion about the need to blend the Community Partnership Task Force with activities of the Africana infusion task force.

7. **Parent Association Report: Nichelle Gray, Parent Representative**

No report, as Ms. Gray was absent.

8. **Head of School Report – John Sheffield**

- a. Community Partnership Task Force wants to expand CSI's Gentlemen's Club and the Etiquette Club and potentially name the overall programs after the late Russell Bell, CSI's Student Support Coordinator. The goal is to expand the academic resources provided to the two groups. Ms. Pfeiffer suggests that she and Mr. Dow discuss the matter at the next Academic Committee.
- b. Consolidated Dashboard Report – February:
 - Mr. Sheffield updated the Board on the number of teachers, number of students, and related demographics; student attendance; student discipline.



- He notes that he established a new position to act as a liaison to Buffalo's Bengali community. After the position was announced, CSI received three inquiries from members of the Bengali community. He also received an application from a Bengali teaching assistant.
 - Mr. Sheffield reported that February was "a very robust month" for professional development for teachers. Among other things, teachers attended a docent-led virtual tour of the Michigan Street African American Heritage Corridor.
 - There was more professional development on restorative practices, and on returning students to the building. There was more training on health and safety protocols.
 - Sixteen kindergarten students will be returning to the building for in-person instruction five days each week during March. Plans are underway to expand in-person learning to students in first and second grades.
- c. Enrollment: In response to a question by Ms. Pfeiffer about enrollment, Mr. Sheffield reported that Courtney Eaton sent out applications and flyers to every pre-school in Buffalo, and personally called each one. CSI is still reaching out via social media, as in-person recruitment remains suspended. CSI is also running more ads on 93.7 WBLK-FM, as well as in the Challenger newspaper. Mr. Sheffield is mulling restarting ads on WGRZ-TV Channel 2. He's happy to report that he's already receiving large numbers of inquiries related to kindergarten. He believes that, next fall, kindergarten, and grades 2 through 5, will be full.
- d. Strategic Plan. On track with timeline.

9. **Finance/Audit Committee Report – Bruce Haydon, Treasurer**

a. Financial News

- *Tuition*: Mr. Haydon reports that charter school tuition rates may hold flat this fall because of proposed federal spending plans.
 - *Clawbacks*: A successful lawsuit by a charter school against Buffalo Public Schools has resulted in BPS paying the charter the state funds it had been withholding. Because of that precedent, Haydon says it's possible that the move might be replicated with other charter schools, including CSI.
 - *PPP Loan*. Mr. Haydon believes that we should evaluate how to earn income from the CSI's cash balance and begin spreading the cash out among different institutions with regard to FDIC guarantees.
 - *Purchasing Building*. Mr. Haydon will discuss with Board Counsel the merits of purchasing CSI's building to give the school more flexibility for future expansion.
 - *Audit*. Audit services went out to bid for a three-year contract. Bids have been received and are being reviewed.
- b. Financial Statement & Narrative for period ending December 31, 2020. Ms. Kramer explained that the Financial Statements for the period ending December 31, 2020 were reviewed at February's board meeting, but she neglected to ask for a vote to accept them. She asked for a motion to accept.

A motion to accept the financial statements for period ending December 31, 2020 was made by Ms. Pfeiffer, seconded by Mr. Bankhead, and approved unanimously by the trustees. Motion passed.



- c. Financial Statement & Narrative for period ending January 31, 2021. Mr. Haydon reports that financial position remains positive, without any evident concerns.

A motion to accept the financial statements for period ending January 31, 2021 was made by Ms. Nolan, seconded by Mr. Haydon and approved unanimously by the trustees. Motion passed.

11. Governance Committee – Jan Peters, Chair

- a. Head of School Evaluation for 2020-2021: Committee discussed progress working with Dr. Andy Steck using the Danielson rubric, CSI's strategic plan and academic goals as the basis of the 2020-21 Head of School evaluation. One action item: The committee wants a Board member to oversee process, along with Dr. Steck. Ms. Peters asked interested board members to reach out to her.
- b. HOS Succession Planning: Assistant Principal. Some members of the committee met with Joan Graci of APA Solutions to gauge her interest in assisting with the search for an Assistant Principal, as well as an Operations Administrative Assistant. Mr. Sheffield reported that Ms. Graci will submit proposals to give us alternatives for her help in the search for an Assistant Principal, as well as some ideas for the Operations Administrative Assistant.
- c. Board Succession Planning: Committee reviewed job descriptions from Education Board Partners for Board Chair and Vice-Chair and made minor edits. Committee will assess and edit all other Board job descriptions and submit recommendations to the Board when the work is completed.

12. Old Business.

- a. Outreach Committee - Website RFP. Mr. Bankhead reported that he's been receiving responses from the RFP from web developers. Typeworks Studio, Otherwysz Creative, and Wayward Creative have responded thus far. His attempt to hold a February meeting of the committee was complicated by his hospitalization from Feb. 17 to Feb. 22, and his beginning recovery from his surgery and extended stay. He plans to conduct a committee meeting prior to the Board's April meeting.

13. New Business.

- a. None reported

14. Other / Open Discussion. None

15. Next Meeting: Tuesday, April 6, 2021, 4:45 p.m.

16. Adjournment

A motion to adjourn the meeting was made by Ms. Porter, seconded by Ms. Peters, and approved unanimously by the trustees. Motion passed. Meeting adjourned at 6:25 p.m.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

7 April 2021
Date



Charter School of Inquiry (CSI)

Minutes – Special Board Meeting

March 11, 2021

1. Call to Order:

A special meeting of the Board of Trustees (the “Board”) of the Charter School of Inquiry (the “School”) was held on Thursday, March 11, 2021 for the purpose of revising its admissions policy to include a weighted lottery. The meeting was called to order by Helene Kramer, the presiding officer, at 5:03 pm, a lawful quorum being present. The meeting was held via a Zoom videoconference (meeting id 87461400351), in accordance with Executive Orders by the Governor of the State of New York,

Trustees present: Melvin Bankhead III, Peter Dow, Nichelle James, Helene Kramer, Valerie Nolan, Janet Peters, Deborah Porter, Mary Jo Pfeiffer,

Excused: Latise Hairston, Richard Bruce Haydon, Anne Henry

Head of School: John Sheffield

2. Proof of Public Notice of Meeting:

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on March 11, 2021 were posted and a list of media outlets which were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Review Revised Admissions Policy

Ms. Kramer thanked members of the task force, including Mary Jo Pfeiffer, Valerie Nolan, Anne Nguyen Henry, and John Sheffield, for their work on drafting the revised admissions policy. Board Co-chair, Mary Jo Pfeiffer, and members of the task force reviewed the proposed revisions with the board of trustees. Ms. Kramer reported that, in the revised policy she sent to the board for consideration, she inadvertently omitted the last sentence of the policy: “Any policy revisions are subject to approval of the NYS Education Department Charter School Office.” When asking for a motion to approve the revised policy, she will ask for it to be approved, as amended with this sentence.

4. Resolution to Approve Revised Admissions Policy to include a Weighted Letter

A motion to approve the resolution for a revised admissions policy to include a weighted lottery, as amended, was made by Peter Dow, seconded by Mary Jo Pfeiffer, and approved unanimously by the trustees.

5. **Next Meeting:** The next regularly scheduled monthly business meeting of the CSI board of trustees is scheduled for Tuesday, April 6, 2021 at 4:45 pm.

3. **Adjournment:**

A motion to adjourn was made by Deborah Porter, seconded by Valerie Nolan, and approved unanimously by the trustees. The meeting was adjourned at 5:17 pm.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

7 April 2021

Date



Charter School of Inquiry

Regular Monthly Board Meeting Minutes

April 6, 2021

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, April 6, 2021 at 4:51 p.m. The meeting was held via Zoom videoconference (Meeting ID 859 0775 6585), in accordance with Executive Orders by the Governor of the State of New York.

Trustees Present:	Melvin "Trey" Bankhead III Peter Dow Nichelle Gray Latisa Hairston Anne Nguyen Henry Helene Kramer Valerie Nolan Janet Peters Deborah Porter
Excused:	Richard "Bruce" Haydon Mary Jo Pfeiffer
CSI Staff:	John Sheffield, Head of School Marie Giancarlo, Director, Curriculum and Instruction
Board Counsel:	Steve Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Ms. Kramer announced that she had a notarized affidavit listing the places where the Notice of Meeting held on April 6, 2021, were posted and a list of media outlets asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest.

Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. *No such declarations were made at this time.*

4. Approve Minutes

A motion to approve minutes of the business meeting on March 2, 2021, was made by Ms. Nolan, seconded by Mr. Bankhead and approved unanimously by the trustees. Motion passed.

A motion to approve minutes of the special meeting regarding a weighted admission lottery on March 11, 2021, was made by Ms. Nolan, seconded by Mr. Bankhead and approved unanimously by the trustees. Motion passed.



Ms. Kramer reminded the trustees that minutes of the Academic Committee (February 26, 2021), Audit and Finance Committee (February 23, 2021), and Governance Committee (February 23, 2021) were included with the board packet and will be posted on the website.

5. Announcements / Updates

- a. Charter School Office (CSO) renewal site visit – April 13-14, 2021: Ms. Kramer issued a reminder to the Board that the New York State Charter School Office would be holding a mid-year charter site renewal visit on April 13-14. She reminded the Board that its preparatory session for the site visit would take place during the latter half of the Board meeting.
- b. Admissions Policy – Weighted Lottery: Ms. Kramer informed the Board that the change to CSI's admissions policy, approved by the Board in January to accommodate a weighted lottery, has been approved by the NYS Dept. of Education, Charter School Office as a non-material revision.
- c. Board Chair's planned resignation: Ms. Kramer announced to the Board that she intends to retire as Board chair in July. She mentioned that Ms. Nolan has expressed interest in the position, and she would be an excellent choice. But she also noted that *all* CSI board members have enormous talent and suggested that other Board members let her know if they are interested in serving either as Board Chair or any other office position.

6. Finance/Audit Committee Report – Helene Kramer (on behalf of Bruce Haydon, Treasurer)

- a. Financial News
 - *Tuition*: Ms. Kramer reports that, as the New York State budget has not yet been finalized, it remains unknown whether the charter school tuition rates this fall will rise, stay flat, or fall.
 - *PPP Loan*. Ms. Kramer noted that Kirisits & Associates CPAs is working, on behalf of CSI, with Evans Bank on PPP loan forgiveness. The PPP loan was awarded to help cover the costs of COVID-related expenses, including nursing services, technology, air filtration, etc.
 - *Audit*. CSI has issued a new RFP for audit services as the current auditor's contract has expired. The Finance Committee will review the RFP bids at its next meeting.
 - *Review of Fiscal Policies and Procedures*: For the past several months, the committee has been reviewing all of CSI's fiscal policies and procedures and revising them where needed. That work will be reviewed at next meeting, and the presented to the Board when finalized by the Finance Committee.
- b. Financial Statement & Narrative for period ending February 28, 2021. Ms. Kramer reported that CSI's cash position was particularly good. The committee talked to M&T Bank about using some of CSI's cash reserves to earn better interest. Also, CSI wants to ensure that all of its money is protected by FDIC (Federal Deposit Insurance Corporation), "so we're making sure of that." Ms. Kramer asked for a motion to accept the financial statements for the period ending February 28, 2021.

A motion to accept the financial statements for period ending February 28, 2020, was made by Ms. Peters, seconded by Ms. Nolan, and approved unanimously by the trustees. Motion passed.

- c. IRS Form 990 – Return of Organization Exempt Income Tax for year ended June 30, 2020: Ms. Kramer explained the purpose of the IRS 990 and that it had been vetted by CSI's auditors and Kirisits & Associates. She asked for a motion to accept.



A motion to accept the IRS Form 990 for the year ended June 30, 2020, was made by Mr. Dow, seconded by Mr. Bankhead, and approved unanimously by the trustees. Motion passed.

7. Old Business.

- a. Outreach Committee - Website RFP. Mr. Bankhead reported that the committee had met to add recommended features to the desired website model. In addition, as Mr. Bankhead had received a list of features desired by NYS Charter School Office for the website, he passed that information to the committee, as well. After the new recommendations were passed to and approved by Mr. Sheffield, the updated list was transmitted to the web developers. The committee is now waiting for the formal proposals from the developers.

Mr. Dow expressed concern on how to inform the NYS CSO of CSI's website plans. Mr. Bankhead volunteered to draft a summary of the Outreach Committee's work thus far, as he would not attend the April 13-14 site visit.

8. Academic Committee Report– Peter Dow, Chair

- a. Presentation by Marie Giancarlo: Ms. Giancarlo provided a brief primer on the three-tiered Response to Intervention education model; CSI's history of implementing RtI instruction; and the relationship between RtI instructors, other teachers, and staff. She related that one of the findings was that more targeted whole group instruction is required to mitigate the number of children referred to RtI Tiers 2 and 3. She explained how the STAR Renaissance assessments are being used to ensure a more data-rich culture. The data is used to identify the skills each child needs to attain in order to achieve proficiency in ELA and math. Professional development for the instructional staff focuses on how to interpret the data and reports, and how to make effective use of the data to drive instruction.
- b. Infusion of the History and Culture of African-descended people. Mr. Dow noted that a key decision made in the committee's March meeting was authorizing Mr. Sheffield to implement SUNY Buffalo State assistant professor Dr. Marcus Watson's proposal to set up an "African American infusion task force." The task force will work to find ways to demonstrate CSI's infusion of African American history and culture more clearly into its academic design.

9. Head of School Report – John Sheffield

- a. Enrollment: Mr. Sheffield notes that enrollment remains relatively steady at 292, and that CSI has put a moratorium on accepting new students as it prepares to return students to full time in the building.
- b. Staffing: Mr. Sheffield reviewed the new hires and transfers. They include a new lead social worker whose predecessor Tamiaka Johnson will become CSI's student support coordinator, succeeding the late Russell Bell. Ms. Herlan who was an RtI teacher became a Literacy Coach, and Ms. Lennell Bailey, a 3rd grade teacher who is on sick leave will become an RtI teacher when she returns.
- c. Professional Development. Professional development, which was very robust, is slowing down, partly because it was front-loaded and partly because of the current focus on state assessments. Ms. Kramer noted that a great many of the pd sessions CSI held were related to how to deal with our children's – and staff's - social-emotional well-being. Mr. Sheffield reported that he hired a social worker from BOCES for next school year to help ramp up support for children dealing with social-emotional issues. He explained how some children spent this entire school year learning remotely and haven't been inside the school building



since last March. For other children, like Kindergartners, it will be their first time in the school. He anticipates that a great deal of support for these children will be needed.

- d. Student performance. Conducted progress monitoring in March to see if there was academic growth since January's STAR assessments. There was growth, particularly in ELA. Also projected goals for end-of-year performance in ELA and Math using historical growth trends.
- c. COVID Impact. One staff member was hospitalized with COVID-related symptoms. Two staff are on quarantine due to exposure outside of school. No staff contracted COVID in the school building. There have been no new cases in two months. One student tested positive for COVID through exposure outside of school. The Health Department and families were notified. Mr. Sheffield is working with a local church to help get more staff members immunized.
- f. SPED Students. Ms. Nolan asked how many children were "in the pipeline" for Special Ed services. Mr. Sheffield noted that COVID-19's impact has caused a slowdown in Buffalo Public School's processing of such service requests. He will research the number of children waiting for service and report to the Board.
- g. Student Attendance. Attendance in March was down a little from February. There is no attendance data for March 2020 when the pandemic first hit and CSI went into remote instruction so no comparison with last year was possible.
- h. School Reopening Plans. 2nd graders back on April 19 full time (half of parents elected to continue remote), Hoping to get 3rd, 4th, 5th and 6th graders back in school soon.
- i. NYS Assessments. State assessments will take place April 19-29. Children are required to take the assessments in person. We expect a lot of opt-outs.
- j. Social-Emotional Learning (SEL). Nichelle Gray spoke about her children's experiences with SEL and her concerns. Mr. Sheffield related that it was offered for all children, not just children who needed the support, and that it was optional. He said there were many improvements made to the sessions this year and encouraged Ms. Gray to take another look.
- k. CSO Surveys for Parents and Teachers – response rate: Nearly 100 percent response from staff members; 25 percent for families.

11. Governance Committee – Jan Peters, Chair

- a. Head of School Evaluation for 2020-2021: The committee discussed progress working with Dr. Andy Steck using the Danielson rubric, CSI's strategic plan and academic goals as the basis of the 2020-21 Head of School evaluation. Ms. Hairston volunteered to work with Dr. Steck as the Board trustee overseeing the process.
- b. HOS Succession Planning: Assistant Principal. Mr. Sheffield is working with Joan Graci of APA Solutions to assist with the search for an Assistant Principal. Mr. Sheffield has forwarded a few candidates for consideration to APA, with the goal of filling the assistant principal position before June.
- c. Board Succession Planning: Working with a template from Education Board Partners, the Governance Committee drafted job descriptions for the CSI Board Chair and Vice-Chair to reflect the roles and responsibilities for these positions. In addition, edits were suggested to the job descriptions for Secretary and Treasurer. The Committee will assess and edit all other Board job descriptions and submit recommendations to the Board when the work is

completed. On that matter, Mr. Polowitz noted that changes will be needed to CSI's bylaws in order to replace the job descriptions in the current bylaws.

- d. Board of Trustees Self-Evaluation forms: Ms. Peters noted that three of 10 academic benchmarks relate to work by the committee: board oversight and governance; organizational capacity; and legal compliance. Ms. Peters said the committee is addressing the "strengths, challenges, and strategies for improvement and maintenance" of those areas.

12. Parent Association Report: Nichelle Gray, Parent Representative

- a. No report this month.

13. Board Professional Development – CSO Mid-Term Renewal Site Visit

- a. Ms. Kramer led Board in a professional development session, ensuring that trustees were up to date on the latest information related to CSI's progress toward the 10 academic benchmarks.
- b. Mr. Polowitz recommended that the Board craft a "really aggressive" plan to deal with the academic losses caused by the COVID-19 pandemic, such as a summer school program. Ms. Kramer and Mr. Sheffield note that a "summer head of school" would be needed.
- c. Mr. Sheffield briefed Board on the purpose and timeline of the mid-term site visit, which is to identify areas of weakness that can be corrected prior to the renewal visit, which will likely be in October.
- d. Mr. Sheffield updated the Board on the progress made toward the goals in the CSI Strategic Plan.

14. New Business.

- a. None reported

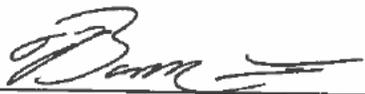
15. Other / Open Discussion. None

16. Next Meeting: Tuesday, May 4, 2021, 4:45 pm

17. Adjournment

A motion to adjourn the meeting was made by Ms. Peters, seconded by Ms. Nolan, and approved unanimously by the trustees. Motion passed. Meeting adjourned at 8:00 p.m.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

6-13-2021

Date

Charter School of Inquiry

Regular Monthly Board Meeting Minutes



May 4, 2021

1. Call to Order:

The regular monthly 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, a lawful quorum being present, on Tuesday, May 4, 2021, at 4:50 p.m. The meeting was held via Zoom videoconference (Meeting ID 859 0775 6585), in accordance with Executive Orders by the Governor of the State of New York.

Trustees Present: Melvin "Trey" Bankhead III
Richard "Bruce" Haydon
Anne Nguyen Henry
Mary Jo Pfeiffer
Peter Dow
Nichelle Gray
Helene Kramer
Valerie Nolan
Janet Peters
Deborah Porter

Excused: Latise Hairston

CSI Staff: John Sheffield, Head of School

Board Counsel: Steve Polowitz

2. Proof of Public Notice:

Pursuant to the Open Meetings Law, Ms. Kramer announced that she had a notarized affidavit listing the places where the Notice of Meeting held on May 4, 2021, were posted and a list of media outlets asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest. Ms. Kramer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. *No such declarations were made at this time.*

4. Approve Minutes

A motion to approve minutes of the business meeting on April 6, 2021, was made by Mr. Dow, seconded by Mr. Bankhead, and approved unanimously by the trustees. Motion passed.

Ms. Kramer reminded the trustees that minutes of the Academic Committee (March 19, 2021), Audit and Finance Committee (March 23, 2021), and Governance Committee (March 23, 2021) were included with the board packet and will be posted on the website.



5. Announcements / Updates

- a. Birthday: The Board wished John Sheffield a happy birthday - May 14
- b. Mr. Bankhead report of his medical condition. Mr. Bankhead related that, at some point over the spring/summer months, he'll be "pulling back a bit" from Board activities due to his autosomal dominant polycystic kidney disease negatively impacting his kidney function, and his needing a kidney transplant. Board's response was positive and supportive.

6. Academic Committee Report– Peter Dow, Chair

- a. STAR Assessment Data Report: Tool is becoming extremely valuable, as it provides a great deal of data regarding individual skill developments for each student, as well as the ability to compare CSI students' performance to state, national, and international norms. CSI students are doing slightly better than the national averages.
- b. Summer School: Committee not yet ready to present a proposal, but ideas are being discussed. Mr. Sheffield, David Hetherly and Marie Giancarlo serve on committee, which is discussing a 5-week program, with an academic curriculum in the morning and an enrichment curriculum in the afternoon. The program would serve 72 students in grades K-5, with a tentative budget of \$40,000.
 - Mr. Hetherly has agreed to serve as principal of the summer school program. Committee hopes to propose a final program proposal at June meeting.
 - Mr. Sheffield notes that committee is trying to establish a partnership with the Boys & Girls Club, in which CSI provides academic component, while they provide the enrichment component.
 - Ms. Kramer suggested that the committee might wish to provide give parents a 'heads up' about the summer school program.

Ms. Kramer requested a motion to approve the development of a summer school program and authorize the Head of School and Academic Committee to "formalize and finalize" the program.

A motion to approve the development of a summer school program was made by Ms. Nolan, seconded by Ms. Kramer, and approved unanimously by the trustees. Motion approved.

- c. Mr. Dow noted that committee is moving ahead with the "African American infusion task force" to help find ways to demonstrate CSI's infusion of African American history and culture more clearly into its academic design. Mr. Sheffield is working on the contract issues, but the committee is expected to be functional by summer.

7. Parent Association Report: Nichelle Gray, Parent Representative

- a. Ms. Gray did not have a report.

8. Board Professional Development – CSO Mid-Term Renewal Site Visit

- a. Ms. Kramer led Board in a professional development session, ensuring that trustees were up to date on the latest information related to CSI's progress toward the 10 academic benchmarks.

b.



- c. Mr. Sheffield briefed the Board on the virtual site visit. The Charter School Office requested multiple documents in the weeks surrounding the visit and had access to CSI's virtual classrooms (via Google and Zoom). CSO reps met with CSI Student Services Focus Group. Community Partners told CSO reps what CSI means to them and the community at large. Highlight of visit was when every teacher in the focus group shared their screens with CSO's representatives during classes, demonstrating concrete examples of student-led investigations and integration of the arts.
- d. Board of Trustees Focus Group: Ms. Nolan noted that CSO seems to have a real concern toward "evidence of what we're doing" regarding progress toward the benchmarks.
- e. Discussion: Ms. Kramer notes that the discussion part of the meeting is supposed to be a dialogue between the Head of School and the Board "so that we understand our respective roles."
- f. Ms. Kramer asked who is monitoring the overall charter renewal process to ensure that CSI's goals are being met, along with evidence of the work. Mr. Sheffield noted that Andrea Rogers Barry of Empire Charter Consultants is working on it.
- g. Mr. Sheffield also suggested that each committee study the charter renewal application and call out concerns that are part of their respective areas of responsibility, particularly as it related to the academic benchmarks.
- h. Mr. Sheffield and Ms. Nolan advised a review of current charter renewal application to compare it to previous such applications in order to identify inconsistencies.
- i. Ms. Kramer asked Mr. Sheffield to seek a timeline from Empire Charter Consultants on when the revised academic benchmarks will be drafted. Mr. Sheffield said he could, but he warned that it's a very complicated, ever-evolving issue.
- j. Ms. Kramer asked what CSI could do to achieve more effective advocacy. Ms. Nolan noted that business leaders and local political figures, as well as parents, are powerful advocates. The Board discussed inviting Board of Regents member Catherine Fisher Collins for a return visit to the school.

9. Head of School Report – John Sheffield

- a. Enrollment: Mr. Sheffield notes that current enrollment remains at 292. Final numbers are not in for fall 2021, but 28 Kindergartners are enrolled for the fall, and that CSI has put a moratorium on accepting new students as it prepares to return students to full time in the building.
- b. Staffing: No resignations, terminations, or new hires.
- c. Special Education: Mr. Sheffield noted that 10 special ed students are "in the pipeline" for enrollment in the fall.
- d. Progress Monitoring: All students in Tiers 1, 2, and 3 were administered progress monitoring assessments in ELA, and are currently being progress monitored in math.
- e. School Reopening Plans: Grade 4 students returned this week (May 3); Grades 5 and 6 will return next week (May 10).
- f. Community Engagement: Heroes Day was facilitated by CSI's partnership with African American Police Association.
- g. ELA Assessments: CSI students are showing progress toward end-year ELA scoring goals. In addition, 48 percent of CSI students took the ELA, compared with only 16 percent of Buffalo Public Schools students.



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

a. Financial News

- *PPP Loan.* Application for forgiveness of the PPP Loan will soon be submitted, and Mr. Haydon thinks there's an "excellent" chance the loan will be forgiven.
- *Mortgage.* The committee is investigating the possibility of finding a mortgage in order to purchase the school building. M&T Bank refuses to have that discussion until CSI's charter is renewed. The committee is seeking alternative lenders.

b. Review of Fiscal Policies and Procedures: For months, the committee has been reviewing all of CSI's fiscal policies and procedures and revising them where needed.

c. Appreciation Bonus for Union and Non-union Staff. Mr. Sheffield noted that, despite this being an exceptionally stressful year, largely due to COVID-19 and the charter renewal site visit, CSI's staff and teachers have performed above and beyond. Ms. Kramer asked for two motions, one to approve the bonus for union staff and one for non-union staff.

A motion to authorize Mr. Sheffield, Head of School, to execute a Memorandum of Agreement with the CSI union to provide a \$500 bonus to each union member was made by Ms. Peters, seconded by Ms. Nolan and approved unanimously by the trustees. Motion approved.

A motion to authorize Mr. Sheffield, Head of School, to provide a \$500 bonus to each non-union employee was made by Mr. Dow, seconded by Mr. Bankhead and approved unanimously by the trustees. Motion approved.

d. Financial Statement & Narrative for period ending March 31, 2021. Mr. Haydon explained that "things continue to be good; we're ahead, revenue-wise." Expenses were considerably under budget projections. New expenses include a recruitment campaign in local media in a bid to fill positions.

A motion to accept the financial statements for the period ending March 31, 2020, was made by Ms. Nolan, seconded by Mr. Haydon, and approved unanimously by the trustees. Motion passed.

11. Governance Committee – Jan Peters, Chair

- a. HOS Succession Planning: Assistant Principal. Mr. Sheffield has identified some candidates, who are being vetted by Mindstream Consulting and Joan Graci of APA Solutions. Ms. Peters anticipates that the position will be filled soon.
- b. Administrative Assistant search. Ms. Peters has reached out to Remedy Staffing for assistance.
- c. Board Officers – Job Descriptions. As part of its Succession Planning initiative, the Governance Committee has revised job descriptions of Board officers: Board Chair and Vice-chair, Secretary and Treasurer.
- d. Onboarding Manual for New Trustees. The committee discussed making the manual a digital one, accessible online.
- e. Evaluation of Board consultants. The committee has created a form to evaluate consultants and Board partners that satisfies the state's requirements.
- f. Board of Trustees Self-Evaluation. Ms. Peters noted that the committee will be acting on this matter in the June timeframe.



A motion to accept the Governance Committee report, including acceptance of the new board officer job descriptions, was made by Mr. Bankhead, seconded by Mr. Haydon, and approved unanimously by the trustees. Motion passed.

12. Old Business.

- a. Outreach Committee - Website RFP. Mr. Bankhead reported that, of the three website developers that expressed interest, only two submitted proposals. The committee evaluated the proposals by Otherwisz Creative Corp. and Typework Studio. The committee determined that Otherwisz's proposal is more flexible and efficient, despite being the more expensive proposal.
- Mr. Bankhead answered questions from Board regarding the proposed site's features and maintenance and said he would be emailing full details of each proposal to Board members.
 - Ms. Gray noted that Otherwisz's proposal specified that it would be using CSI's mission to guide the website design. She went on to detail other aspects of the proposal that the committee found attractive, such as the "rotating" images on the homepage, the Google Translate feature, and the cross-device functionality.
 - Mr. Polowitz requested a copy of the Otherwisz contract for his review. Mr. Bankhead said he'd pass that request on to Otherwisz.
 - Ms. Henry expressed concern on the small amount of training noted in the proposal and noted that more than one hour would be needed.

13. New Business

- a. Resolution to Approve Revised Bylaws. Ms. Kramer and Mr. Polowitz, Board Counsel, reviewed the proposed revisions to the current bylaws, including:
- Language to clarify how and when the size of the Board of Trustees may be changed (Article II: Board of Trustees, Section 2.2. Number and Qualifications);
 - Verification of non-eligibility of employees of CSI to be members of the Board of Trustees (Article II: Section 2.2. Number and Qualifications);
 - Clarifying language about conflicts of interest (Article II: Board of Trustees, Section 2.10. Contracts with the Corporation);
 - Updated board officer job descriptions (Article V: Section 5.1: Officers);
 - Complaint process revised to clarify procedures (Article IX: Complaint Process);
 - Language to confirm that CSI will comply with the authorizer's closing procedures in the event of dissolution (Article X: Closure or Dissolution);
 - Language to confirm that CSI will seek approval of the Charter School Office when amending bylaws (Article XI; Bylaw Amendments).

Ms. Kramer asked for a motion to approve the revised bylaws, as amended. Once approved, CSI will request approval from the Charter School Office of the revised bylaws as a non-material revision.

A motion to approve the revised bylaws, as amended, was made by Mr. Bankhead, seconded by Ms. Gray and approved unanimously by the trustees. Motion passed.



14. Other / Open Discussion. None

15. Next Meeting: Tuesday, June 1, 2021, 4:45 pm

16. Adjournment

A motion to adjourn the meeting was made by Mr. Dow, seconded by Ms. Nolan, and approved unanimously by the trustees. Motion passed. Meeting adjourned at 7:10 p.m.

Respectfully submitted by:



Melvin Bankhead III, Board Secretary

2 June 2021

Date

**Charter School of Inquiry
Regular Monthly Business Meeting Minutes**

June 1, 2021

1. Call to Order:

The regular monthly meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Mary Jo Pfeiffer, the presiding officer, a lawful quorum being present, on Tuesday, June 1, 2021, at 4:50 p.m. The meeting was held via Zoom videoconferencing (Meeting ID 859 0775 6585), in accordance with Executive Orders by the Governor of the State of New York.

Trustees Present: Mary Jo Pfeiffer
Helene Kramer
Richard "Bruce" Haydon
Peter Dow
Valerie Nolan
Janet Peters
Nichelle Gray
Deborah Porter
Latise Hairston
Anne Nguyen Henry
Melvin "Trey" Bankhead III

Excused:

CSI Staff Present: John Sheffield, Head of School; Joseph Peek, Associate Principal; Courtney Eaton, Director of Family Support and Recruitment

Board Counsel: Steven Polowitz

2. Proof of Public Notice

Pursuant to the Open Meetings Law, Ms. Kramer announced that she had a notarized affidavit listing the places where the Notice of Meeting held on June 1, 2021, were posted and a list of media outlets asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

3. Conflict of Interest

Ms. Pfeiffer reminded board members that anyone with a potential conflict of interest concerning a subject under discussion by the Board has an obligation to disclose the potential conflict and, if deemed a conflict, recuse themselves and leave the room during any discussion and vote on the subject. *Helene Kramer declared that she had a potential conflict with the Africana Studies Infusion Contract and would recuse herself.*

4. Approval of Minutes

A motion to approve the minutes of the business meeting on May 4, 2021, was made by Valerie Nolan, seconded by Janet Peters, and approved unanimously by the trustees. Motion passed.

5. Announcements/Updates

- a. Birthdays: Janet Peters, June 19, and Anne Henry, June 25.
- b. Mr. Sheffield reported on the upcoming visit by Regent Catherine Collins.
- c. Mr. Bankhead gave a brief update on his medical condition
- d. Mr. Sheffield introduced the new Associate Principal, Joseph Peek
- e. Board members introduced themselves to Mr. Peek

6. Guest Speaker(s)/Board Development

- a. Adam Aberman, of the Learning Collective, gave an overview of CSI's progress toward meeting the goals in the Strategic Plan, and reviewed the process with new board members; board members had the opportunity to ask Mr. Aberman questions about CSI's progress.
- b. Courtney Eaton, CSI Recruitment and Family Support Coordinator, reported to the board members on the accomplishments of the Family Support Team, particularly in response to COVID-19 and preparations for remote and hybrid instruction. Ms. Eaton shared the team's initiatives moving forward.

7. Academic Committee Report – Peter Dow, Chair

- a. Presented an update on end of the year benchmark assessments
- b. Discussed renewal of the contract with Erie One BOCES for educational consultants in ELA, math, writing, social-emotional support, and eDoctrina
- c. Discussed writing initiatives for the fall using Lucy Calkins Writer's Workshop
- d. Presented recommendations for the use ESSER Grant funds to address learning loss due to the COVID-19 Pandemic
- e. Presented an update on plans for a summer program to help mitigate learning loss due to COVID-19

- f. Discussed expansion of the use of eDoctrina to align local assessment data to mastery of the Standards
- g. Discussed progress toward completion of narratives for Benchmarks 2 and 3 of the charter renewal application

8. Finance/Audit Committee Report – Richard “Bruce” Haydon, Chair

- a. Discussion of ESSER Grant. Mr. Haydon explained the intention of the Grant, including restrictions on the use of the money. The Committee recommended that a taskforce be convened to solicit stakeholder input on the third round of ESSER funding.
- b. Mr. Haydon reported that the Committee continues to review financial policies at each meeting.

Presentation of Financial Statements. Mr. Hayden reported expenditures were lower than anticipated due to programs that were not run during the COVID-19 Pandemic. The financial status of the School continues to be good.

A motion to accept the financial statements for the period ending April 30, 2021, was made by Dr. Dow, and seconded by Mr. Bankhead, and unanimously approved by the trustees. Motion passed.

Presentation of Africana Infusion Taskforce Contract.

Helene Kramer recused herself and left the meeting

A motion to approve the contract was made by Mr. Haydon and seconded by Ms. Hairston. The contract was approved unanimously by all trustees, with Helene Kramer recusing herself. Motion passed.

Update on MOU to raise instructional salaries. Mr. Sheffield reported that the MOU that had been sent to all trustees had been vetted by the School’s labor attorney.

A motion was made to approve the MOU by Ms. Nolan and seconded by Dr. Dow. The MOU was approved unanimously by all trustees. Motion carried.

9. Governance Committee – Janet Peters, Chair

- a. Reported on the status of the Board Operations Secretary; the contract was being reviewed by school counsel, Steven Polowitz.
- b. The Committee approved a tool to evaluate contractors and vendors.
- c. The Committee had contacted Education Board Partners for assistance in developing an onboarding manual for new board members; once the board assistant is hired, the manual will be assembled and stored as an e-handbook.

- d. The Committee reported on plans to ensure that all teacher aides obtained their NYS certifications.
- e. The Committee reported on their work on Benchmarks 6 and 7 of the charter renewal application.
- f. The Committee reported on that they concurred with the Head of School's plan to limit the monitoring process on the implementation of professional development in the classroom to three main areas each year.
- g. Update on parent, teacher, and student satisfaction surveys; Dr. Bessel of Daemen College administered the surveys.

Policy review. Edits include changing responsibility for managing Board Operations spreadsheet from Executive Committee to Governance Committee and Personnel matters from Personnel Committee to Governance Committee.

Motion made by Ms. Nolan and seconded by Mr. Bankhead, and unanimously approved by trustees. Motion carried.

10. Parent Association Report – Nichelle Gray

- a. Report on results of Parent Association Survey sent out to families
- b. Report on Summer Program Survey
- c. Report on Health and Wellness program on May 22 for boys in grades 5 and 6 hosted by CSI and Delta Sigma Theta Sorority
- d. Parent Roundtable Scheduled for June 16 hosted by CSI and the Afro American Police Association
- e. Introduction of the Russell Bell Academy at CSI

11. Head of School Report – John Sheffield

Mr. Sheffield reported out on the data dashboard and other materials provided in the board materials, including:

- a. Enrollment Update
- b. New Staff
- c. Change in Staff Assignments
- d. Staff Diversity
- e. Student Attendance
- f. Special Populations (SWD and ELL)
- g. Strategic Plan Update
- h. Professional Development Update
- i. COVID Report
- j. Summer School Update
- k. Community Engagement Update

- I. Field Trips and Special Events
- m. NYS Assessments

Approval of Adjusted Calendar for 2020-2021 School Year (making Juneteenth a holiday). Motion made by Ms. Nolan, seconded by Ms. Gray, approved unanimously by trustees. Motion carried.

Approval of Academic Calendar for the 2021-2022 School Year. Motion made by Dr. Dow, seconded by Ms. Nolan, unanimously approved by trustees. Motion carried.

Approval of Summer Program Budget. Motion made by Dr. Dow, seconded by Mr. Haydon, unanimously approved by trustees. Motion carried.

Approval of Summer Program. Motion made by Ms. Nolan, seconded by Ms. Hairston, unanimously approved by trustees. Motion carried.

Approval of Separate Complaint Policy to Align with New Bylaws. Motion made by Ms. Nolan, seconded by Dr. Dow, approved unanimously by trustees. Motion carried.

12. Report from PR/Website Taskforce – Trey Bankhead

- a. RFP was sent out
- b. Proposals were vetted
- c. Contract requested from lead vendor for review by school counsel

13. Adjournment

Motion made by Dr. Dow, seconded by Ms. Gray, unanimously approved by trustees. Motion carried. Meeting adjourned at 7:10 p.m.

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2021-2022 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Charter School of Inquiry

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,800,484	177,300	-	-	2,700	4,980,484
Total Expenses	3,346,882	425,368	308,395	-	1,226,216	5,306,861
Net Income	1,453,602	(248,068)	(308,395)	-	(1,223,516)	(326,377)
Actual Student Enrollment	305	16	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

		PROGRAM SERVICES			SUPPORT SERVICES		TOTAL	
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		
Aides	-	-	-	-	-	-	-	
Therapists & Counselors	3.00	-	-	154,000	-	-	154,000	2 social workers & 1 pupil services coordinator
Other	-	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	54	1,824,801	181,395	154,000	-	-	2,160,196	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	-	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	-	
Custodian	1.00	-	-	56,250	-	-	56,250	
Security	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	1	-	-	56,250	-	-	56,250	
SUBTOTAL PERSONNEL SERVICE COSTS	61	1,824,801	181,395	210,250	-	462,800	2,679,246	
PAYROLL TAXES AND BENEFITS								
Payroll Taxes	-	200,717	19,952	23,126	-	50,905	294,700	
Fringe / Employee Benefits	-	180,556	17,949	20,803	-	45,792	265,100	
Retirement / Pension	-	91,266	9,072	10,516	-	23,146	134,000	
TOTAL PAYROLL TAXES AND BENEFITS	-	472,539	46,973	54,445	-	119,843	693,800	
TOTAL PERSONNEL SERVICE COSTS	-	2,297,340	228,368	264,695	-	582,643	3,373,046	
CONTRACTED SERVICES								
Accounting / Audit	-	-	-	-	-	85,800	85,800	
Legal	-	-	-	-	-	43,000	43,000	
Management Company Fee	-	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	-	
Payroll Services	-	-	-	-	-	72,900	72,900	
Special Ed Services	-	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	55,000	197,000	-	-	-	252,000	BOCES, eSchool, Translating
TOTAL CONTRACTED SERVICES	-	55,000	197,000	-	-	201,700	453,700	
SCHOOL OPERATIONS								
Board Expenses	-	-	-	-	-	5,000	5,000	
Classroom / Teaching Supplies & Materials	-	-	-	-	-	-	-	
Special Ed Supplies & Materials	-	-	-	-	-	-	-	
Textbooks / Workbooks	-	-	-	-	-	-	-	
Supplies & Materials other	-	95,400	-	-	-	-	95,400	
Equipment / Furniture	-	-	-	-	-	-	-	
Telephone	-	9,120	-	-	-	-	9,120	
Technology	-	253,500	-	-	-	-	253,500	\$105,000 chromebooks, \$35,000 IT consultant, misc tech supplies
Student Testing & Assessment	-	15,300	-	-	-	-	15,300	
Field Trips	-	-	-	-	-	-	-	
Transportation (student)	-	-	-	24,000	-	-	24,000	
Student Services - other	-	9,500	-	-	-	-	9,500	student activities, uniforms
Office Expense	-	-	-	-	-	28,600	28,600	
Staff Development	-	109,000	-	-	-	-	109,000	
Staff Recruitment	-	-	-	-	-	-	-	
Student Recruitment / Marketing	-	60,000	-	-	-	-	60,000	
School Meals / Lunch	-	-	-	-	-	-	-	
Travel (Staff)	-	-	-	-	-	-	-	
Fundraising	-	-	-	-	-	-	-	
Other	-	285,122	-	-	-	-	285,122	Summer school, after school, field trips, nurse, dues, miscellaneous
TOTAL SCHOOL OPERATIONS	-	836,942	-	24,000	-	33,600	894,542	



FOR INQUIRIES CALL: ELMWOOD PLAZA OFFICE
(716) 882-8776

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CHARTER SCHOOL OF INQUIRY
ESCROW ACCOUNT
404 EDISON ST
BUFFALO NY 14215

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
██████████	06/01/21 - 06/30/21
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2021	BEGINNING BALANCE NUMBER OF DEPOSITS/CHECKS PAID	0	0	\$100,000.00

HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1,2, & 3.

STEP 1 Place a checkmark (✓) beside each item listed on this statement which has a corresponding entry in your register.
Also place a checkmark next to the item in your register.

STEP 2 Add to your register:
(a) Any deposits and other credits shown on this statement which you have not already entered.
(b) Any interest this statement shows credited to your account.

STEP 3 Subtract from your register:
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.
(c) Any service charges shown on this statement which you have not already subtracted.

TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

STEP 4 List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
1	\$
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
SUBTOTAL OF COLUMN 1	\$

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
13	\$
14	
15	
16	
17	
18	
19	
20	
21	
22	
SUBTOTAL OF COLUMN 2	
SUBTOTAL OF COLUMN 1 +	
TOTAL OUTSTANDING CHECKS AND DEBITS	\$

STEP 5 Enter on this line the **Ending Balance** shown in the summary on the front of this statement.

\$	
----	--

STEP 6 Enter the **total of any deposits or other credits** shown on your register which are not shown on this statement.

\$	
----	--

STEP 7 Enter the **total of STEPS 5 & 6.**

\$	
----	--

STEP 8 Enter **TOTAL OUTSTANDING CHECKS & DEBITS** (from **STEP 4**).

\$	
----	--

STEP 9 Subtract **STEP 8** from **STEP 7** and enter the difference here.

\$	
----	--

This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.



November 1, 2021

New York State Education Department
Charter School Office

Re: Charter School of Inquiry

Dear New York State Education Department representative:

Below pertains to Entry 4c – Additional Financial Documents:

- Advisory and/or Management letter – *not applicable, no management letter issued*
- Federal Single Audit – *a federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold*
- CSP Agreed-Upon Procedure Report - *not applicable*
- Evidence of Required Escrow Account for each school - *attached*
- Corrective Action Plan for Audit Findings and Management Letter Recommendations - *not applicable, no management letter issued*

Very truly yours,



Karen Burhans, CPA
Partner

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Helene Kramer

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

CHAIR
CO-CHAIR

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? *No*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

GRANDDAUGHTER, NO BENEFIT EXCEPT SHE GETS TO ATTEND
A GOOD SCHOOL

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *NO*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No *NA*

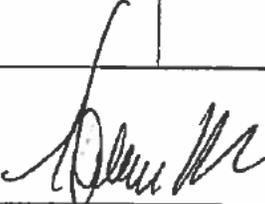
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> <i>None</i>			

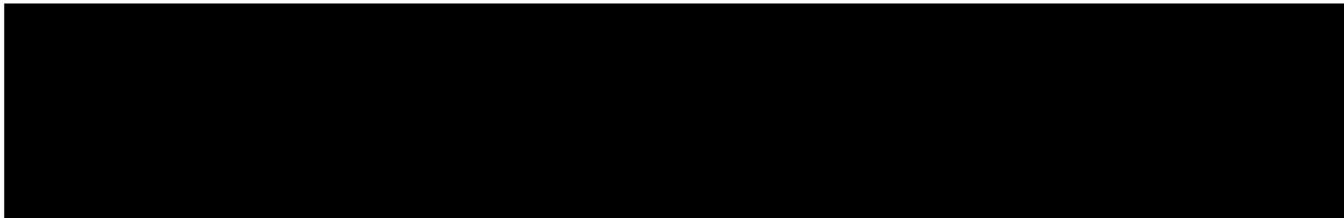
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">NONE</p>				


 Signature

9/15/21
 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Melvin "Trey" Bankhead III

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
Board member
Chair, Outreach Committee (until July 31, 2021)
Secretary (until July 31, 2021)

2. Are you an employee of any school operated by the education corporation?
No.

3. Are you related, by blood or marriage, to any person employed by the school?
No.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
No.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?
No.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract

or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

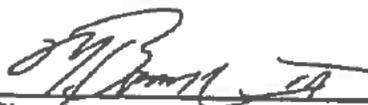
No

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None.

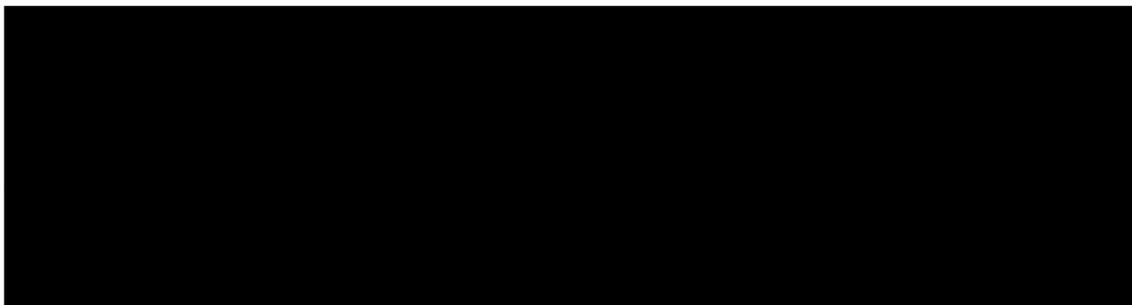
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

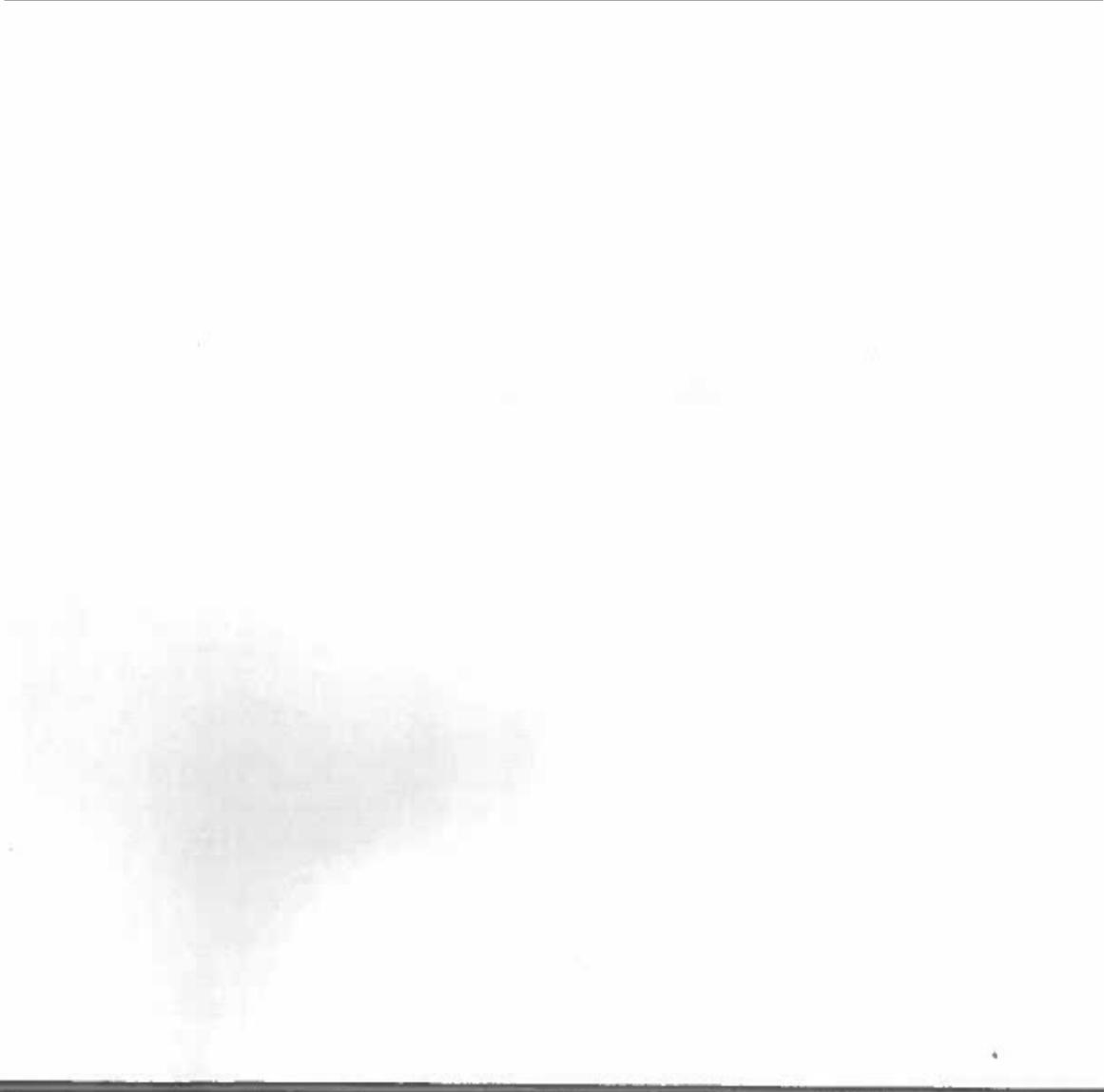
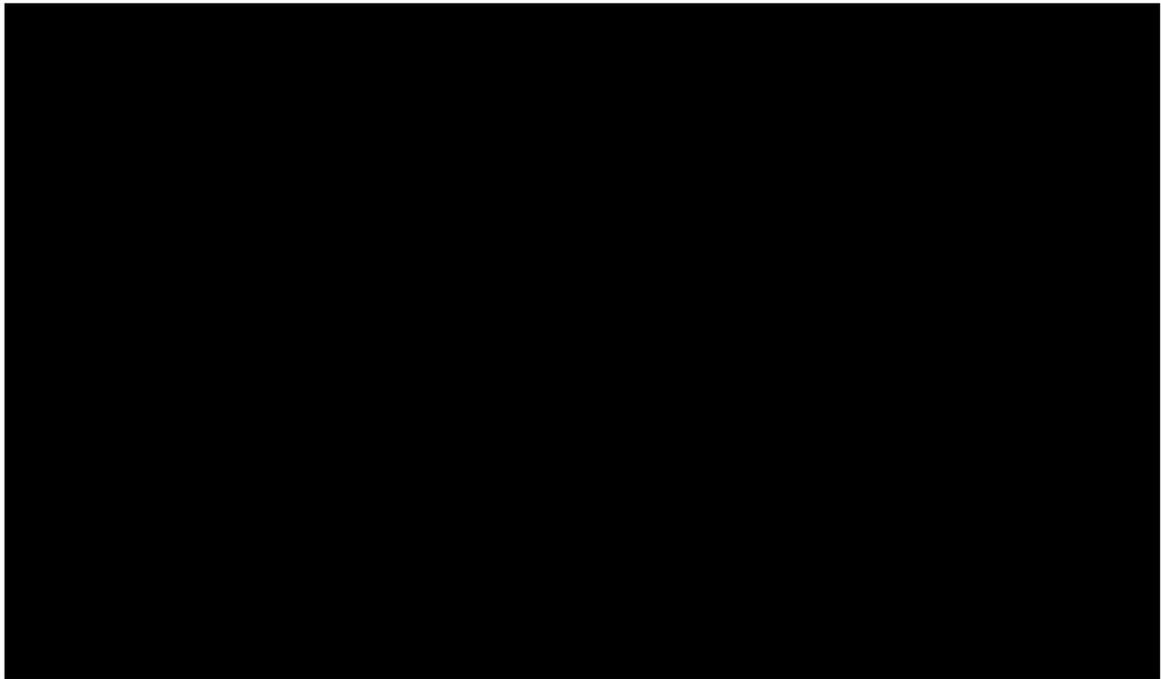
None


Signature

22 July 2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

PETER DOW

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

CHARTER SCHOOL OF INQUIRY

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair, Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No.

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No.

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No.

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Chair of Board - unpaid.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
2018-2019 Please write Academic year	Consulting contract <i>None if applicable</i>	Did not discuss, Did not vote	Refused to discuss

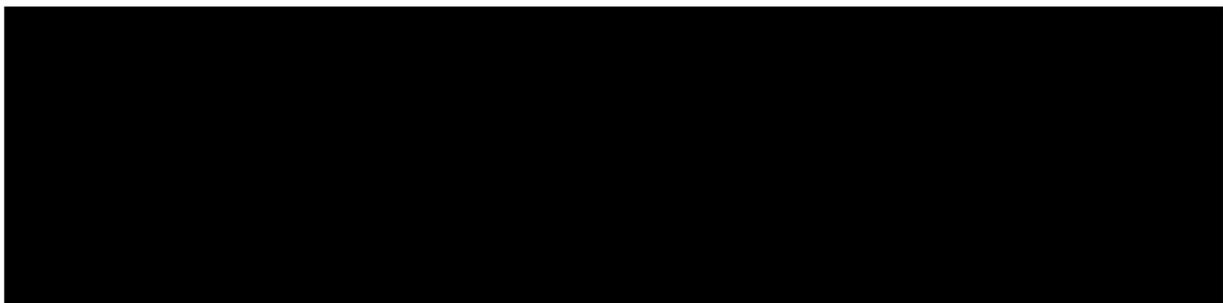
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>e</i> Firshaul Learning, Inc. <small>Please write "None" if applicable.</small>	Consulting	\$45,480	PETER DOSWICK	Did not balance. Did not vote

Signature 

Date 7/29/21

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Michelle Gray

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Parent representation

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

parent of 3 children

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

N/A

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>None</p>			

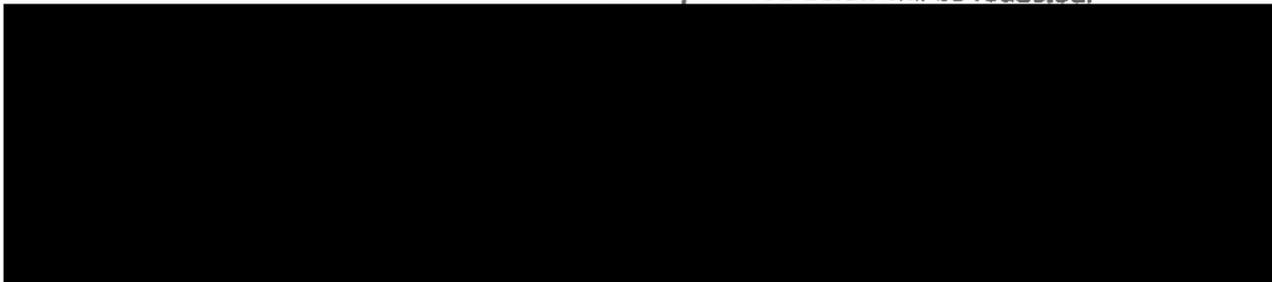
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

[Handwritten Signature]
 Signature

7/28/21
 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Latise Hairston

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Trustee
Governance Comm. Member

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

- 6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

- 7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;"><i>None</i></p>			

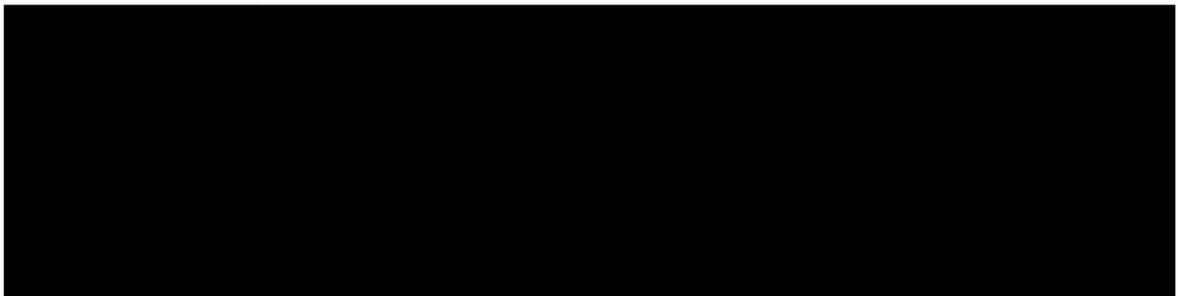
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

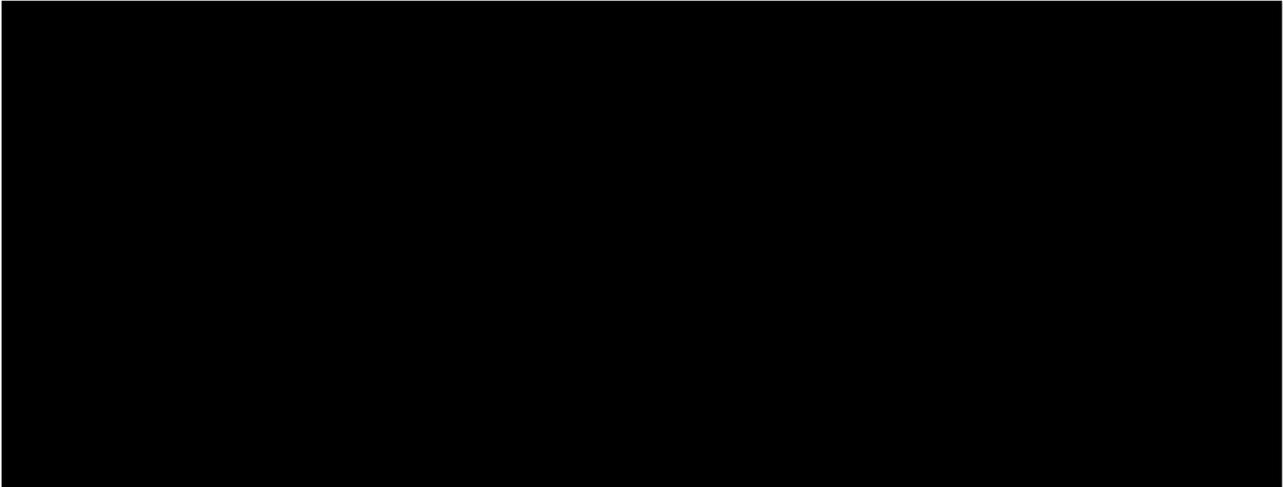
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center; font-size: 2em;"><i>None</i></p>				

Laura Hampton
Signature

6/21/2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Anne Henry

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
 Yes No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
 Yes No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?
 Yes No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

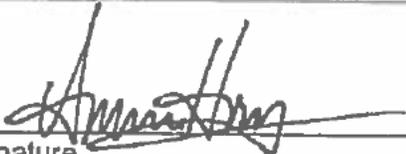
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
N/A			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in

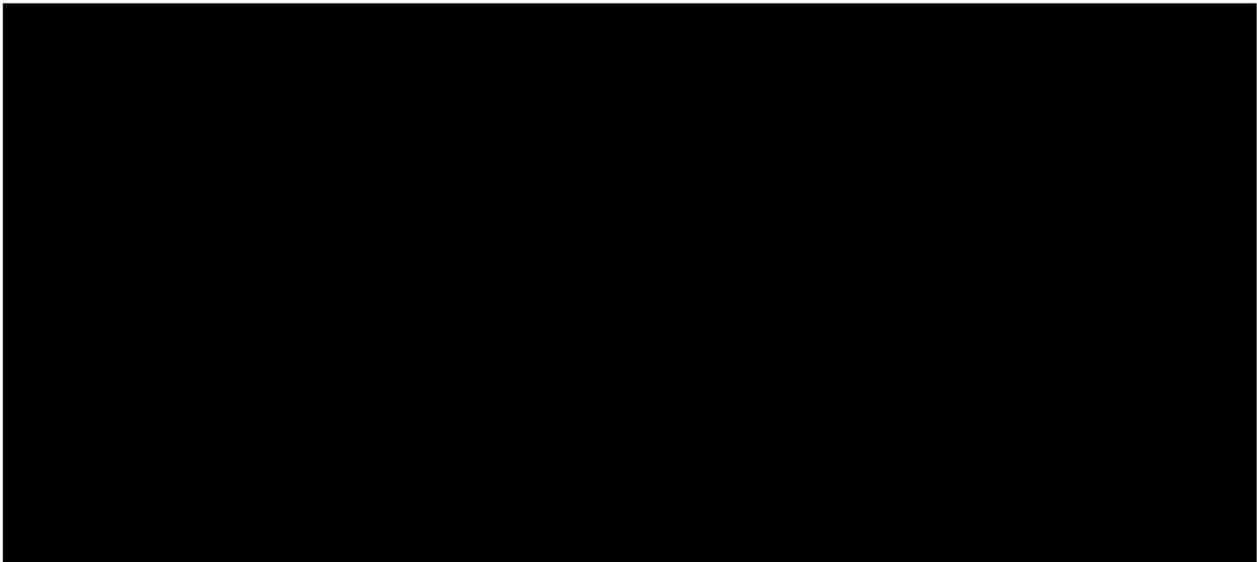
the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
N/A				


Signature

6.14.2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Richard Bruce Haydon

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

NO

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not	Name of person holding interest or engaging in transaction and relationship to you
---------	--	---	--

Please write "None" if applicable. Do not leave this space blank.

		participate in discussion)	
NONE			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				



21-June-2021

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Valerie C Nolan

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board member

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling

interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

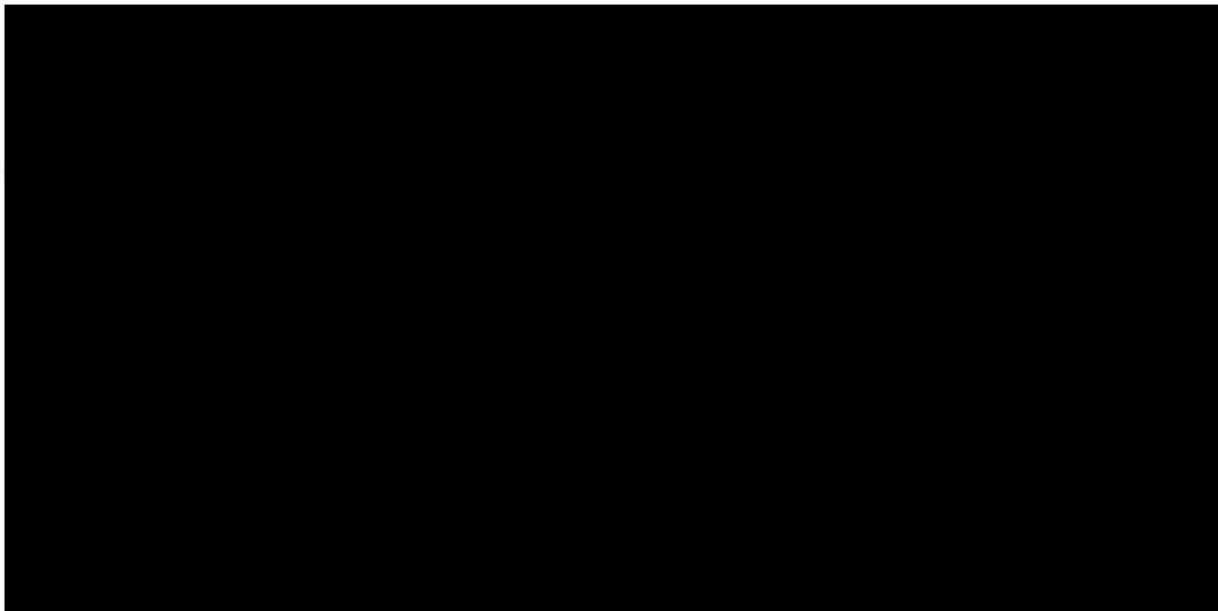
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Victoria C. Abbas
Signature

6/17/2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Jan Peters

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):
Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board member and Chair of the Governance Committee

2. Are you an employee of any school operated by the education corporation?
No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest

in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE.</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

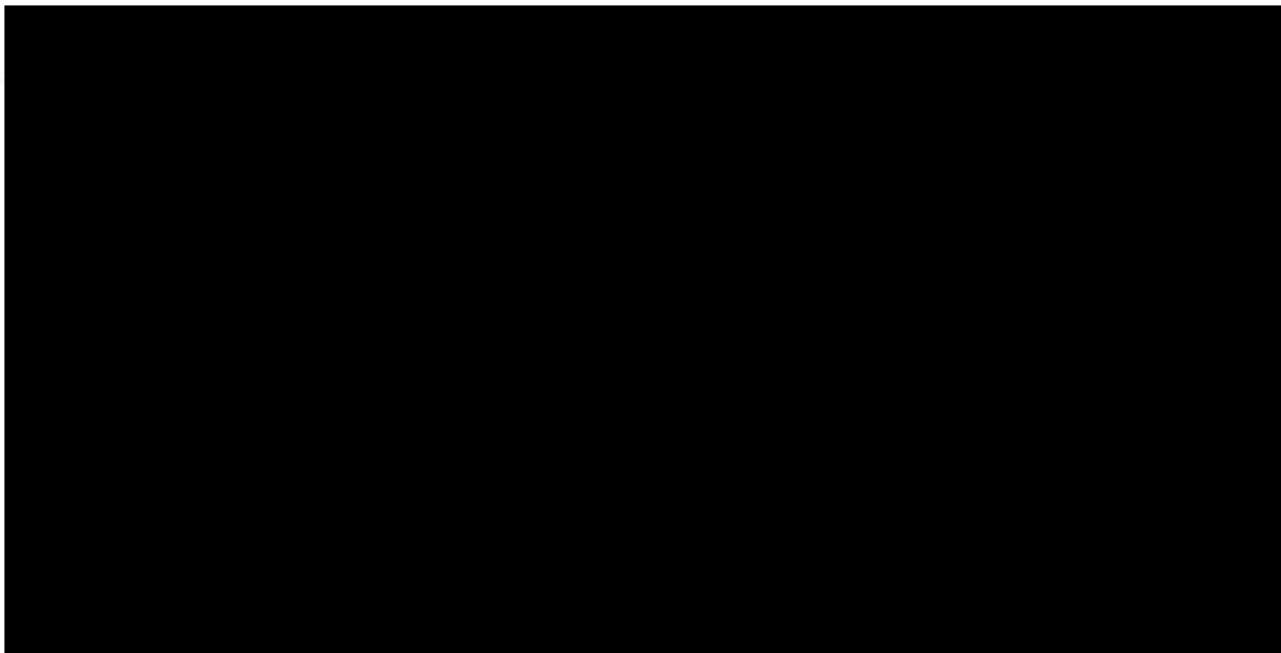
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

Janet E. Peter

Signature

Date 6-17-2021

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Mary Jo Pfeiffer

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice President

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;">None</p>			

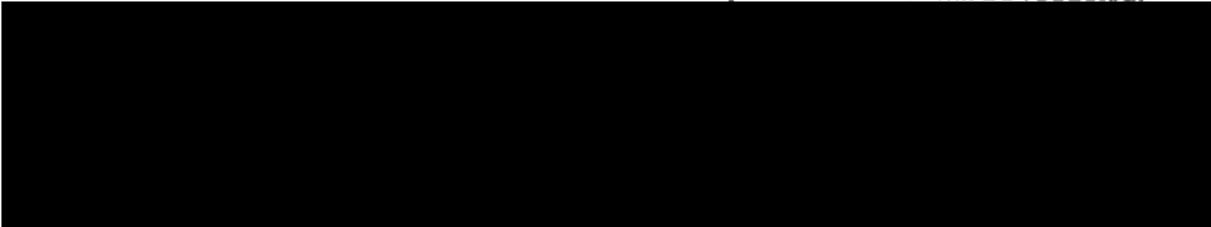
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

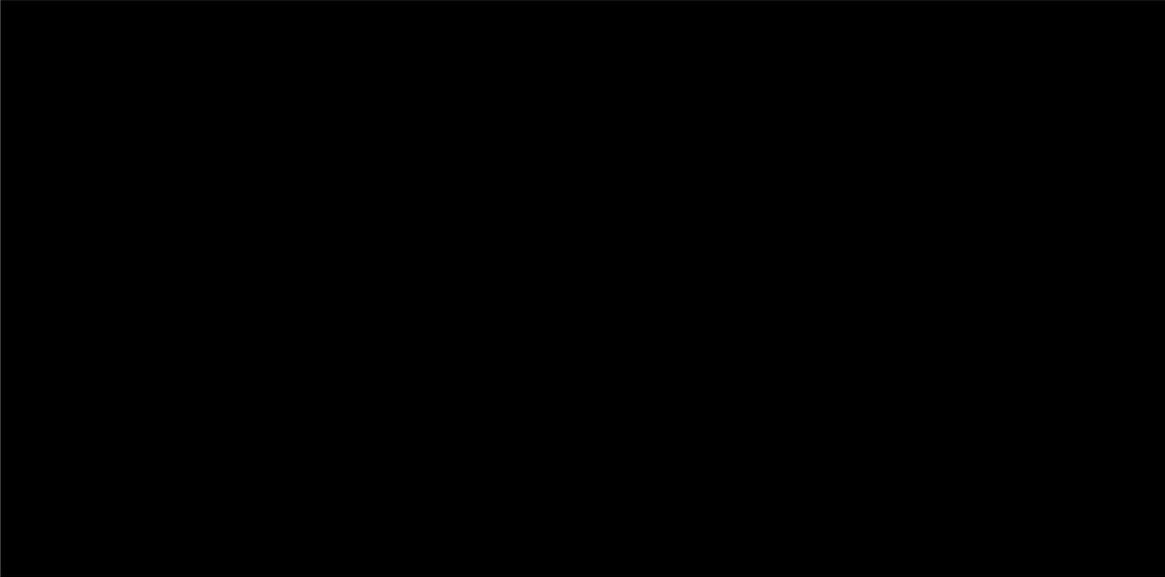
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Mary Jo Puffer
 Signature

7/21/2021
 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

DEBORAH A. PORTER

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

CHARTER School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee, Financial Committee

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

I have 2 Great Nieces enrolled at School
Grade K + 1

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
N/A			
Please write "None" if applicable. Do not leave this space blank.			



4 Independence Day

5 School closed
12 First Day of Summer School

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Early Dismissal 12:30
Staff PD Day
17 M.L. King Jr. Day
No School

Staff Days: 20
Student Days: 20
Instructional Hours: 127.5

6 Last day of Summer School
23-31 Staff Report

Staff Days: 7
Student Days: 0
Instructional Hours: 0

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

4 Early Dismissal 12:30 pm
Staff PD Day
18 Early Dismissal 12:30 pm
Staff PD Day
21-25 Winter Recess

Staff Days: 15
Student Days: 15
Instructional Hours: 92.5

6 Labor Day School Closed
1-3 Staff Report
7 First Day of School
16 Meet the Teachers Night

Staff Days: 21
Student Days: 18
Instructional Hours: 117

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Early Dismissal 12:30 pm
Staff PD Day
16-17 Parent/Teacher Conferences

Staff Days: 23
Student Days: 23
Instructional Hours: 147

1 Early Dismissal 12:30 pm
Staff PD Day
11 Indigenous People and Italian Heritage Day
No School
13-14 Parent/Teacher Conferences

Staff Days: 20
Student Days: 20
Instructional Hours: 127.5

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8 Early Dismissal 12:30 pm
No Extended Day
11-18 Spring Recess
No School

Staff Days: 15
Student Days: 15
Instructional Hours: 95

2 Election Day
No School
Staff PD Day
11 Veterans Day
24 Early Dismissal 12:30pm
25-26 Thanksgiving Recess
No School

Staff Days: 19
Student Days: 18
Instructional Hours: 114.5

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Early Dismissal 12:30 pm
Staff PD Day
30 Memorial's Day
No School

Staff Days: 21
Student Days: 21
Instructional Hours: 134

3 Early Dismissal 12:30pm
No Extended Day
Staff PD Day
23 Early Dismissal 12:30
24-31 Holiday Recess
No School

Staff Days: 17
Student Days: 17
Instructional Hours: 105.5

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 Juneteenth
No School
23 Last Day of School
Early Dismissal 12:30 pm
24 Teachers' Recording Day

Staff Days: 17
Student Days: 16
Instructional Hours: 101.5

Total Staff Days: 195
Total Student Days: 183
Total Instructional Hours: 1162

Part I: General Information and Fire/Life Safety History (complete annually)

Inspection Date

5/17/2021

Note: Please insert the date the actual inspection took place.

Inspections shall be performed between July 1st and December 1st of the current school year.

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES NO

3. Is there a fire hydrant system for facility protection?

YES NO

If YES, indicate ownership of system (select one):

_____ public owned
_____ school owned
_____ other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?



(to the nearest whole ten feet)

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required YES NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1st and June 30th of the previous school year:

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills.
Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9/24/19	X	
2	10/8/19	X	
3	10/9/19	X	
4	10/15/19	X	
5	11/8/19		X
6	11/19/19		X
7	11/22/19		X
8	12/4/19		X
9	3/9/20	X	
10	4/2/20	X	
11	5/7/20	X	
12	6/30/20	X	

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. Average time to evacuate this facility was: 1 minutes 54 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.
 YES NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code
 YES NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?
 YES NO

a. If YES, indicate: _____ total number of fires
b. _____ total number of injuries

Part II: Nonpublic School Fire & Building Safety Non-Conformance Report Sheet

School Name _____ Building Name _____

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			14A-2			20A-1		
08B-2			14B-2			20B-1		
08C-2			14C-2			20C-1		
08D-2			14D-1					
08E-2			14E-1			21A-3		
09A-2			15A-2			22A-3		
09B-2			15B-1			22B-3		
09C-1			15C-2			22C-3		
09D-1			15D-2					
			15E-1			23A-1		
09F-2						23B-1		
09G-2			16A-2			23C-1		
			16B-2			23D-2		
10A-2			16C-2					
10B-2			16D-2			24A-3		
10C-1								
10D-1			17A-3			25A-1		
			17B-2			25B-1		
11A-2			17C-2			25C-1		
11B-1			17D-2					
11C-2			17E-1			26A-3		
11D-2			17F-3					
11E-1			17G-1					
			17H-2					
12A-1			17I-2					
12B-3			17J-1					
12C-2			17K-1					
12D-2			17L-1					
12E-1								
12F-1			18A-2					
12G-1			18B-2					
12H-1			18C-2					
12I-1			18D-2					
12J-1								
12K-1			19A-3					
12L-1			19B-2					
12M-1			19C-1					
12N-1			19D-1					
12O-2			19E-1					
			19F-1					
13A-2			19G-1					
13B-2			19H-2					

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes No

Part III: NonPublic School Certifications

All sections are required to be completed: Section III-A; III-B III-C & III-D

Section III-A Fire Inspection Method

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.

The individual noted below inspected this building on 5/17/21 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Marvin Spates Title: Lieutenant

Signature: [Signature] Date: 5/17/21

Inspector's Organization: B96 Fire - City of Buffalo N.Y.

Inspector's Telephone #: 716 9515707 Inspector's Email: mlspates@bfny.org

Inspector's Code Enforcement Certification # NY0045162
(as assigned by the NYS Department of State)

Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village

Name of Local/Municipal Code Enforcement Office : _____

Address: _____

Name of contact person : _____ Title: _____

Telephone #: _____ Email address: _____

Section III-D School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

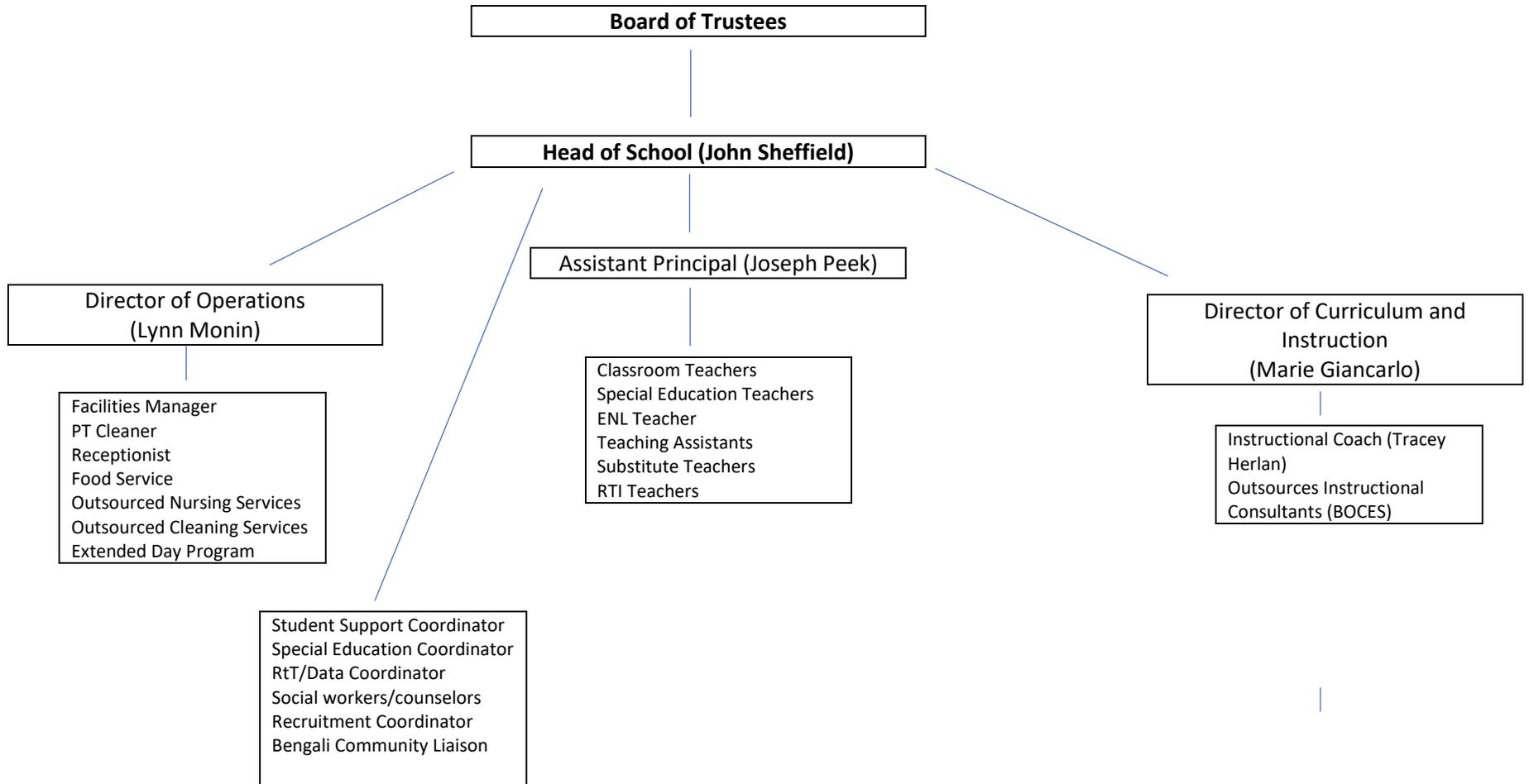
1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: John W. Sheffield Title: HEAD OF SCHOOL

Signature: [Signature] Telephone #: 716-833-3250

Email: J.SHEFFIELD@ASICHARTER.ORG

CSI Organizational Chart 2020-2021



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