

# Application: Charter School of Inquiry

John Sheffield - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000058

**Status:** Liaison Review

**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Jul 31 2020

### [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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## **BASIC INFORMATION**

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**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, 2020)**

Please select the correct authorizer as of June 30, 2020 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**

6/2014

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2015

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

MISSION STATEMENT

“The Charter School of Inquiry is an innovative school where children achieve breakthrough outcomes by pursuing questions, thinking creatively, and learning together as a culturally-empowered community.”

**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. 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 and with good comprehension by the end of third grade. Intentional reading instruction will be based on scientifically-based reading research.</p>

KDE 3	<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>
KDE 4	<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 ESL 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. 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>
KDE 5	<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 multidisciplinary thematic units are also utilized as evidence of student work and progress.</p>
KDE 6	<p>African and African-American History and Culture</p> <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</p>

	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 get.
KDE 7	<p>Integrated Arts</p> <p>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.</p>
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](http://www.csicharter.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

350

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

307

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

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

**l1. 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 2020-2021?

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 Ave. 14215	[REDACTED]	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	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Lynn Monin	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Lynn Monin	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Helene Kramer	[REDACTED]	[REDACTED]	[REDACTED]
DASA Coordinator	Tamieka Johnson	[REDACTED]	[REDACTED]	[REDACTED]
Phone Contact for After Hours Emergencies	John W. Sheffield	[REDACTED]	[REDACTED]	[REDACTED]

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

Private Space

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**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, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy 2020.pdf](#)

**Filename:** Certificate of Occupancy 2020.pdf **Size:** 30.3 kB

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**Site 1 Fire Inspection Report**

[Fire Inspection 2020.pdf](#)

**Filename:** Fire Inspection 2020.pdf **Size:** 27.9 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 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 discipline or code of conduct policy	<p>Modified to reflect current regulations. See school website.</p> <p><a href="http://csicharter.org/wp-content/uploads/2020/02/CSI-Student-Discipline-Policy-and-Code-of-Conduct-0806-final-signed.pdf">http://csicharter.org/wp-content/uploads/2020/02/CSI-Student-Discipline-Policy-and-Code-of-Conduct-0806-final-signed.pdf</a></p>	08/06/2019	08/07/2019
2	Change in admissions/enrollment policy	<p>The policy in the Initial CHarter was written primarily to address the first-year admissions process.</p> <p>See <a href="http://csicharter.org/wp-content/uploads/2017/06/Admissions-Policies-Procedures.pdf">http://csicharter.org/wp-content/uploads/2017/06/Admissions-Policies-Procedures.pdf</a></p>	08/06/2019	08/07/2019
3				
4				
5				

**More revisions to add?**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

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

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	John W. Sheffield
Position	Head of School
Phone/Extension	██████████
Email	████████████████████

p. 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. Check **YES** if you 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**

Handwritten signature of John W. Sheffield in black ink on a light gray background.

**Signature, President of the Board of Trustees**

Handwritten signature of Howard Kramer in black ink on a light gray background.

**Date**

Aug 3 2020

Thank you.



## Entry 2 NYS School Report Card

**Completed** Jul 31 2020 Hidden from applicant

### Instructions

#### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

**CHARTER SCHOOL OF INQUIRY 140600861072**

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### NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000083428>

## Entry 3 Progress Toward Goals

**Completed** Nov 2 2020

### Instructions

#### **Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 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".

# 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, 2020.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 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”.**

#### 2019-20 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
Academic Goal 1	Each year, 50% of students enrolled for at least two years at CSI will score at least at Level 3 on state assessments in		Unable to Assess	

	grades 3-6			
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.		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.		Unable to Assess	
Academic Goal 4	Students in grades K through 2 will demonstrate attainment of age/grade level proficiency benchmarks on the appropriate grade level assessments.		Unable to Assess	
Academic Goal 5	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.		Unable to Assess	
	Each year, the percentage of students enrolled			

Academic Goal 6	for at least two years at CSI will score at least 10% above BPS students scoring at Level 3 and above.		Unable to Assess	
Academic Goal 7	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.		Unable to Assess	
Academic Goal 8	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.		Unable to Assess	
Academic Goal 9	In grade 4, the percent of all students in at least their second year at CSI will exceed by 15% BPS student performance.		Unable to Assess	
Academic Goal 10				

**2. Do have more academic goals to add?**

(No response)

**2019-2020 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				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

**3. Do have more academic goals to add?**

(No response)

**2019-2020 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				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

#### 2019-2020 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 goal, type N/A for Not Applicable
Org Goal 1				
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**

**2019-2020 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)

## 2019-2020 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 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

#### Instructions

#### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### Entry 7 Disclosure of Financial Interest Form

**Completed** Jul 31 2020

#### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must complete a signed:

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

- **SUNY- Authorized Charter Schools:** [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.

## [Financial Disclosure Forms CSI 7-20](#)

**Filename:** Financial Disclosure Forms CSI 7 20.pdf **Size:** 565.4 kB

## Entry 8 BOT Membership Table

**Completed** Jul 31 2020

## 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 8 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.

### CHARTER SCHOOL OF INQUIRY 140600861072

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name	Position on the	Committ ee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meetings
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	and Email Address	Board	Affiliation s	Per By- Laws (Y/N)	Served	Current Term (MM/DD/ YYYY)	Current Term (MM/DD/ YYYY)	Attended During 2019- 2020
1	Helene Kramer [REDACTED]	Chair	Executive , Audit/Fin ance, Academic , HR/Perso nnel	Yes	3	08/06/20 19	07/05/20 22	12
2	Peter Dow [REDACTED]	Vice Chair	Executive , Academic	Yes	3	07/11/20 17	07/07/20 20	10
3	R. Bruce Haydon [REDACTED]	Treasurer	Executive , Audit Finance	Yes	2	08/06/20 19	07/07/20 20	9
4	Melvin Bankhea d, III [REDACTED]	Trustee/M ember	HR/Perso nnel	Yes	1	08/07/20 19	07/06/20 21	10
5	Janet Peters [REDACTED]	Trustee/M ember	HR/Perso nnel	Yes	2	09/04/20 19	07/07/20 20	8

6	Deborah Porter 	Trustee/Member	Audit/Finance	Yes	3	08/06/2019	07/05/2020	7
7	Betty Evans No Email	Trustee/Member	Academic	Yes	3	08/06/2019	07/05/2022	5 or less
8	Mary Jo Pfeiffer	Trustee/Member	Academic	Yes	2	12/17/2020	07/07/2020	6
9								

**1a. Are there more than 9 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, 2020	8
b.Total Number of Members Added During 2019-2020	3
c. Total Number of Members who Departed during 2019-2020	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

### 3. Number of Board meetings held during 2019-2020

12

### 4. Number of Board meetings scheduled for 2020-2021

13

Thank you.

## Entry 9 Board Meeting Minutes

Completed Jul 31 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

### [CSI BOT Minutes 19-20](#)

Filename: CSI BOT Minutes 19 20.pdf Size: 1.6 MB

## Entry 10 Enrollment & Retention

Completed Aug 3 2020

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward

meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

**CHARTER SCHOOL OF INQUIRY 140600861072**

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	<p>Charter School of Inquiry has been successful in attracting and retaining economically disadvantaged students, and exceeds the enrollment rate of students living in poverty compared to the BPS at a significant rate.</p> <p>The Board of Trustees monitors all recruitment efforts monthly and has committed substantial resources to enhance the School's recruitment initiatives. In 2019-2020, the BOT created a goal to maintain our high percentage of economically disadvantaged students through the continuation of vigorous recruitment and retention efforts.</p> <p>Normal recruitment efforts were hindered due to the COVID-19 pandemic, limiting in-person recruitment opportunities.</p> <p>CSI transitioned to virtual recruitment efforts after March 16, including television</p>	<p>In July of 2020, CSI entered into a comprehensive strategic planning process, following a school quality review. The</p>

Economically Disadvantaged

commercials and video advertisements on social media.

In both virtual and in-person recruitment (prior to March 16), CSI continued to use the marketing plan developed by Carbon Consulting Company tailored to the consideration of economically disadvantaged households.

CSI continued to offer stipends to staff members to encourage participation in a wide variety of community and cultural events.

Recruitment materials were distributed in pediatricians' office, libraries, and community centers in targeted areas of the city.

Prior to the COVID-19 closure, representatives of CSI attended recruitment events in targeted areas of the city.

CSI increased social media and Internet recruitment specifically targeting areas of the city with low-income demographics.

Increased advertising on WBLK Radio and the Challenger Newspaper addressing the concerns of lower income families continued in 2019-2020.

Even though CSI was not able to directly participate in live events due to the COVID-19 pandemic, CSI did participate in virtual events using pre-recorded slide presentations and videos.

process was facilitated by Adam Aberman of the Learning Collective and involved all stakeholders, including members of the wider community. Outcomes pertaining to recruitment included: creating a permanent, in-house Recruitment and Family Support Coordinator and redesigning our website with messaging tailored to high-needs demographics.

CSI will reconvene the recruitment committee of the Parent Association, will resume open houses for the general public and childcare providers, meet personally with heads of pre-school programs, and recruit at community events that attract target populations

<p>English Language Learners/Multilingual Learners</p>	<p>Great progress is being made in attracting English Language and Multilingual learners. In the 2019-2020 school year, the percentage of ELL/MLL students increased by 300% from the previous year.</p> <p>CSI ran advertisements in community newspapers that reach immigrant and refugee families, implemented a social media plan that targeted areas of the city with a high percentage of immigrant and refugee families, and did direct outreach to Bengali families in the neighborhood surrounding CSI.</p> <p>Recruitment materials were distributed in areas of the city with a high percentage of immigrant and refugee families.</p> <p>CSI was not able to participate in community events that appeal to immigrant and refugee families due to the COVID-19 pandemic. Traditionally, CSI was the only school in Buffalo to run events at World Refugee day. CSI, did, however, remain in contact with Journey's End, an organization that assists refugee families.</p>	<p>CSI will continue to tailor advertisements to immigrant and refugee families and distribute recruitment materials in areas of the city with high percentages of immigrant and refugee families.</p> <p>CSI will continue to work with the International Institute for translation services; however, for the 2020-2021 school year, CSI has added staff members who speak Arabic and Spanish to provide in-house translation services as needed and to conduct tours of the school to families in these two native languages.</p> <p>CSI will continue to visit Head Start programs that serve ELL/MLL students make them aware of the supports offered at CSI.</p>
	<p>Increasing the number of students with disabilities has meet with some success. In the 2019-2020 school year, the percentage of students with</p>	

Students with Disabilities	<p>disabilities increased by 44% from the year before.</p> <p>CSI continued to increase services for students with special education needs, and through social media advertisements, recruitment brochures, these services were communicated to the wider community.</p> <p>In the 2019-2020 school year, the BPS District honored our request and assigned a new CSE team to CSI. The relationship with this new team enabled CSI to identify and refer students who qualified for special education service and better meet the needs of all learners. With a CSE team that is more willing to work with the school and families, more parents of children with disabilities are seeing CSI as a school where their children can achieve at high levels.</p>	<p>CSI has come to the realization that parent involvement in recruiting this target group would be most beneficial. In the 2020-2021 school year, willing parents of students who are receiving special education services will be asked to share their experience with families during open houses and community events.</p> <p>CSI will continue to visit Head Start programs that serve students with disabilities to make them aware of the services and supports offered by CSI.</p> <p>CSI intends to more fully involve immigrant and refugee parents (particularly from the Bengali community) in the active recruitment of students.</p>
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**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>Overall, our retention efforts with is subgroup are very successful with approximately 90% of these</p>	<p>CSI is aware that all students, but particularly those from low-income households, will face challenges returning to an educational setting, whether traditional brick-and-mortar, a hybrid model, or full virtual learning. Students will need academic and social-emotional recovery services after the</p>

Economically Disadvantaged

families choosing to return to CSI.

CSI provided greater support in literacy by adding RTI specialists and effectively utilizing the LLI program for literacy intervention. Furthermore, CSI adopted the Open Court and StudySync reading programs that are research-proven to have success with students living in poverty.

CSI participates in the BPS free breakfast, lunch, and snack program.

CSI offers a free extended day program for interested families.

Expanded our volunteer mentor program to provide social and academic support to at-risk students.

Increased extra-curricular activities.

Increased our budget for field trips and special events.

Brought in speakers to educate our staff on social and civic issues.

Brought Junior Achievement programs into the school.

Secured sponsorship of student organizations from a local sorority and community organizations that promote the advancement of African American and Black students.

prolonged closure.

To help facilitate an effective response to all families, particularly those who may be experiencing economic hardship, loss of job, loss of home, or poor health, CSI has created a new job title called Family Support Coordinator.

CSI is committed to ensuring the highest quality of education for all students regardless of the circumstances. All families at CSI will be guaranteed a Chromebook and personal hotspot if needed, regardless of income.

Members of the CSI Student Support Team (SST), which includes social workers and counselors, will check in with identified at-risk students (either virtually or face-to-face). A member of the SST team will check in with these students (at minimum) on a weekly basis.

When a teacher identifies a student at risk, based on behaviors such as lack of engagement, the teacher will be the first level of intervention with the family. If concerns are still present, the teacher will make a referral to a member of the SST. If concerns are not remedied, the SST professional will involve the Head of School.

The SST will disseminate contact information for a wide variety of services that families can access

	<p>Connected students with members of the Buffalo Police Department who served as guest speakers and mentors.</p> <p>Continued to provide staff with training on trauma sensitive classrooms and issues of poverty.</p>	<p>including community organizations, mental health and crisis services, counseling agencies, medical clinics, and childcare centers.</p> <p>Social workers and other members of the SST will be available for electronic office hours during periods of closure and/or remote instruction.</p> <p>CSI will work with the BPS District to ensure that our students are receiving meals on a regular basis.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>CSI retained 100% of our ELL/MLL students from 2018-2019 to 2019-2020, and it appears that we will have 100% retention of ELL/MLL students from 2019-2020 to 2020-2021.</p> <p>CSI expanded the role of our highly experienced ENL teacher to continue to develop a supportive program or English Language Learners and to serve as a resource for all teachers.</p> <p>During the COVID-19 closure, our ESL teacher checked in with students and their families every day and hand-delivered instructional materials weekly. Our ESL teacher participated in</p>	<p>The COVID-19 pandemic has been particularly hard on immigrant and refugee families, many of whom do not have adequate access to the Internet or the technology skills to fully engage in online learning.</p> <p>At the start of the 2020-2021 school year, immigrant and refugee families attending CSI will receive Chromebooks and personal hotspots. Small-group orientation with social distancing will be provided in their preferred language with translators from the International Institute if necessary.</p> <p>In the 2020 school year, CSI will have two paraprofessional who are fluent in Arabic and one who is fluent in Spanish. These staff members will work with classroom teachers to further develop a supportive academic and social-emotional</p>

	<p>classroom Zoom meetings to give ongoing support to his students during regular instruction.</p>	<p>environment for English Language Learners.</p> <p>At the start of the 2020-2021 school year, our ESL teacher will assess students and develop an academic recovery plan to remediate regression due to the COVID-19 closure and will work with the SST to develop a social-emotional recovery plan as needed.</p>
	<p>In the 2019-2020 school year, with a new CSE team assigned to the school from BPS, the referral process has improved greatly, reducing frustration on the part of parents. Parents now know that the CSE will respond to concerns in a timely manner and that the commencement of services or the amendment of an IEP will be expedited, maximizing student achievement.</p> <p>CSI continues to assess our special education needs and increases services and personnel as necessary, and in the 2019-2020 school year, two additional consultant teachers were added and related service hours</p>	<p>In the 2020-2021 school year, CSI will focus attention on maximizing the effectiveness of special education in a hybrid or a fully remote educational setting. Primary consideration will be given to IDEA and will ensure FAPE and LRE to the fullest extent possible.</p> <p>CSI will continue to build on the positive relationship that we now enjoy with the new CSE team assigned to the school by BPS. Together with the CSE, we will ensure effective communication and parent involvement, even during hybrid or remote instruction.</p> <p>CSI will work with the CSE to implement a plan for conducting evaluations, utilizing existing available information that may be appropriate for initial evaluations, and identifying evaluation components that may be performed remotely if necessary.</p> <p>CSI will work with the CSE to develop Recovery Services when</p>

Students with Disabilities

increased.

In the 2019-2020 school year, a part-time counselor was added to the staff to meet the increasing number of IEPs with counseling goals.

During the COVID-19 closure, special education teachers continued to provide services and monitor progress toward IEP goals remotely through individual and small-group online meetings. Consultant teachers participated in all classroom Zoom meetings and provided support, as per students' IEPs, via private chat, and co-taught lessons with general education teachers whenever appropriate. Consultant teachers continued to work with general education teachers to help modify lessons and assignments, and all accommodations were met as per students' IEPs.

students return based on students' progress toward meeting IEP goals and possible regression. Recovery services will be developed based on whether or not a student was able to make appropriate progress during the COVID-19 closure.

In the 2020-2021 school year, CSI is prepared to expand services to include resource rooms (either in-person or remotely) should students IEPs be amended to facilitate recovery services.

CSI will ensure the continuity of service to support students' IEPs in the event that schools will be required to transition to full remote instruction.

During the month of August, special education teachers and related service providers will communicate with parents to identify activities that were successful in meeting the unique needs of students with disabilities during remote learning.

After assessing our special education needs for the 2020-2021 school year, CSI is prepared to increase related services and add up to one additional consultant teacher if necessary.

## Entry 12 Percent of Uncertified Teachers

Completed Jul 31 2020

## 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.

## **Entry 12 Uncertified Teachers**

**School Name:** CHARTER SCHOOL OF INQUIRY 140600861072

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## **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.

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**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, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
<b>Total Category A: 5 or 30% whichever is less</b>	<b>2.0</b>

**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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

**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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	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	24

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	26



Thank you.

## Entry 13 Organization Chart

Completed Jul 31 2020

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### [CSI Organizational Chart 19-20](#)

**Filename:** CSI Organizational Chart 19 20.pdf **Size:** 99.7 kB

## Entry 14 School Calendar

Completed Jul 31 2020

### [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 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**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.**

### [Calendar 20-21 CSI](#)

**Filename:** Calendar 20 21 CSI.pdf **Size:** 143.0 kB

# Entry 15 Links to Critical Documents on School Website

Completed Jul 31 2020

## 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., 2018-19 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 15 Links to Critical Documents on School Website

School Name: Charter School of Inquiry

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**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:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="http://www.p12.nysed.gov/psc/csdirectory/CharterSchoolofInquiry/documents/CSIAR1819redacted.pdf">http://www.p12.nysed.gov/psc/csdirectory/CharterSchoolofInquiry/documents/CSIAR1819redacted.pdf</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="http://csicharter.org/event/csi-board-meeting-8/?instance_id=405">http://csicharter.org/event/csi-board-meeting-8/?instance_id=405</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="http://csicharter.org/board-meeting-minutes/">http://csicharter.org/board-meeting-minutes/</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000083428">https://data.nysed.gov/profile.php?instid=800000083428</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="http://csicharter.org/admission-applications/">http://csicharter.org/admission-applications/</a>
5. Authorizer-Approved DASA Policy	<a href="http://csicharter.org/wp-content/uploads/2020/07/Dignity-for-All-Students-Act.pdf">http://csicharter.org/wp-content/uploads/2020/07/Dignity-for-All-Students-Act.pdf</a>
6. District-wide Safety Plan	<a href="http://csicharter.org/wp-content/uploads/2019/10/CSI_Safety_Plan_10232019_Final.pdf">http://csicharter.org/wp-content/uploads/2019/10/CSI_Safety_Plan_10232019_Final.pdf</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://csicharter.org/wp-content/uploads/2017/06/CSI-Discipline-Policy.pdf">http://csicharter.org/wp-content/uploads/2017/06/CSI-Discipline-Policy.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="http://csicharter.org/wp-content/uploads/2017/06/FOIL-Policy.pdf">http://csicharter.org/wp-content/uploads/2017/06/FOIL-Policy.pdf</a>
8. Subject matter list of FOIL records	<a href="http://csicharter.org/wp-content/uploads/2020/07/Records-Subject-Matter-List.pdf">http://csicharter.org/wp-content/uploads/2020/07/Records-Subject-Matter-List.pdf</a>
9. Link to School Reopening Plan	<a href="http://csicharter.org/wp-content/uploads/2020/07/CSI-Reopening-Plan-7-20.pdf">http://csicharter.org/wp-content/uploads/2020/07/CSI-Reopening-Plan-7-20.pdf</a>

**Thank you.**



# Entry 16 COVID 19 Related Information

Completed Jul 31 2020

## Instructions

### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

# Entry 16 COVID 19 Related Information

**School Name:** Charter School of Inquiry

## TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	309	307	261

## Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
Open Court Reading Benchmark Assessment	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	
StudySync Benchmark Assessment	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	
Math Expressions														



		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Total															0

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Jul 31 2020

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Staff Roster CSI as of 8-3-20](#)

**Filename:** Staff Roster CSI as of 8 3 20.xlsx **Size:** 22.9 kB

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name:

HELENE H. 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, BOARD OF TRUSTEES

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 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

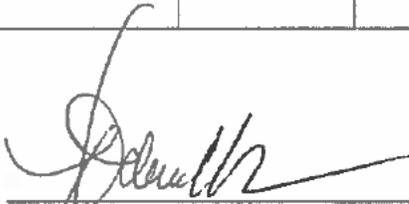
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="text-align: center; font-size: 2em; font-family: cursive;">NONE</p>			

5. 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

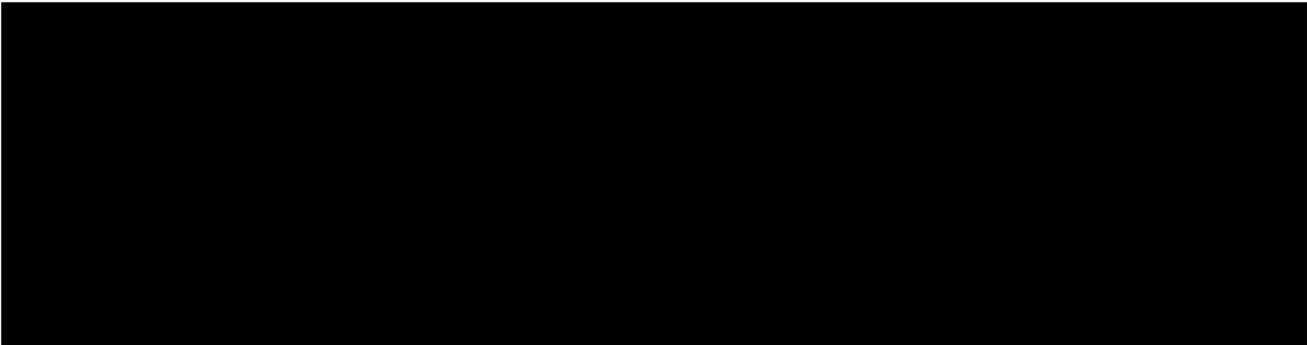
7/13/20  
 \_\_\_\_\_  
 Date

*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.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name:

PETER B. 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 Laguna

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

Vice President - Chair of Academic 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 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 Board of Firsthand Learning.

4. 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>			

5. 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>Firsthand Learning, Inc.</i>	<i>Consulting</i>	<i>\$50,000</i>	<i>Peter Dow</i>	<i>Don't vote on FLI related business.</i>

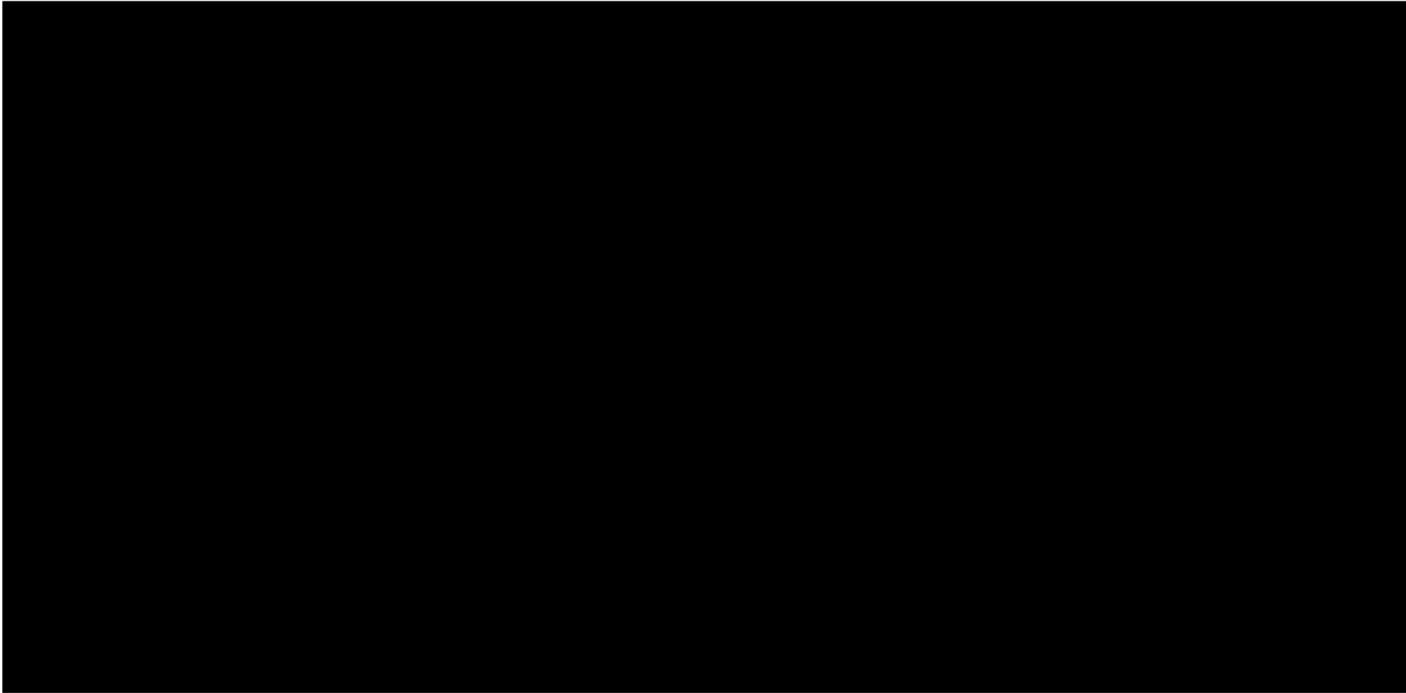
Signature

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Date

7/15/20

*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.*



**Thanks Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

**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

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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? **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 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.

4. 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

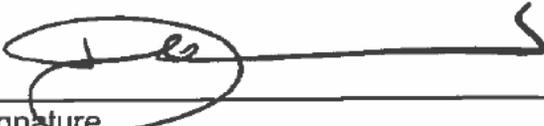
or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
None			

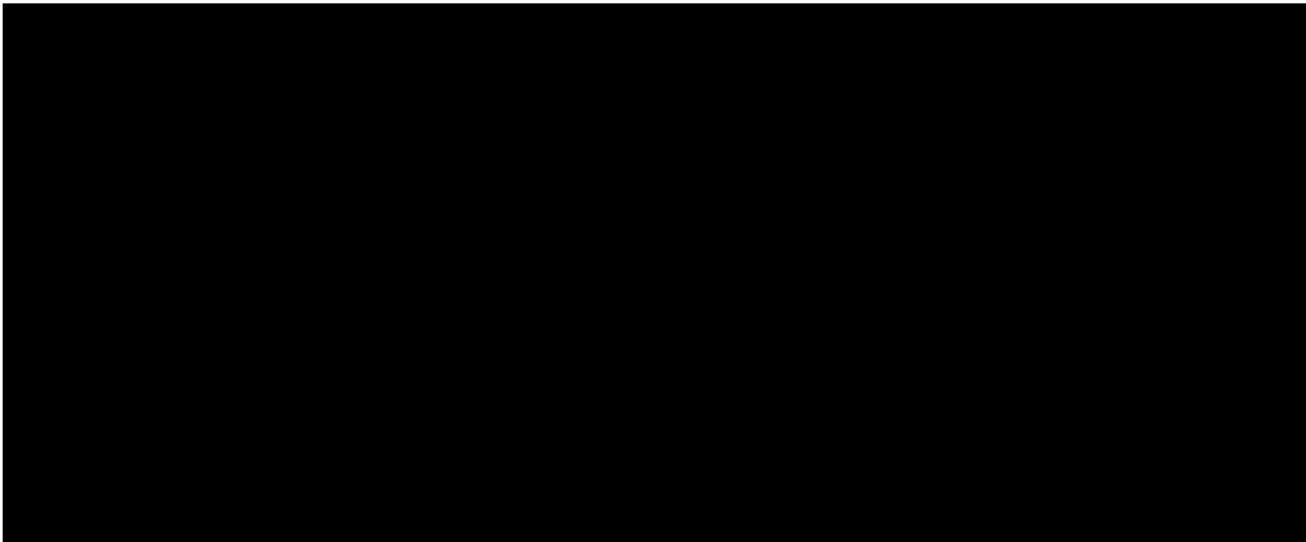
5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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				
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 07/13/20  
\_\_\_\_\_  
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 – Board of Regents-Authorized Charter Schools**

**Name:** Melvin 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):** Charter School of Inquiry

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

**Board Secretary**

**Member, Human Resources 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 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.

4. 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
	None		

5. 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			

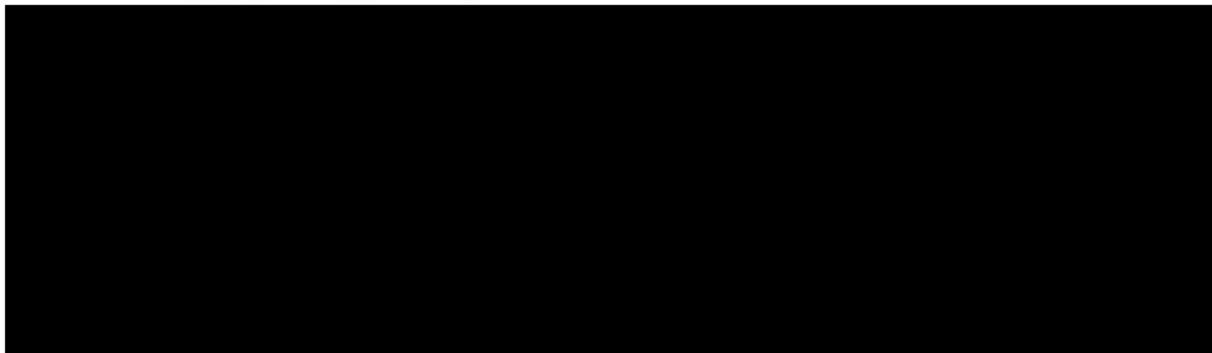


Signature

7 July 2020

Date

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*last revised 08/21/2018*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name: Jan Peters

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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

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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 Human Resources 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 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.

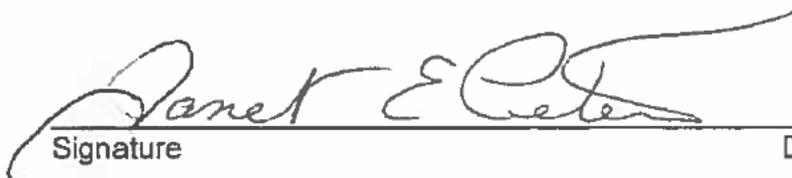
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the 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>

5. 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


7-13-2020  
 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 – Board of Regents-Authorized Charter Schools**

Name:

DEBORAH A. PORTER

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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

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

Vice 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 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.

4. 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>		

5. 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>NONE</i>			

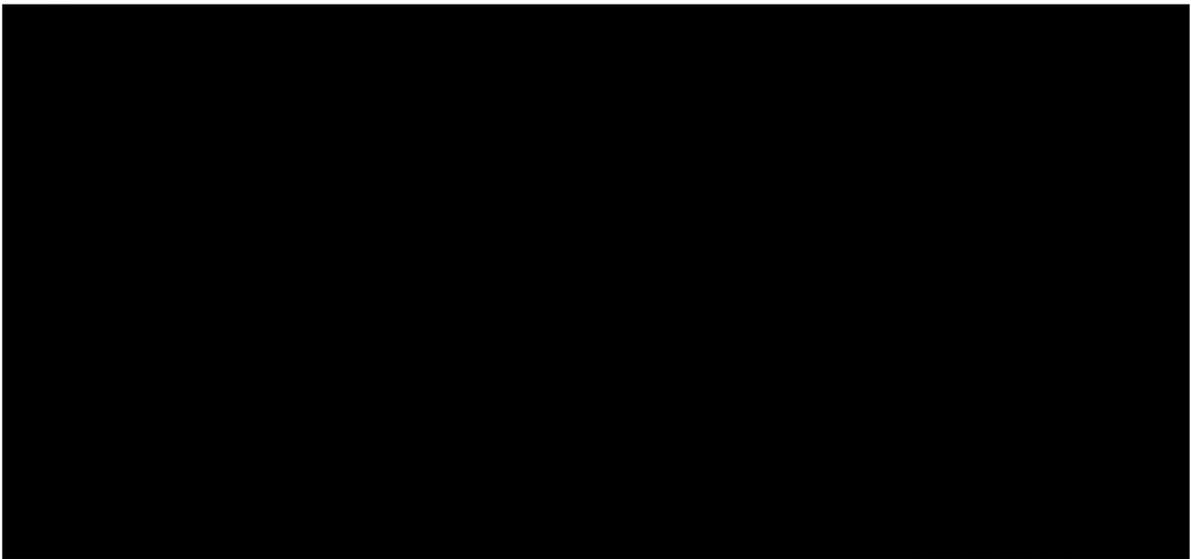
*Seborah A. Porter*

7/13/2020

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 – Board of Regents-Authorized Charter Schools**

**Name:**

**Betty Evans**

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**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**

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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 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.

4. 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>			

5. 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.**"

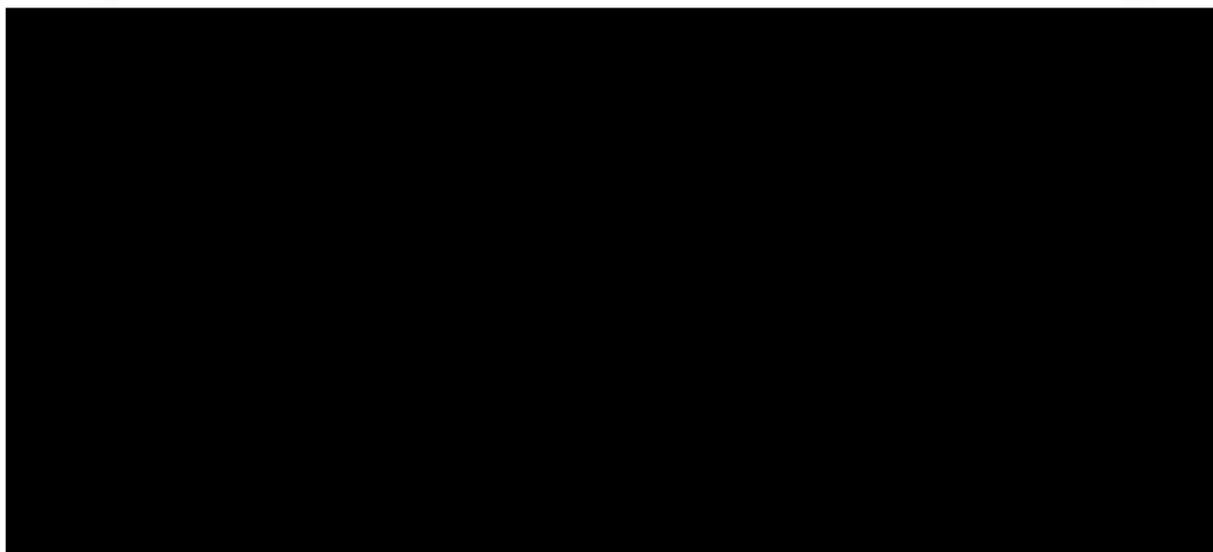
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

Betty Evans 7/30/2020  


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Signature Date

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**Disclosure of Financial Interest by a Current or Proposed Board of Trustees  
Member – Board of Regents-Authorized Charter Schools**

Name: Mary Jo Pfeiffer

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

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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 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.

4. 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

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>			

5. 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

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

Signature Mary Jo Pfeiffer

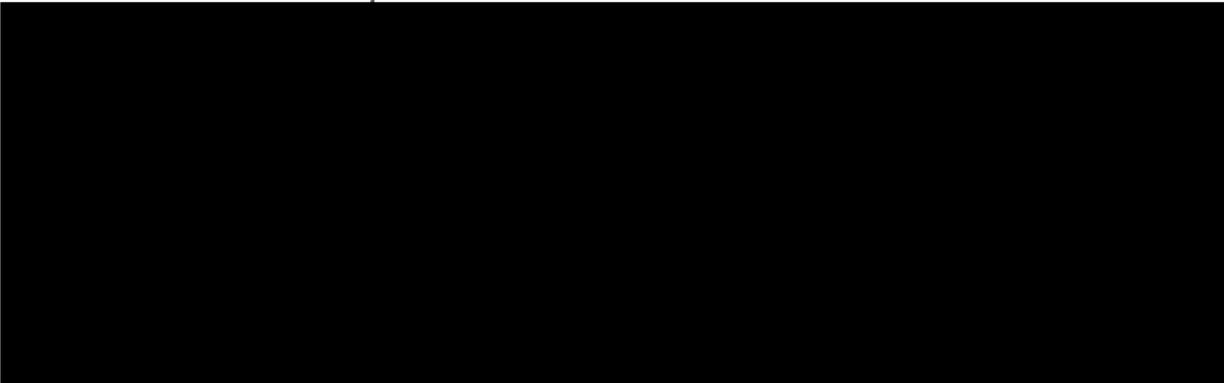
Date 7/7/2020

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.

**Business Telephone:** N/A

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

**Business Address:** N/A



# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

August 6, 2019

**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 co-chair, on Tuesday, August 6, 2019 at 4:54 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Helene Kramer, Michelle Lane, Deborah Porter, Jody Sirianni, Melissa Stadler, Morgan Williams-Bryant
Prospective Trustee:	Melvin Bankhead III
Excused:	Peter Dow Betty Evans Bruce Haydon
Board Attorney:	Steven Polowitz
CSI Staff:	John Sheffield, Head of School

**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 6, 2019 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. Regular Business Meeting – June 4, 2019

A motion to approve the minutes was made by Morgan Williams-Bryant, seconded by Jody Sirianni and approved unanimously by the Board.

**5. Announcements/ Updates**

- a. Birthdays. The Board wished Deborah Porter a happy 60<sup>th</sup> birthday on August 29.
- b. Stephanic Adams resigned her Board position effective June 18. The Board thanked her for her service.
- c. Board Recruitment. Melissa Stadler introduced Melvin "Trey" Bankhead III, a prospective trustee with experience in journalism, writing, public relations, and editing, Ms. Stadler also reported that Jan Peters, Chief Human Resources Officer at Trocaire College, was interviewed as a candidate to join the CSI Board. She is interested and, if approved, will serve as Chair of the HR/Personnel Committee.

## Charter School of Inquiry

- d. Charter Renewal status. John Sheffield and Helene Kramer shared the status of the renewal application. The Charter School Office will make an informal visit to CSI on September 17. Mr. Sheffield has requested a change in date for the official renewal visit since the original date falls on Halloween. Questions to clarify the process and discussion followed.
  - e. Board Retreat. Ms. Kramer reminded the board about the board retreat scheduled on August 13, 2019 from 1:00 pm to 4:30 pm at CSI. The primary purpose is to set goals for the 2019-20 school year. Kate Essex from Education Board Partners will facilitate.
6. **Parent Association Report**. Michelle Lane reported that she will schedule an initial meeting of the Parent Association in September to begin planning activities for the school year.
7. **Board Professional Development**. None
8. **Head of School Report – John Sheffield**
- a. CSI Annual Report to NYSED. Completed and submitted Part I on August 31.
  - b. Consolidated Dashboard Report
    - Student Recruitment/Enrollment. Budgeted enrollment is 298; 280 children have enrolled to date. Expect to meet budgeted enrollment before school starts.
    - Personnel. Teacher retention is good this year. Mr. Sheffield reviewed changes in assignments and explained the backgrounds of the new hires.
  - c. New Math Curriculum. A team of teachers, along with the Literacy and Inquiry Coaches, worked collaboratively to select a research-based math curriculum with a proven track record to best meet CSI's mission and vision. Math Expressions was selected and purchased. Initial professional development is being scheduled for 3 days in August.
9. **Academic Committee**. Ms. Kramer reported that the Committee met on June 19 to review end-of-year Aimsweb student assessments in ELA and Math.
10. **Finance/Audit Committee Report**
- a. Financial Statements – period ending May 31, 2019. Ms. Kramer reported that while revenue was lower than budgeted, expenses were also lower than budgeted, resulting in a net positive variance of \$198,000. The current ratio was 3.3, which is very good. Monthly transfers from checking to the capital reserve fund were increased starting July to \$6,650 per month (from \$5,500 per month last fiscal year) in accord with the formula in CSI's capital reserve policy.

A motion to accept the financial statements ending May 31, 2019 was made by Jody Sirianni, seconded by Morgan Williams-Bryant and approved unanimously by the trustees.

### 11. Human Resources/Personnel Committee Report

- a. New Hires as documented in the Head of School's dashboard report.  
A motion to approve new hires was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the trustees.
- b. New Job Descriptions – Office Assistant & Administrative Services and Recruitment Coordinator

A motion to approve job descriptions for Office Assistant and Administrative Services and Recruitment Coordinator was made by Morgan Williams-Bryant, seconded by Jody Sirianni and approved unanimously by the trustees.

# Charter School of Inquiry

## c. NYSUT MOA (Executive Session)

### EXECUTIVE SESSION

Ms. Kramer requested a motion to go into executive session to discuss with the board a contractual issue related to a MOA drafted by NYSUT.

Deborah Porter moved, Melissa Stadler seconded, and the board approved the motion to go into executive session at 6:20 pm.

A motion to include John Sheffield, Head of School, and Melvin Bankhead, prospective new trustee, in the executive session was made at 6:20 by Morgan Williams-Bryant, seconded by Deborah Porter and approved unanimously by the trustees.

A motion to end executive session was made at 6:29 by Deborah Porter, seconded by Morgan Williams-Bryant and approved unanimously by the trustees.

Ms. Kramer announced in open session that the board discussed a Memorandum of Agreement drafted by NYSUT and reviewed by the Head of School and CSI's labor attorney, Emina Poricanin.

- d. PTO Benefits for non-union employees. Mr. Sheffield recommended an increase in PTO, sick and vacation benefits for non-union employees. Sick days would increase from 7 to 8 days, PTO days from 3 to 4 days, and vacation days from 12 to 15 days after 5 years of service. The recommendation includes a rollover of up to 5 days per year with a maximum of 40 days banked, and a \$125 payout for unused PTO/Sick days that are not rolled over.

A motion to approve the recommended increase in PTO benefits for non-union employees was made by Deborah Porter, seconded by Morgan Williams-Bryant and approved unanimously by the trustees.

### 12. New Business

- a. Resolution to select Melvin Bankhead III as a Final Trustee Candidate

A motion to approve a resolution to select Melvin Bankhead III as a final trustee, pending NYSED Charter School Office approval, was made by Michelle Lane, seconded by Jody Sirianni and approved unanimously by the trustees.

- b. Satisfaction Surveys 2019. Ms. Stadler reviewed a two-year comparison of satisfaction surveys (2017-18 vs. 2018-19) completed by students, teachers and parents. She reported that the results were, in many cases, significantly improved and she cited some examples. The board congratulated Ms. Sheffield who was directly responsible for much of the improvement.

- c. United Negro Improvement Association – Use of CSI Facility

A motion to approve use of the CSI facility on August 31 by the United Negro Improvement Association was made by Deborah Porter, seconded by Jody Sirianni and approved unanimously by the trustees.

### 13. Policy Review

- a. Complaint Policy – revised
- b. Admission Policy and Procedures – revised

## Charter School of Inquiry

A motion to approve both the revised Complaint Policy and Admission Policy and Procedures was made by Melissa Stadler, seconded by Morgan Williams-Bryant and approved unanimously by the trustees.

c. Student Discipline Policy and Code of Conduct

After some discussion, a motion to approve the Student Discipline Policy and Code of Conduct was made by Morgan Williams-Bryant, seconded by Michelle Lane and approved unanimously by the trustees.

d. CSI Renewal Application – draft

A draft of the renewal application – benchmarks 2-10 – was shared with the trustees via email. The trustees were encouraged to review the document to provide feedback before it is finalized.

14. **Other / Open Discussion.** None

15. **Next Meeting:** September 3, 2019, 4:45 pm

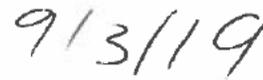
16. **Adjournment.**

A motion to adjourn the meeting was made by Deborah Porter, seconded by Michelle Lane and approved unanimously by the Board at 6:30 p.m.

Respectfully submitted by:



Michelle Lane, Board Secretary



Date



# Charter School of Inquiry (CSI)

## Annual Meeting Minutes

August 6, 2019

- 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 August 6, 2019 at 4:47 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Michelle Lane, Deborah Porter, Jody Sirianni, Melissa Stadler, Morgan Williams-Bryant

Trustees excused: Peter Dow, Betty Evans, Bruce Haydon

Prospective trustee: Melvin Bankhead, III

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 August 6, 2019 was 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:** The terms of four trustees – Helene Kramer, Betty Evans, Deborah Porter, and Melissa Stadler expire in August 2019. The term of Michelle Lane, Parent Representative, expires in August 2019. A motion to re-elect Helene Kramer, Betty Evans, Deborah Porter and Melissa Stadler to three- year terms, which expire in July 2022, and to re-elect Michelle Lane, Parent Representative, to a two year term expiring in July 2021 was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the trustees.

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

- 4. Board Officer Elections**

- a. Slate Presented:** The Chair presented the following slate of officers for board consideration:

Chair	Helene Kramer
Vice Chair	Peter Dow
Secretary	Michelle Lane
Treasurer	R. Bruce Haydon

b. Nominations from the floor: None.

The Board voted on the final slate of officers. A motion to accept the slate was made by Jody Sirianni, seconded by Michelle Lane and approved unanimously by the trustees.

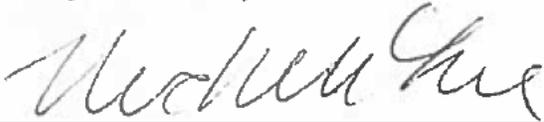
**5. Resolution to Appoint Board Committees for 2019-20**

The resolution to appoint committee chairs and members for standing committees in the 2019-20 fiscal year, was made by Melissa Stadler, seconded by Jody Sirianni and approved unanimously by the Trustees. Resolution is attached.

**6. Other / New Business.** None

**7. Adjournment.** Having no other business to conduct, Deborah Porter moved that we adjourn the meeting, Melissa Stadler seconded and the motion passed unanimously. The meeting was adjourned at 4:53 pm.

Respectfully submitted by:



Secretary

9/3/19

Date

Michelle Lane



## Charter School of Inquiry (CSI)

### Minutes – Special Board Meeting

August 13, 2019, 1:00 pm

A special meeting of the Charter School of Inquiry's Board of Trustees was held for the purpose of approving the charter renewal application due to be submitted to NYSED Charter School Office on August 15, 2019.

1. **Call to Order.** The special 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 August 13, 2019 at 1:11 pm at the Charter School of Inquiry, 404 Edison Avenue, Buffalo, NY 14215.

Trustees Present: Melvin Bankhead, Peter Dow, R. Bruce Haydon, Helene Kramer, Michelle Lane, Melissa Stadler

Trustees Excused: Morgan Williams-Bryant, Betty Evans, Deborah Porter, Jody Sirianni

Head of School: John Sheffield

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 Special Meeting held on August 13, 2019 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.

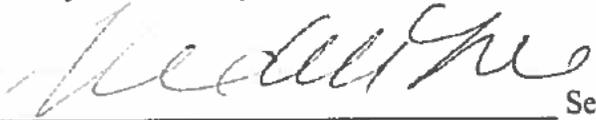
3. **Review and Approve Charter Renewal Application.** Ms. Kramer reminded the trustees that she emailed a draft of the charter renewal application to them on August 5, 2019 and asked for their review and feedback. The feedback received was sent to Mr. Sheffield for incorporation, as appropriate, to the final version. Mr. Sheffield explained the revisions that were made to the final document and announced that he was going to conduct one last review before submitting the application,

Ms. Kramer asked for a motion to approve the final charter renewal application, subject to minor corrections/revisions made by the Head of School and, if necessary, the Executive Committee of the Board of Trustees.

Peter Dow made a motion to approve the final charter renewal application, Melvin Bankhead seconded, and the motion was approved unanimously by the trustees.

- 4. Motion to Adjourn.** A motion to adjourn the special meeting was made by Michelle Lane, seconded by Peter Dow and approved unanimously by the trustees. The meeting was adjourned at 1:23 pm.

Respectfully submitted by:

  
\_\_\_\_\_  
Michelle Lane

Secretary

9/13/19  
\_\_\_\_\_  
Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

September 3, 2019

### 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 co-chair, on Tuesday, September 3, 2019 at 4:52 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Helene Kramer, Michelle Lane, Bruce Haydon, Deborah Porter, Melissa Stadler, Melvin Bankhead III, Peter Dow (via video conference)
Prospective Trustee:	Janet Peters
Excused:	Betty Evans Morgan Williams-Bryant
Board Attorney:	Steven Polowitz
CSI Staff:	John Sheffield, Head of School

### 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 3, 2019 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 Annual Meeting – August 6, 2019
- b. Minutes of Business Meeting – August 6, 2019
- c. Minutes of Special Meeting to Approve Charter Renewal Application – August 13, 20

A correction was noted in the minutes of the August 6, 2019 regular business meeting.

A motion to approve the annual meeting minutes, the minutes of the business meeting as corrected, and the minutes of the special meeting was made by Deborah Porter, seconded by Michelle Lane and approved unanimously by the Board.

### 5. Announcements/ Updates

- a. Introduction to Janet Peters, prospective CSI trustee. Melissa Stadler introduced Jan Peters, Chief Human Resources Officer at Trocaire College. Ms. Peters gave a brief summary of her background. She has completed all the documents required by NYSED and, if approved by the Charter School Office, will chair CSI's Personnel/Human Resources Committee.

## Charter School of Inquiry

- b. Jody Sirianni Resignation. Ms. Kramer informed the board that Jody Sirianni, trustee and chair of the Personnel/HR Committee, resigned effective September 3 due to her new job responsibilities. The board acknowledged Ms. Sirianni's contributions and thanked her for her referral of Jan Peters to replace her.
  - c. Board Member Recruitment. New board member needed with experience in elementary education instruction. Ms. Kramer asked for referrals.
  - d. Birthdays. The board wished Peter Dow (August 25) and Bruce Haydon (August 26) belated happy birthdays!
  - e. Charter Renewal. Mr. Sheffield reported that the renewal application was submitted on August 31 (benchmarks 2-10). Benchmark 1 (Student Performance) is due October 15.
    - Informal Site Visit. David Frank, executive director of the Charter School Office, and Susan Gibbons, CSI's liaison at the CSO, will make an informal visit to CSI on September 17 to observe classrooms.
    - Formal Renewal Site Visit. CSO scheduled the formal renewal site visit for October 24 and 25.
6. **Parent Association Report**. Michelle Lane reported that she will schedule the first parent meeting to coincide with "Meet the Teachers" event on September 19 at 5:00 pm.
7. **Board Professional Development. "Preparation for Charter Renewal Site Visit"**  
In preparation for the renewal site visit on October 24 and 25, Ms. Kramer reviewed the Renewal Site Visit Protocol in detail.
8. **Head of School Report – John Sheffield**
- a. Start-up Activities - 2019-20 School Year. Mr. Sheffield reported that the start of the school year went smoothly. He shared the professional development schedule which started on August 19 and included 8 full days of training before the first day of classes on August 29.
  - b. Consolidated Dashboard Report
    - Student Recruitment/Enrollment. To date, total enrollment for the 2019-20 school year is 318 children, which is 90% of the maximum approved enrollment of 350 and 20 students more than our budgeted enrollment of 298. There are waitlists for K and grades 1, 2 and 3.
    - Personnel. Mr. Sheffield reviewed the new hires which were budgeted, and he also reviewed his recommendations for new unbudgeted positions to offer more focused instruction for struggling students. The unbudgeted positions include an additional RtI teacher, a position that Mr. Sheffield would like to fill with the candidate listed in the New Hires section of the dashboard, and two part-time per diem independent consultant mentor teachers.
9. **Academic Committee**
- a. NYS Assessments in ELA and Math for 2019. Mr.; Sheffield reviewed the assessments and has started to disaggregate the data. Significant findings thus far: (1) Many children opted of the NYS assessments in 2018 while only one child opted out in 2019; approximately 50 more children participated in the assessments in 2019 than in 2018. (2) The proficiency rate for the cohort moving from 3<sup>rd</sup> to 4<sup>th</sup> grade increased by 18% in ELA and 12% in math. Data showed that CSI's 3<sup>rd</sup> grade cohort had 43% of students at a level 2 in ELA and 29% at level 2 in math. 29% of the 4<sup>th</sup> grade cohort scored at level 2 in ELA and 18% at level 2 in math, putting them on track for proficiency this year. The addition of another RtI/SPED specialist and the new

## Charter School of Inquiry

mentor consultant teachers will augment existing staff to work more directly with struggling students. The strategies outlined in the Corrective Action Plan for ELA and Math are being followed to help close the achievement gap.

- b. Board Goals – 2019-20 School Year. The board reviewed the draft board goals, made some suggestions and asked to revisit and finalize them at the October 1 board meeting.

### 10. Finance/Audit Committee Report

- a. Financial Statements – period ending June 30, 2019
- b. Financial Statements – period ending July 31, 2019

A motion to accept the financial statements for periods ending June 30, 2019 and July 31, 2019 was made by Melissa Stadler, seconded by Bruce Haydon and approved unanimously by the trustees.

- c. Resolution for M&T Bank Authorized Signatures on Checking Account. Recommendation for authorized signatures on the checking account are John Sheffield, HOS; Helene Kramer, Board Chair; Bruce Haydon, Treasurer; and, Peter Dow, Vice Chair.

A motion to approve the resolution for authorized signatures on the M&T checking account was made by Melvin Bankhead, seconded by Melissa Stadler and approved unanimously by the trustees.

- d. Part-time (per diem) Consultant Mentor Teacher for Math enhancement (unbudgeted). Yearly estimated cost \$5,600.
- e. Part-time (per diem) Consultant Mentor Teacher for 5<sup>th</sup> Grade instruction (unbudgeted). Yearly estimated cost \$4,800.
- f. Additional Full-time Response to Intervention Specialist (unbudgeted). Yearly estimated cost \$38,000.
- g. Part-time Administrative Assistant to the Board of Trustees (unbudgeted). Yearly estimated cost \$3,000.

The Finance Committee considered all unbudgeted positions and recommended their approval by the full board.

### 11. Human Resources/Personnel Committee Report

- a. Job Description-Administrative Assistant to BOT. Recommended by the HR Committee for full board approval.
- b. New Hires. The Committee reviewed budgeted new hires and the previously unbudgeted recommendations from the Head of School. All positions, including the unbudgeted positions, listed in the HOS's dashboard report were recommended for approval by the Finance Committee and the Human Resources Committee.

A motion to approve the new job description for Administrative Assistant to the BOT and the budgeted and formerly unbudgeted positions was made by Bruce Haydon, seconded by Michelle Lane and approved unanimously by the trustees.

- c. Head of School Evaluation 2018-19. Ms. Kramer reported that she is collecting data to support the HOS evaluation and expects that the board will conduct the formal evaluation at the October 1, 2019 board meeting in executive session.

# Charter School of Inquiry

## 12. New Business

- a. Resolution to select Janet E. Peters as a Final Trustee Candidate, pending NYSED approval

A motion to approve a resolution to select Janet E Peters as a final trustee, pending NYSED Charter School Office approval, was made by Michelle Lane, seconded by Melvin Bankhead and approved unanimously by the trustees.

## 13. Policy Review

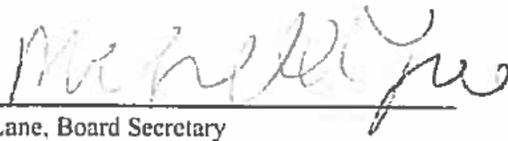
## 14. Other / Open Discussion. None

15. Next Meeting: October 1, 2019, 4:45 pm

## 16. Adjournment.

A motion to adjourn the meeting was made by Deborah Porter, seconded by Bruce Haydon and approved unanimously by the Board at 6:43 p.m.

Respectfully submitted by:

  
\_\_\_\_\_  
Michelle Lane, Board Secretary

  
\_\_\_\_\_  
Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

October 1, 2019

### 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 co-chair, on Tuesday, September 3 2019 at 4:45 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Melvin Bankhead, III, Peter Dow, Bruce Haydon, Michelle Lane, Helene Kramer, Jan Peters, Melissa Stadler, Morgan Williams-Bryant,
Excused:	Betty Evans Deborah Porter
Board Attorney:	Steven Polowitz
CSI Staff:	John Sheffield, Head of School

### 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 1, 2019 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, September 3, 2019

A motion to approve the minutes of the September 1, 2019 business meeting was made by Peter Dow, seconded by Michelle Lane and approved unanimously by the Board.

### 5. Announcements/ Updates

- a. Birthdays. The board wished Morgan Williams-Bryant (October 21) a happy birthday!
- b. Charter Renewal Status
  - *Public Hearing at BPS – Oct 2, at 4:30 pm.* Board reminded and asked to attend.
  - *Formal Renewal Site Visit.* Board reminded that CSO's formal renewal site visit for October 24 and 25.
  - *Board Focus Group.* Ms. Kramer reported that CSO is willing to accommodate best time for board members to meet in focus group. Trustees polled and selected Thursday, October 24 at 4:00 pm.

## Charter School of Inquiry

6. **Parent Association Report.** Michelle Lane announced that the next Parent Association meeting is scheduled for Oct. 12 at 12 noon in the CSI conference room. A Fall-o-Ween Party is scheduled for October 26 from 2:00 to 4:00 pm in the school gym. She promised a fun event and encouraged board members to attend.
7. **Board Professional Development. "Preparation for Charter Renewal Site Visit"**  
The Board participated in a conference call with Empire Charter Consultants to ask questions about preparation for the renewal visit by the Charter School Office.
8. **Head of School Report – John Sheffield**
  - a. Consolidated Dashboard Report.
    - *Student Recruitment/Enrollment.* Student enrollment as of September 30 was 314 students. This is 16 more students than the 298 students budgeted. There were increases in both SPED and ENL students this year compared to last year with 36 SPED students, or 11% of the student population, and 12 ENL students, or 4% of student population this year.
    - *Average daily attendance:* September's average daily attendance was 93%, a considerable increase from the start of last school year.
    - *Personnel.* Mr. Sheffield reviewed the backgrounds and positions offered to the new hires. Ms. Kramer asked for approval.

A motion to approve the new hires listed in the Head of School Dashboard was made by Bruce Haydon, seconded by Melissa Stadler and approved unanimously by the trustees.

- b. Student Academic Performance – assessments, remediation. In keeping with a board goal for 2019-20 to get more frequent assessments of children at Tier 3 and to track their progress, Mr. Sheffield included and reviewed Tier 3 data for ELA and Math in the monthly dashboard.
- c. Charter Renewal Application. Currently completing Benchmark 1-Student Performance, the last benchmark to be submitted. It is due October 15.
- d. Confidential Legal Matter (executive session).

Ms. Kramer asked for a motion to go into executive session to discuss a confidential legal matter and a confidential personnel matter. She asked that the board attorney be included in discussion of both topics and the Head of School for the legal matter only. Bruce Haydon approved the motion, Morgan Williams-Bryant seconded, and the board approved the motion to go into executive session at 5:09 pm.

A motion to come out of executive session was made by Jan Peters, seconded by Melvin Bankhead III and approved unanimously by the trustees at 6:30 pm.

Ms. Kramer reported that the Board went into executive session to discuss a confidential legal matter and a confidential personnel matter.

Ms. Kramer asked the board for a motion to authorize Mr. Sheffield to seek proposals for firms that specializes in conducting comprehensive school quality reviews and to authorize the Executive Committee to select a firm on behalf of the full board once proposals are in and vetted by Mr. Sheffield. Melissa Stadler moved, Bruce Haydon seconded, and the motion was approved unanimously by the trustees.

Ms. Kramer asked the board for a motion to authorize Jan Peters, Chair of the Personnel/Human Resources Committee, to collect and collate Head of School input from each individual Board member to be used to

## Charter School of Inquiry

finalize the summary Head of School evaluation for presentation to the Head of School. A motion to approve was made by Jan Peters, seconded by Helene Kramer and approved unanimously by the trustees..

Ms. Kramer asked the board for a motion to approve an amendment to the Head of School contract. The motion was made by Jan Peters, seconded by Melissa Stadler and approved unanimously by the trustees.

Ms. Kramer asked the board for a motion to approve a budgeted cost-of-living salary increase for the Head of School. The motion was made by Melissa Stadler, seconded by Jan Peters and approved unanimously by the trustees.

### 9. Academic Committee

- a. Board Goals – 2019-20 School Year. After discussion, the board finalized the academic goals for 2019-20. Other board goals remain in draft form until further discussion at the November board meeting.
- b. Oversight of School Academic Performance. The trustees spent considerable time discussing academic performance, goals, and ways to track performance throughout the school year.

### 10. Finance/Audit Committee Report

- a. Financial Statements – periods ending June 30, 2019, July 31, 2019 and August 31, 2019.

A motion to accept the financial statements for periods ending June 30, 2019, July 31, 2019 and August 31, 2019 was made by Bruce Haydon, seconded by Morgan Williams-Bryant and approved unanimously by the trustees.

- b. Independent Audit FY 2018-19. Mr. Haydon reported that the independent audit was completed by Lumsden McCormick LLC; it was a clean report with no material weaknesses.

A motion to approve the independent financial audit for the 2018-19 fiscal year was made by Morgan Williams-Bryant, seconded by Bruce Haydon and approved unanimously by the trustees.

- c. Resolution to approve a subsequent contract with Steven Bell Communications, LLC. Mr. Sheffield signed an initial contract with Steven Bell Communications LLC for an amount not to exceed \$5,000 in accordance with CSI's fiscal policies and procedures for unbudgeted expenses. The board discussed a subsequent contract to be used, as needed, for ongoing public relations and related services.

A motion to approve a subsequent contract with Steven Bell Communications, LLC in an amount not to exceed \$25,000 was made by Melissa Stadler, seconded by Melvin Bankhead III and approved unanimously by the trustees. Approval is subject to (1) a review of public relations firms in the area to ensure that Bell's fees are competitive for the type of public relations services and expertise that the School requires, and (2) a review by the Board's legal counsel,

- d. PI Synergies, LLC Technology Services Agreement. This is a one-year extension of a contract for technology services, including all CSI equipment, software and services as outlined in the technology services agreement. It was included in the 2019-20 budget.

A motion to approve the PI Synergies Technology Services Agreement was made by Morgan Williams-Bryant, seconded by Michelle Lane and approved unanimously by the trustees.

# Charter School of Inquiry

## 11. Human Resources/Personnel Committee Report

- a. New Hires. See Head of School report.
- b. Confidential Personnel Matter (executive session)  
See report of executive session under Item 8.d above.

## 12. New Business

## 13. Policy Review

## 14. Other / Open Discussion. None

## 15. Next Meeting: November 5, 2019, 4:45 pm

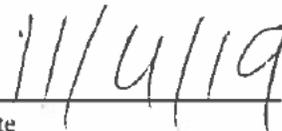
## 16. Adjournment.

A motion to adjourn the meeting was made by Melissa Stadler, seconded by Bruce Haydon and approved unanimously by the Board at 7:20 p.m.

Respectfully submitted by:



Michelle Lanc, Board Secretary



Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

November 5, 2019

### 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 co-chair, on Tuesday, November 5, 2019 at 4:45 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Melvin Bankhead, III, Peter Dow, Bruce Haydon, Michelle Lane, Helene Kramer, Jan Peters, Melissa Stadler, Morgan Williams-Bryant
Prospective Board Candidates:	Marguerite Battaglia Mary Jo Pfeiffer
Excused:	Betty Evans Deborah Porter
Board Attorney:	Steven Polowitz
CSI Staff:	John Sheffield, Head of School

### 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 5, 2019 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, October 1, 2019

A motion to approve the minutes of the October 1, 2019 business meeting was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the Board.

### 5. Announcements/ Updates

- a. Charter Renewal Site Visit. The trustees debriefed about the renewal site visit conducted by a team from the NYSED Charter School Office on October 24 and 25, 2019.

### 6. Parent Association Report – Michelle Lane, Chair

- a. Ms. Lane reported that the Fall-o-Ween Party on Saturday, October 26 was a great success with over 220 children and parents attending. She thanked the parents who helped organize the event.

## Charter School of Inquiry

- b. A Parent Association meeting was held on Oct. 12 with 10 parents. Parents identified personal strengths that they could use to align with school activities, and discussed homework help and summer programming. Mr. Sheffield suggested that the issue of summer programming should be referred to the Finance Committee.

### 7. Board Professional Development – Definitions of NYS Performance Levels

Ms. Kramer reviewed the four performance levels used by NYSED to identify proficiency on NYS assessments. There were questions and discussion about the topic.

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

#### a. Consolidated Dashboard Report.

- *Dashboard Indicators.* Mr. Sheffield reviewed indicator on the dashboard report, including current student enrollment, the number of SPED and ENL students, student disciplinary actions, average daily attendance, staff diversity, professional development in October and student events in October.
- *Personnel.* Mr. Sheffield reviewed the backgrounds and positions he has recommended as new hires.

A motion to approve the new hires recommended by Mr. Sheffield was made Peter Dow, seconded by Michelle Lane and approved unanimously by the trustees.

### 9. Academic Committee – Peter Dow reporting

- a. Charter Renewal Application, Benchmark 1. Bruce Haydon moved to ratify approval of benchmark 1 submitted to State Ed on August 31, 2019. Morgan Williams-Bryant seconded the motion which was approved unanimously by the trustees.
- b. Student Performance. Dr. Dow asked trustees to identify the kind of information they would find helpful from the Academic Committee. Trustees asked for more frequent data about student progress, monthly progress toward goals, interventions used (how do children get from where they are to where we want them to be). Discussion followed.
- c. Board Goals – 2019-20 School Year. The board finalized board goals for 2019-20.

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

- a. Financial Statements – period ending September 30, 2019. Mr. Haydon reviewed the financial statements and reported that all was in order.

A motion to accept the financial statements for period ending September 30, 2019 was made by Melissa Stadler, seconded by Michelle Lane and approved unanimously by the trustees.

- b. Achievement Network Proposal. Mr. Sheffield reviewed 3 proposals from nationally recognized school review organizations. He is recommending approval of the Achievement Network proposal after an analysis as best aligning with CSI's needs.

A motion to approve Mr. Sheffield moving forward to enter into a contract with Achievement Network was made by Morgan Williams-Bryant, seconded by Michelle Lane and approved unanimously by the trustees.

### 11. Human Resources/Personnel Committee Report

- a. New Hires. See Head of School Dashboard Board section.

# Charter School of Inquiry

## 12. New Business.

- a. School Safety Plan. Mr. Sheffield explained the School Safety Plan which must get submitted annually to NYSED.

Melissa Stadler made a motion to approve the School Safety Plan, Jan Peters seconded and the trustees approved the plan unanimously.

- b. Executive Session – Confidential Legal Matter

Ms. Kramer asked for a motion to approve trustees, the Head of School and Board attorney to go into executive session to discuss a confidential legal matter. Jan Peters moved, Melvin Bankhead III seconded and the board approved the motion to go into executive session at 6:34 pm.

A motion to move out of executive session was made by Michelle Lane, seconded by Jan Peters and approved unanimously by the trustees at 6:58.

Ms. Kramer reported that the Board went into executive session to discuss a confidential legal matter.

## 13. Policy Review

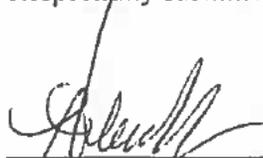
## 14. Other / Open Discussion. None

15. **Next Meeting:** November 5, 2019, 4:45 pm

## 16. Adjournment.

A motion to adjourn the meeting was made by Peter Dow, seconded by Jan Peters and approved unanimously by the Board at 7:03 p.m.

Respectfully submitted by:



Michelle Lane, Board Secretary

*Helene Kranna, Board Chair*

12/3/19

Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

December 3, 2019

### 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 co-chair, on Tuesday, December 3, 2019 at 4:58 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Melvin Bankhead, III, Peter Dow, Betty Evans, Bruce Hayden, Helene Kramer, Jan Peters
Prospective Board Candidates:	Marguerite Battaglia Mary Jo Pfeiffer
Excused:	Michelle Lane Deborah Porter Melissa Stadler Morgan Williams-Bryant
Board Attorney:	Steven Polowitz
CSI Staff:	John Sheffield, Head of School

### 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 3, 2019 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, November 5, 2019

A motion to approve the minutes of the November 5, 2019 business meeting was made by Jan Peters, seconded by Peter Dow and approved unanimously by the Board.

### 5. Announcements/ Updates

- a. Birthdays – The Board wished Melissa Stadler and Mark Rohloff happy birthdays!
- b. Fotini Golanes "My Mark Matters" Mural Project. Ms. Fotini Golanes, a noted Buffalo muralist, has been commissioned to paint a mural for a wing at Children's Hospital. She chose to paint the mural at CSI where she can engage the children in the process and meaning of her work. The projected start date is January 3, 2020.

## Charter School of Inquiry

- c. Kwanzaa Holiday Celebration. The holiday celebration this year, scheduled December 19 at 1:30 pm in the school auditorium, will feature the 7 principles of Kwanzaa. Sixth graders will be selling handmade artwork to raise money two local charities. Board members are encouraged to attend.
  - d. Education Board Partners. Ms. Kramer announced that CSI will work with Education Board Partners on the following board goals in the 2019-20 school year: board self-evaluation, development of a board member agreement, succession planning for Board of Trustees and Head of School, and the Head of School evaluation instrument and process for 2020-21.
  - c. Charter Renewal Update. The trustees discussed current charter renewal activity, including site visits Peter Dow made to the Hellenic Classical Charter School and Bronx School for the Arts in NYC. Trustees discussed potential strategic partnership with these schools to share insights about achieving NYS academic benchmarks and best practices.
6. **Parent Association Report – Michelle Lane, Chair (excused)**
- a. Mr. Sheffield reported that the Parent Association was sponsoring (1) a Movie Day (Polar Express) for children in younger grades on Dec. 14 and (2) a Yankee candle fundraiser.
7. **Board Professional Development**  
**“Understanding CSI Financial Statements,” Karen Burhans, Kirisits & Associates**  
Ms. Karen Burhans, CSI’s accounting consultant from Kirisits & Associates, reviewed CSI’s monthly financial statements, explained line items on the reports, and answered trustees’ questions.
8. **Head of School Report – John Sheffield**
- a. Consolidated Dashboard Report.
    - *Dashboard Indicators*. Mr. Sheffield reviewed indicators on the dashboard report, including current student enrollment, the number of SPED and ENL students, student disciplinary actions, average daily attendance, staff diversity, professional development in November and updates about general school activity.
    - *Personnel*. Mr. Sheffield reviewed the background of proposed new 5h grade teacher to replace position that has been filled by a long-term sub. He also reviewed open positions.
- A motion to approve the new hires recommended by Mr. Sheffield was made Melvin Bankhead III, seconded by Jan Peters, and approved unanimously by the trustees.
- b. School Review – Education Consulting Company  
Mr. Sheffield is vetting three independent consultants, in addition to the three he has already interviewed, to conduct a school quality review of CSI’s instructional, operational and governance activities with the goal of developing focused strategies to significantly improve children’s academic outcomes. Mr. Sheffield expects to make a recommendation at the next Academic Committee meeting on December 13.
9. **Academic Committee – Peter Dow reporting**
- a. Board Goals – 2019-20 School Year. The board reviewed revised language of an academic goal and then finalized board goals for the 2019-20 school year.

A motion to approve the 2019-20 board goals, as revised, was made by Bruce Haydon, seconded by Jan Peters and approved unanimously by the trustees.

## Charter School of Inquiry

- b. Tracking academic progress of children in ELA and Math. A comprehensive curriculum and mapping guide are in development. The new language arts program, Open Court, and new Math program, Math Expressions, are incorporated into the curriculum plan. Rubrics have been developed with implementation indicators for Math Expressions, Responsive Classroom, and inquiry-based classroom. Similar implementation indicators are being developed for Open Court, Social Studies, African American infusion and science. These rubrics and indicators will be used by the literacy and inquiry coaches when they observe teachers in the classroom to determine the areas of embedded professional development required for full proficiency.

The new AIMSWeb Plus software is being used to set goals and track the academic progress of each student on both ELA and Math skills. Students needing the most intense instruction (Level 3) are pulled out for RTI services, while Level 2 students receive RtI services in the classroom. Level 3 students are tested weekly; Level 2 students are tested every two weeks. Each student's growth is tracked against his or her individual goals in consultation with the classroom teacher.

Full notes from the Academic Committee meeting of November 15, 2019 are attached.

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

- a. Financial Statements – period ending October 31, 2019. Mr. Haydon reviewed the financial statements and reported that all was in order.

A motion to accept the financial statements for period ending October 31, 2019 was made by Bruce Haydon, seconded by Melvin Bankhead III and approved unanimously by the trustees.

- b. Resolution for Authorized Signatories on M&T Line of Credit.

A motion to approve the resolution to replace Morgan Williams-Bryant with Bruce Haydon as a signatory on the M&T Line of Credit was made by Jan Peters, seconded by Betty Evans, and approved unanimously by the trustees.

- c. Proposal – Dr. Diane Bessel, Daemen College

A motion to approve the proposal from Dr. Diane Bessel to conduct CSI's annual satisfaction surveys and prepare the HOS evaluation rubric was made by Jan Peters, seconded by Bruce Haydon and approved unanimously by the trustees.

- d. Proposal - Education Board Partners for Board Self-Evaluation.

A motion to approve a proposal from Education Board Partners to conduct a board self-evaluation was made by Betty Evans, seconded by Bruce Haydon and approved unanimously by the trustees.

### 11. Human Resources/Personnel Committee Report

- a. New Hires. See Head of School Dashboard Board section.

A motion to approve the new hire of a 5<sup>th</sup> grade teacher was made by Melvin Bankhead III, seconded by Jan Peters and approved unanimously by the trustees.

- b. Head of School Evaluation 2019-20

A motion to approve the Head of School evaluation instrument, as revised, for the 2019-20 school year was made by Bruce Haydon, seconded by Jan Peters and approved unanimously by the trustees.

# Charter School of Inquiry

c. Confidential Personnel Matter. – Executive Session

Ms. Kramer asked for a motion to go into executive session to discuss a confidential personnel matter. The motion was moved by Melvin Bankhead III, seconded by Jan Peters and the trustees unanimously approved the motion to go into executive session at 6:50 pm.

A motion to move out of executive session was made by Peter Dow, seconded by Jan Peters and approved unanimously by the trustees at 7:00 pm.

Ms. Kramer reported that the Board went into executive session to discuss a confidential personnel matter and asked for a motion to approve hiring an additional Student Support Coordinator. The motion was made by Peter Dow, seconded by Jan Peters and approved unanimously by the trustees.

**12. New Business.**

a. Resolution to Select Mary Jo Pfeiffer as a Final Trustee Candidate

A motion to select Mary Jo Pfeiffer as a final trustee candidate was made by Bruce Haydon, seconded by Betty Evans and approved unanimously by the trustees.

**13. Policy Review. None**

**14. Other / Open Discussion. None**

**15. Next Meeting: January 7, 2020, 4:45 pm**

NOTE: Due to holidays, Academic Committee is rescheduled to December 13 and Finance Committee is scheduled for December 17 at regular meeting times.

**16. Adjournment.**

A motion to adjourn the meeting was made by Bruce Haydon, seconded by Betty Evans and approved unanimously by the Board at 7:07 p.m.

Respectfully submitted by:



Michelle Lane, Board Secretary

HELENE KRAMER, BOARD CHAIR



Date

## **Notes on CSI Academic Committee Meeting held at 2:00 p.m. on 11.15. 2019**

Members Present: John Sheffield, Marie Giancarlo, Barry Schaub, Michelle Lane, Helene Kramer, and Peter Dow. Absent: Betty Evans. (Notes by PBD.)

Mission of the Meeting: To review performance goals monitoring plan in preparation for December Board meeting together with other business set forth in the agenda.

1. Marie Giancarlo made a brief presentation on the current status of the Curriculum Map and Pacing Guide, which is still a work in progress. A notebook containing the current state of the Map and Guide is available for board review.
2. Barry Schaub made a detailed presentation showing how the new AIMSWebbPlus software enables him to set goals and track the academic progress of each student in the school on both ELA and Math skills. Students in the lowest cohort (Level 3) receive "pull out" RTI services while Level 2 students receive special help within the classroom. Level 3 students are tested weekly and Level 2 students are tested every two weeks. Each student's growth is tracked against his or her individual goals set in consultation with the classroom teacher. This goal can be adjusted based on performance. Barry Schaub meets twice a semester with each teacher to review student progress. The AIMSWebbPlus software predicts the percentage of students that are not likely to achieve proficiency on the state tests given their current testing levels. We discussed special education testing and the provision of special education services for students with special education needs at CSI. Barry will prepare materials for the December Board meeting that explain our ongoing student evaluation process. Helene Kramer expressed a desire to see a summary report of overall student progress on ELA and Math a.s.a.p.
3. John Sheffield reported on the day-long professional development workshop that took the place on election day, November 5<sup>th</sup> conducted by Ann Ladriagan. In the morning she made a presentation on strategies to improve state test performance based on an analysis of CSI's test results. Among things she noted on the ELA results was that students were good at citing evidence but not at drawing conclusions. In the afternoon the teachers met in cross-grade groups taking randomly assigned roles of researcher, scribe and presenter to prepare topics for presentation to the rest of the group. Topics included such issues as "Why Words Matter: Guidelines for teacher language" "Developing Open-Ended Questions", and "Listening to Children's Questions". Also, TA's were trained on the AIMSWebbPlus software, and new teachers were introduced to the report card program. John noted that "there is much expertise within our ranks." A goal of the professional development program is to share that expertise. John also presented charts showing growth on NYS assessment between the 2017-2018 and 2018-2019 school years illustrating how CSI is moving toward closing the gap between CSI and Buffalo scores. He also discussed the score reports that

parents receive with details describing their children's NYS assessment performance.

4. We briefly discussed "summer enrichment," parent support, and SayYes but basically tabled these topics for a future meeting. Helene Kramer said she would contact David Rust, Director of SayYes, to see what services might be available to CSI.

The meeting adjourned at 3:40.

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

January 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 co-chair, on Tuesday, January 7, 2020 at 4:45 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Melvin Bankhead, III, Peter Dow, Betty Evans, Helene Kramer, Michelle Lane, Mary Jo Pfeiffer, Deborah Porter, Melissa Sadler

Excused: Bruce Haydon, Jan Peters

CSI Staff: John Sheffield, Head of School

### 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 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, December 3, 2019

A motion to approve the minutes of the December 3, 2019 business meeting was made by Michelle Lane, seconded by Melissa Stadler and approved unanimously by the trustees.

### 5. Announcements/ Updates

- a. Welcome Mary Jo Pfeiffer. The trustees welcomed Mary Jo Pfeiffer as its newest voting member. Mary Jo will serve on the Academic Committee.
- b. Morgan Williams-Bryant Resignation. Morgan gave notice of her resignation from the Board of Trustees due to conflicts with work hours and other outside commitments. Her contributions were many and she will be missed.
- c. Birthdays – The Board wished Trey Bankhead a happy birthday (January 11).
- d. Kwanzaa Holiday Celebration. Ms. Kramer congratulated the staff and children for a beautiful Kwanzaa celebration. Mr. Sheffield reported that the children raised \$436 for Roswell Park Cancer Hospital and Friends of the SPCA.
- e. Charter Renewal Update. The trustees discussed the letter sent to the Charter School Office on December 19, identifying the actions the CSI board and administration would take to ensure significantly better academic outcomes on NYS assessments over the next three years. Discussion ensued.

## Charter School of Inquiry

- f. Board Self-Evaluation - Status. Ms. Kramer asked anyone who had not yet completed the online survey to do so. In addition to the surveys, Melissa Stadler, Melvin Bankhead III, and Michelle Lane volunteered to be interviewed by Shereen Williams from Education Board Partners. Ms. Williams expects to compile the results and review a report with the board at its February 4 business meeting.
- g. Post-Holiday Party. The CSI staff post-holiday party is Friday, January 10. All trustees are invited.

### 6. Parent Association Report – Michelle Lane, Chair

- a. The last Parent Association meeting focused on the link between school and home and the benefits to children when school and home are aligned. Marie Giancarlo, CSI's inquiry coach participated in the discussion. Next meeting will be a luncheon scheduled in February; Ms. Giancarlo will conduct a follow-up workshop on how to support children and their homework. She will also conduct a training for parents on CSI's inquiry-based model.

### 7. Board Professional Development.

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

- a. Consolidated Dashboard Report.
  - *Dashboard Indicators*. Mr. Sheffield explained why there was a higher number of suspensions in December than previous months and strategies to reduce them. Also discussed adding a new step in procedures followed when students are absent. Two new students enrolled after Winter break bringing current enrollment to 312. Percent of ENL students enrolled stayed the same; SPED students increased by 1%. Reviewed professional development sessions held in December and events in November.
  - *Personnel*. Mr. Sheffield reviewed his recommendations for new hires, all of which have been budgeted. He also congratulated Barry Schaub, CSI's literacy coach and data/Rtl Coordinator; Mr. Schaub, who has completed work on his administrative certification, has resigned to accept an administrative position at another charter school. Mr. Sheffield explained that he would prefer to post the position in the Spring, possibly splitting into two positions, i.e., literacy coach and data specialist. However, in order to cover Mr. Schaub's responsibilities for the remainder of the school year, Mr. Sheffield requested the Board's approval to (1) increase hours for David Hetherly, independent consultant, to 30-35 hours with a maximum salary not to exceed \$30,000, and (2) to expand Marie Giancarlo's role to include literacy coaching with a \$2,000 stipend.

A motion to approve the new hires recommended by Mr. Sheffield was made Mary Jo Pfeiffer, seconded by Peter Dow and approved unanimously by the trustees.

A motion to approve increasing hours for David Hetherly, independent consultant, and to pay an additional stipend to Marie Giancarlo for expanded duties was moved by Melissa Stadler, seconded by Mary Jo Pfeiffer and approved unanimously by the trustees.

- b. School Review – Education Consulting Company

Mr. Sheffield vetted three additional independent consultants in addition to the three he has already interviewed. He is recommending The Learning Collective (TLC) to conduct a school quality review and develop a strategic plan to significantly improve children's academic outcomes. TLC's work is divided into two phases: (1) where CSI wants to be, and (2) how CSI will get there. A sample visit schedule was distributed.

# Charter School of Inquiry

## 9. Academic Committee – Peter Dow

- a. Presentation: Mock ELA Test and Review of Practice Results – Barry Schaub

Barry Schaub, CSI's literacy coach, explained the use of a practice ELA test to help identify for teachers the gaps in student learning, and to help students gain a better understanding of the ELA assessment and how it's structured. The first mock ELA test was administered at the beginning of December. E-Doctrina was populated with sample test items provided by the State to identify the skills children need to master at each grade level. A second mock test is scheduled for February. There is already considerable evidence that it's helping. Children are getting a better understanding of the instructions and how to correct simple misinterpretations. They are also learning about vocabulary and using words in context. Teachers are using the data as diagnostics and directing instruction specifically to address gaps.

Full notes from the Academic Committee meeting of December 13, 2019 are attached.

## 10. Finance/Audit Committee Report – Bruce Haydon, Chair / Helene Kramer reporting

- a. Financial Statements – period ending November 30, 2019. Ms. Kramer summarized the financial statements and reported that all was in order, including current ratio and cash on hand.

A motion to accept the financial statements for period ending November 30, 2019 was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the trustees.

- b. Replacement of BAK Computer Hardware. BAK computers, purchased approximately two years ago, presented a safety risk due to bulging batteries. BAK is no longer in business. The Finance Committee recommends approval of the expenditure required to replace the BAK computers with 30 Dell computers for staff and 64 Chromebooks for children. The total cost is approximately \$45,000.

A motion to approve the replacement of BAK computer hardware was made by Peter Dow, seconded by Melissa Stadler, and approved unanimously by the trustees.

- c. Extension of David Hetherly Contract. See I lead of School Dashboard section of minutes.
- d. Proposal – The Learning Cooperative. Cost for school review consultant was previously approved by trustees.

## 11. Human Resources/Personnel Committee Report

- a. New Hires. See Head of School Dashboard Board section.

## 12. Old Business

- a. Board Goals – Status of Implementation. The board reviewed board goals. Mr. Sheffield updated the board on progress related to organizational goals. Ms. Kramer reviewed the status of governance goals.

# Charter School of Inquiry

13. **New Business.** None

14. **Policy Review.** Ms. Kramer suggested that the board and administration begin a review of all policies to determine whether any need to be updated.

15. **Other / Open Discussion.** None

16. **Next Meeting:** February 4, 2020, 4:45 pm

17. **Adjournment.**

A motion to adjourn the meeting was made by Deborah Porter, seconded by Michelle Lane approved unanimously by the Board at 6:33 pm.

Respectfully submitted by:

  
\_\_\_\_\_  
Michelle Lane, Board Secretary

  
\_\_\_\_\_  
Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

February 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, on Tuesday, February 4, 2020 at 4:45 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present:	Melvin Bankhead, III, Peter Dow, Bruce Haydon, Helene Kramer, Michelle Lane, Jan Peters, Mary Jo Pfeiffer, Melissa Stadler
Excused:	Betty Evans, 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 February 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 Business Meeting, January 7, 2020

A motion to approve the minutes of the January 7, 2020 business meeting was made by Michelle Lane, seconded by Peter Dow and approved unanimously by the trustees.

**5. Announcements/ Updates**

- a. Michelle Lane, Parent Representative. Ms. Lane announced that she was promoted to Director of the Research Center for NYStarts and was moving to Rochester. Consequently, she will have to withdraw as the parent representative on the CSI board since she will no longer have a child enrolled. The board congratulated her on her promotion and expressed regrets about losing her on the board. She was a strong and positive voice for parents.
- b. Charter Renewal Update. The board reviewed and discussed at length two documents which had recently been sent to the Charter School Office. These were the “Next Steps” document with detailed plans for how to improve student performance over the next 3 years, and the letter regarding factual corrections to the Report of the Renewal Site Visit 2019-20,
- c. Fotini Galanes, Muralist. Ms. Galanas started the mural project in January with presentations to teachers and students in each K-6 classroom. The actual painting of the mural is expected to begin in late February.

## Charter School of Inquiry

- d. Rod Watson article in Buffalo News. Rod Watson, columnist with *The Buffalo News*, wrote a commentary about CSI titled, "Charter school does everything right – but that isn't reflected on state tests." In the article, published on January 30, Mr. Watson praised CSI's immersion of the everyday curriculum with the contributions of African-descended peoples. In the article, he acknowledged the school's low proficiency on ELA and math yet advocated for CSI to be given more time to prove that focusing on the contributions of African-descended people and academic goals "are not incompatible."
6. **Parent Association Report – Michelle Lane, Chair**

Ms. Lane reported that Parent Association meetings are scheduled every second Saturday of the month. The next one is February 15. Parents are given the opportunity to zoom in. Since Ms. Lane will be resigning from the board due to her move to Rochester, she is transitioning the Spring events to another parent and will help to facilitate the transition.
7. **Board Professional Development.** Ms. Kramer announced that Shercen Williams, Education Board Partners, will make a presentation at CSI's March 3 board meeting of the findings and recommendations from the Board's December 2019 self-evaluation.
8. **Head of School Report – John Sheffield**
  - a. Consolidated Dashboard Report.
    - *Dashboard Indicators.* Mr. Sheffield reviewed all indicators on the dashboard report. He noted that average daily attendance in January was only 85%, due to the high number of children who were out sick. A number of teachers were also out sick.
    - *Personnel.* Mr. Sheffield reviewed his recommendations for new hires – a permanent music teacher to replace the long-term sub and a special education teacher to replace a teacher who had resigned. Both positions are budgeted.

A motion to approve the new hires recommended by Mr. Sheffield was made Mary Jo Pfeiffer, seconded by Peter Dow and approved unanimously by the trustees.

- *Professional development regarding student performance.* Professional development in January focused on using data from the interim mock assessment and linking standards to necessary skill attainment. All teachers participated in a workshop on standards, scoring rubrics and data analysis. The purpose was to ensure teachers understood how to use the data from the mock assessment to ensure alignment with NYS standards and skills.
- *Events in January.* Reviewed presentations for students, field trips, and middle school recruitment night.
- *Academics and Student Performance.* See Academic Committee report.

### 9. Academic Committee – Peter Dow

- a. Presentation: State Mathematics Test Review – David Hetherly, Consultant Teacher

Mr. Hetherly explained that the State releases 75% of the actual ELA and Math questions from the previous year. These questions are used in 'mock' or 'practice' tests' to help students and teachers better understand the tests and NYSED expectations.

## Charter School of Inquiry

Using a selection of these questions, CSI faculty administered practice tests to students – ELA in December and Math in February. Immediately after students took the tests, they were scanned into BOCES' e-Doctrina system for scoring. Results are reported in real time and shared with teachers and students who analyze them together; they create examples of similar test questions so the students can understand the language of the questions and the logic underlying the correct answers. Students are asked to focus on the most important parts of the questions and to explain their thoughts and understanding of the questions. All children in grades 3 through 6 have an assessment folder with their individual results.

Mr. Hetherly distributed sample math questions, an item analysis report and exemplars that students and teachers create.

- b. African / African American Infusion Program. Dr. Dow shared a document created by Marie Giancarlo to demonstrate how the infusion of African and African American material is permeating all aspects of the school's curriculum. It is evolving at every grade level, every classroom, and every subject area by pursuing "targets of opportunity" as they arise, as well as planned inclusion of books and other materials associated with the standard curriculum. Examples include both historical and contemporary achievers of African-descended people, as well as numerous field trips to places like the Underground Railroad Museum in Niagara Falls.

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

- a. Financial Statements – period ending December 31, 2019. Mr. Haydon summarized the financial statements and reported that all was in order, including current ratio and cash on hand. M&T Bank representatives have been invited to the February Finance Committee meeting to discuss our accounts and options.

### 11. Human Resources/Personnel Committee Report

- a. New Hires. See Head of School Dashboard Board section.
- b. HR Policy Review. CSI policies related to human resources, such as FERPA and the Sexual Harassment and Abuse policy, will be referred to Alcott HR to determine if revisions to any are necessary.
- c. Union Labor Attorney. CSI's labor attorney resigned from Hodgson-Russ to start her own practice in another part of the State. Mr. Sheffield will be interviewing other labor attorneys to replace her.
- d. Board Goals–Mission Aligned Talent. Mr. Sheffield is having difficulty achieving the goal for current teaching assistants to pursue TA credentials. A suggestion was made to offer financial incentives. Mr. Sheffield will make a recommendation to the Board to incentivize employees.

### 12. Old Business

### 13. New Business.

### 14. Policy Review. See HR Report.

### 15. Other / Open Discussion. None

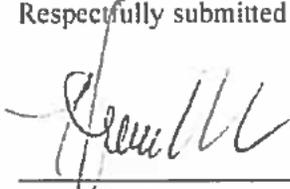
### 16. Next Meeting: March 3, 2020, 4:45 pm

# Charter School of Inquiry

## 17. Adjournment

A motion to adjourn the meeting was made by Michelle Lane, seconded by Melissa Stadler and approved unanimously by the Board at 6:37 pm.

Respectfully submitted by:



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Helene Kramer, Board Chair

March 3, 2020

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Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

**March 3, 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, March 3, 2020 at 4:50 p.m. at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Melvin (Trey) Bankhead, III, Peter Dow, Richard (Bruce) Haydon, Helene Kramer, Jan Peters, Mary Jo Pfeiffer, Melissa Stadler

Excused: Betty Evans, Deborah Porter

CSI Staff: John Sheffield, Head of School

**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 March 3, 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, February 4, 2020. Ms. Stadler noted two corrections to the minutes.

A motion to approve the minutes of the February 4, 2020 business meeting, with two corrections cited, was made by Mary Jo Pfeiffer, seconded by Peter Dow and approved unanimously by the trustees.

**5. Announcements/ Updates**

- a. Birthdays. March birthdays were acknowledged.
- b. Charter Renewal Update. The board discussed the charter renewal, the renewal site visit report, as well as the upcoming school quality review and strategic planning.
- c. Committee Meeting Minutes – standardization. Discussed standardizing the format of committee meeting minutes. Ms. Peters will send the template she uses for HR Committee for review by other committee chairs for possible adoption.
- d. Board Member Recruitment. Ms. Kramer reported that several parents are under consideration for recommendation as Parent Representative of the Board. Interviews with them are upcoming. There is also an opening for a new board member with an elementary education background. Nominations are welcome.

## Charter School of Inquiry

- c. Coronavirus. Board discussed guidance from NY State Education Department and NYS Health Department regarding the coronavirus. Mr. Sheffield reported that a letter to parents is being prepared for distribution. He also shared precautions that are being taken at the school to mitigate the spread of the virus.
6. **Parent Association Report.** None.
  7. **Board Professional Development.** Sherreen Williams, Education Board Partners, presented findings and recommendations from the December 2019 Board Effectiveness Self-Evaluation. There was considerable discussion, particularly regarding options for reporting academic data to the Board of Trustees. Ms. Williams will make available a copy of her presentation slides.
  8. **Head of School Report – John Sheffield**
    - a. Consolidated Dashboard Report.
      - Dashboard Indicators. Mr. Sheffield reviewed all indicators on the dashboard report. Average daily attendance has improved, and suspensions were down. He reported student recruitment activities, including an Open House on March 31 and advertising through social media, WBLK and The Challenger.
      - Personnel. Mr. Sheffield reviewed his recommendations for new hires – a substitute teaching assistant and a long-term sub for 5<sup>th</sup> grade.

A motion to approve the new hires recommended by Mr. Sheffield was made Melissa Stadler, seconded by Jan Peters and approved unanimously by the trustees.

- Professional development. Professional development in February was canceled due to inclement weather. January's professional development focused on two days of training with Erie 1 BOCES on eDoctrina, additional coaching on Responsive Classroom with Dr. Andy Steck, creating and using ELA/Math exemplars, next steps with Tier 2 of Response to Intervention, and SPED regulations.
  - Events in February. Reviewed presentations for students, field trips, and other student-centered activities.
  - Academics and Student Performance. See summary in Academic Committee report. Full report attached to minutes.
9. **Academic Committee – Peter Dow**
    - a. School Quality Review. Adam Aberman of TLC will be conducting the School Quality Review May 11 through May 13 followed by a strategic planning session with the Board of Trustees May 26 through 28.
    - b. Niagara Charter School Site Visit. Peter Dow and Marie Giancarlo visited the Niagara Charter School, a school with similar demographics to CSI and with good academic outcomes, to elicit ideas for improving CSI's student academic outcomes.
    - c. Preparation for State Testing. Practice tests using released test items from the 2017-2019 ELA tests and 2018-20 Math test were administered to CSI students to help them understand how test questions are constructed. Teachers are using test results, made available immediately through eDoctrina, to inform instruction.

## Charter School of Inquiry

- d. Draft plan for interdisciplinary inquiry-based Instructional model with Infusion of AA content. There was much discussion in academic committee. It was determined that while much of this is already in place, the Board needed to see a summary of the plan to codify implementation.
- e. Online Inquiry Course. Ms. Giancarlo, Inquiry Coach, will take an online course, "Teaching Children How to Ask Questions," offered jointly by The Right Question Institute and the Harvard Graduate School of Education. The purpose is to build capacity at CSI for how to incorporate children's questions into the teaching and learning process.

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

- a. Financial Statements – period ending December 31, 2019.

A motion to accept the financial statements for period ending December 31, 2019 was made by Mary Jo Pfeiffer, seconded by Peter Dow and approved unanimously by the trustees.

- b. Financial Statements – period ending January 31, 2020

A motion to accept the financial statements for period ending January 31, 2020 was made by Peter Dow, seconded by Jan Peters and approved unanimously by the trustees.

- c. IRS Income Tax Filing for 2018, Several corrections were made to the draft tax filing.

A motion to approve the IRS Income Tax Filing for 2018, with noted revisions, was made by Melissa Stadler, seconded by Bruce Haydon and approved unanimously by the trustees.

- d. M&T Bank Resolutions-Account Signature Authority. Ms. Kramer asked for a motion to approve signature authority on three M&T accounts.

A motion to approve signature authority for Helene Kramer, Peter Dow, Richard B. Haydon and John Sheffield on the CSI savings account, escrow account and capital reserve fund account was made by Mary Jo Pfeiffer, seconded by Bruce Haydon and approved unanimously by the trustees.

- e. BPS Claw-back for SPED reimbursement. Ms. Kramer reported that charter schools agreed to work together to file an intercept if BPS reduces reimbursements below that which is billed. Kirisits & Associates will work to coordinate this action for any charter schools that want to be involved.

### 11. Human Resources/Personnel Committee Report

- a. New Hires. See Head of School Dashboard Board section.
- b. Confidential Personnel Matter (Executive Session)

A motion for the trustees and John Sheffield, Head of School, to go into executive session to discuss a confidential personnel matter was made by Jan Peters, seconded by Bruce Haydon and approved unanimously by the trustees at 5:07 pm.

A motion to move out of executive session was made by Peter Dow, seconded by Trey Bankhead and approved unanimously by the trustees at 5:20 pm.

## Charter School of Inquiry

Ms. Kramer reported that the board was in executive session to discuss a confidential personnel matter.

A motion to approve ratification of an employee terminated for cause was made by Mary Jo Pfeiffer, seconded by Melissa Stadler and approved unanimously by the trustees.

12. Old Business. None

13. New Business. None

14. Policy Review. None

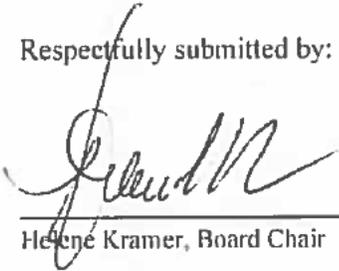
15. Other / Open Discussion. None

16. Next Meeting: April 7, 2020, 4:45 pm

17. Adjournment

A motion to adjourn the meeting was made by Bruce Haydon, seconded by Trey Bankhead and approved unanimously by the Board at 6:55 pm.

Respectfully submitted by:



\_\_\_\_\_

Helene Kramer, Board Chair

4/7/20  
\_\_\_\_\_

Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

April 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, April 7, 2020 at 4:52 p.m. via Zoom video conferencing.

- |                      |   |
|----------------------|---|
| Trustees Present:    | Melvin (Trey) Bankhead, III, Peter Dow, Richard (Bruce) Haydon, Helene Kramer, Jan Peters, Deborah Porter, Mary Jo Pfeiffer |
| Excused:             | Betty Evans, Melissa Stadler  |
| Prospective Trustee: | Nichelle Gray, Parent Rep   |
| 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 April 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, March 3, 2020.

A motion to approve the minutes of the March 3, 2020 business meeting was made by Bruce Haydon, seconded by Deborah Porter and approved unanimously by the trustees.

**5. Announcements/ Updates**

- a. Board Member Recruitment. Ms. Kramer introduced and welcomed Nichelle Gray, candidate for Parent Representative on the CSI Board of Trustees.
- b. Charter Renewal Update. The Charter School Office announced in a webinar that schools whose charter renewals were scheduled to go before the Board of Regents in April were delayed until May.

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

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

## Charter School of Inquiry

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

- a. “Next Steps” Progress and Results Report. The document was submitted to the Charter School Office on March 11, 2020 to support CSI’s case for charter renewal. It included a commitment to improve board effectiveness, conduct a School Quality Review, develop a strategic plan, build strategic partnerships with high performing charter schools with the same demographics as CSI, and ensure the ability to meet student performance benchmarks. Since school closure due to coronavirus, some of the next steps will not be possible. Decided that Mr. Sheffield will ask CSO liaison about how to proceed at next check-in meeting.
- b. NYSED Charter School Guidance from David Frank, ED, Charter School Office. Guidance dated March 16, 2020, which was the first Monday school was closed due to coronavirus concerns. Guidance included:
  - request to submit detailed educational continuity plans during the school closure.
  - flexibility for board meetings to be held via recorded and transcribed videoconference.
  - information about how public notice of meetings must be posted.
  - information about flexibility with April 1 lottery.
  - request to track attendance for students participating in alternative instruction.
  - flexibility in scheduling NYS assessments.
- c. COVID-19 Closure Response Plan. Reviewed plan submitted by John Sheffield to Charter School Office on March 20, 2020. Teachers are using both paper packets of material and on-line sessions for instruction. Online working well for grades 4,5,6 but not as well for grades K,1,2. Parents have mostly been happy, however, when issues reported, Mr. Sheffield follows up with the parent. If students can’t be reached at all, or they are not engaged, teachers are asked to let Mr. Sheffield and Ms. Johnson know for follow up. Teachers are reporting to John every day about how things are going. Nichelle Gray, prospective parent rep, reported that she gets many alerts from teachers; with 3 children in the school it can be overwhelming. She’s trying to organize the material into a system that works for her. She related that she would attempt to set up a Facebook page to communicate with parents.  
Spring Break: District schools are required to continue instruction through Spring Break. Charters have flexibility. CSI teachers giving children assignments for several days (not Zoom). Officially cancelling vacation, although work going to children is a lighter load.
- d. Recent Announcements from State Ed, Governor, Board of Regents. Governor Cuomo has extended school closure through April 29. At its meeting on April 6, Board of Regents issued emergency regulatory amendments: Lotteries may be held remotely, although notice must be given on websites of the date, time and place of lottery; federal government has approved a one-year waiver for State Assessments and commissioner may modify timelines for 2019-20 through 2021-22 school years. Initial report regarding school funding formula for 2021 included a 5.5% reduction, although the situation is fluid.
- a. Consolidated Dashboard Report.
  - Dashboard Indicators. Mr. Sheffield reviewed all indicators on the dashboard report, although they represent data only through March 13. Student recruitment: Open House

## Charter School of Inquiry

scheduled for March 31 was cancelled, although ads are running on WBLK and on social media. Reregistration deadline for returning children was March 25 but school building was closed. The number of returning children is not yet known.

PI Synergies, our IT contractor, is building an enrollment application form which can be completed on the CSI website and sent to CSI directly. The number of returning children is not yet known.

- *Professional development.* Two professional development sessions were held in March but two were postponed due to school closure.
- *Events in March.* There were 3 Women's History month presentations. Fourth graders went on field trip to Darwin Martin House.

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

- a. Head of School will replace the Literacy Coach position vacated by Barry Schaub's departure, and is proposing three new positions for the 2020-21 school year as the budget allows. The new positions include a Director of Curriculum and Instruction, an Assistant Principal and a Math Coach. The Committee viewed these positions favorably. Job descriptions will be developed, and the new positions will be submitted for Board approval once the 2020-21 budget has been finalized.

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

- a. Financial Statements – period ending February 29, 2020.

A motion to accept the financial statements for period ending February 29, 2020 was made by Peter Dow, seconded by Trey Bankhead and approved unanimously by the trustees.

- b. BPS Claw-back of Prior Year SPED reimbursement. Hodgson-Russ is representing CSI, along with several other charter schools, in challenging the legal authority to recoup alleged repayments. Kirisits & Associates is representing CSI and several other charter schools in submitting an intercept to NYSED. They will issue documents to authorities at the appropriate time.
- c. Purchase Additional Chromebooks. Mr. Sheffield asked for approval to purchase 50 additional Chromebooks in addition to the inventory we already have. This is in anticipation of mass distribution to students and the likelihood that a certain number will be lost, stolen or damaged. The cost is approximately \$500 each, including hardware, software licenses and IT configuration.

A motion to approve the purchase of 50 new Chromebooks at a total cost of approximately \$25,000 was made by Bruce Haydon, seconded by Trey Bankhead and approved unanimously by the trustees.

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

- a. Hodgson-Russ Proposal for Legal Services. The proposal was previously approved by the Board via email. Ms. Peters asked the board to formally ratify approval.

A motion to ratify approval of the Hodgson-Russ Proposal for Legal Services was made by Jan Peters, seconded by Trey Bankhead and approved unanimously by the trustees.

## Charter School of Inquiry

- b. Appreciation Bonus for Union members (MOA) and staff. The HR Committee is recommending an appreciation bonus for union members and all other staff for their extraordinary efforts in continuing instruction and business operations during school closure due to the coronavirus.

A motion to approve a \$300 bonus for union members through a Memorandum of Agreement was made by Peter Dow, seconded by Helene Kramer and approved unanimously by the trustees.

A motion to approve a \$300 bonus for non-union employees was made by Peter Dow, seconded by Deborah Porter and approved unanimously by the trustees.

12. **Old Business.** None

13. **New Business.** None

14. **Policy Review.** None

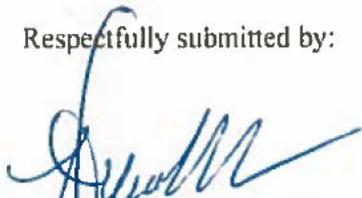
15. **Other / Open Discussion.** None

16. **Next Meeting:** May 5, 2020, 4:45 pm

17. **Adjournment**

A motion to adjourn the meeting was made by Deborah Porter, seconded by Trey Bankhead and approved unanimously by the Board at 6:15 pm.

Respectfully submitted by:

  
\_\_\_\_\_  
Helene Kramer, Board Chair  
\_\_\_\_\_  
Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

May 5, 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, May 5, at 4:45 p.m. via Zoom video conferencing.

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

Excused: Betty Evans

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 May 5, 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, April 7, 2020.

A motion to approve the minutes of the April 7, 2020 business meeting was made by Peter Dow, seconded by Deborah Porter, and approved unanimously by the trustees.

### 5. Announcements/ Updates

- a. Board Member Recruitment. Ms. Stadler reported that Nichelle Gray was in process of completing the paperwork for NYSED to become the Parent Representative on the Board of Trustees. She also reported that we are continuing to recruit a person with elementary instruction experience.
- b. Employee Bonus. The bonus the Board voted to give to all employees in appreciation for their work during the school closure was distributed with the last paychecks. Ms. Kramer received many expressions of thanks from the staff and related those to the trustees.
- c. Satisfaction Surveys. Ms. Kramer announced that Dr. Diane Bessel would begin drafting the annual satisfaction surveys for parents, teachers and students that are required in our charter application. She noted that, with school closure in mid-March, this year's satisfaction surveys would have to ask significantly different kinds of questions.

## Charter School of Inquiry

6. **Parent Association Report.** Ms. Nichelle Gray, prospective parent representative to the board sent an email apologizing for not being able to attend the board meeting but relayed that she had created a private Facebook group for the Parent Association. She is working to grow the parent membership.

7. **Board Professional Development – Shereen Williams, Chief Knowledge Officer -Education Board Partners**

Ms. Williams presented partial findings of the December 2019 Board self-evaluation at CSI's March board meeting. She presented the remainder of her findings, specifically about board committees and the potential creation of a Governance Committee, at this meeting. She reviewed the purpose of a Governance Committee and its charge in ensuring the BOT maintains best practices, leads development of board-level goals, recruits and onboards new trustees, ensures policies are reviewed regularly and engages in an annual self-evaluation. Other functions can be added, such as the annual Head of School evaluation. Ms. Kramer will follow up with the Human Resources Committee and the full board to determine if a Governance Committee is feasible.

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

- a. Charter Renewal Update. Mr. Sheffield announced that our renewal was not on the calendar at the Board of Regents (BOR) meeting yesterday. We will ask the Charter School Office when our renewal application will be presented to the BOR.
- b. Update to Charter School Office on Key Initiatives and Next Steps. Previous report sent on March 11, 2020. CSO requested an updated report to identify how CSI was addressing key initiatives and next steps since school closure on March 16. Mr. Sheffield submitted the updated report on April 30, 2020.
- c. SQR & Strategic Planning with Adam Aberman, The Learning Collective. Adam Aberman will conduct CSI's School Quality Review on Monday and Tuesday, 5/11 and 5/12. He will schedule Zoom meetings and focus groups with CSI's leadership team, teachers, coaches, administrative staff, and board members. He will also observe videos of teachers' instructional sessions with students and conduct a document review. His SQR report is due May 15. Strategic planning sessions will begin after the School Quality Review has been completed. Board members will participate in four strategic planning sessions. The Board selected the most convenient dates for them to participate. Ms. Kramer will communicate dates to Mr. Aberman and confirm the schedule with board members.
- d. Consolidated Dashboard Report.  
*Dashboard Indicators.* Schools were closed the entire month of April due to the coronavirus pandemic. Mr. Sheffield reviewed the indicators on the dashboard report he could report on and reviewed other activities:
  1. *Continuous Instruction.* Children are getting instruction during closure in multiple formats, including on-line sessions and videos, hardcopy material, and phone calls.
  2. *Internet and wi-fi access.* Chromebooks were distributed to families who had, or were able to get, internet access, although there are a number of families who still do not have access to Wi-Fi. CSI's tech people have been working on getting hot spots installed so that all CSI children can eventually get instruction through on-line access. Adding hot spots throughout the city is a critical issue so families can all have access to distance learning.
  3. *Communication with families.* Mr. Sheffield has been communicating with parents about what is working to give him insight into planning for longer-term closure, if needed.

## Charter School of Inquiry

4. *BOCES*. CSI is working with BOCES on professional development through webinars for teachers to help them with challenges they experience (self-care).
  5. *Report Cards*. Mr. Sheffield is following NYSED guidelines related to report cards.
  6. *Student engagement*. 92% of children are engaged in *some way* – through online applications, phone, or emails - however, they are not all engaged 100 percent of the time. Eight percent (8%) are not engaged at all. Mr. Sheffield is making calls to families to encourage involvement.
  7. *Frustration growing in families*. CSI's social worker is talking with many families and developing Zoom tutorials to reach more people.
  8. *Student recruitment/enrollment*. Enrollment is going slower this year. Could not schedule an open house but are getting applications in through advertising on WBLK, The Challenger, promotional videos on Facebook, by targeting specific populations, and a Juneteenth video. Next year, our enrollment application will be fully online.
  9. *Staffing*. There have been no new additions to staff and no resignations.
  10. *Student Promotion/Retention*. Following NYSED recommendations, which suggest that decisions about promotion/retention be made, as much as possible, based on how children were doing (their skill levels) before COVID-19 closure.
  11. *6<sup>th</sup> graders*. Mr. Sheffield is working on placing the graduating 6<sup>th</sup> graders. I held an Open House before school was closed for parents of 6<sup>th</sup> graders to meet with school representatives of potential receiving schools.
  12. *ENL children*. CSI's ENL teacher, Mr. Magavern is working with 12 ENL children. Most of his communication is by telephone; Mr. Magavern bicycles to his children's houses to leave hard-copy material and follows-up by phone.
  13. *SPED children*. Special ed teachers are doing individual sessions with their children and are working to modify assessments based on IEP goals. Buffalo Hearing and Speech is providing remote services.
  14. *NYSED/CSO Resource Page*. Mr. Sheffield reviews for new information.
- c. Takeaways from NYSED, Gov. Cuomo, NY Charter Schools Association
1. *Summer School*. Schools will be closed for the remainder of this school year. A decision about summer school instruction will be made later in May.
  2. *Survey*. The NYSED Charter School Office has asked charters to complete a mandatory survey regarding the implementation of continuity of learning plans during the COVID19 pandemic.
  3. *Data Privacy Officer*. Schools are required to identify a data privacy officer by May 8.
  4. *Re-entry planning*. Webinar with suggestions from A-Net and The New Teacher Project. They recommended starting now to organize a planning team, develop a strategic plan, focus on academics (remediation not helpful) but also social-emotional support for children and staff. They shared a suggested timeline.
9. **Academic Committee – Peter Dow, Chair**
- a. Discussed status of remote instruction, arrangements for SQR / strategic planning, and staffing structure.
  - b. Marie Giancarlo, CSI's Inquiry Coach taking Harvard GSE on-line course on "Teaching Students to Ask Their Own Questions." Will conduct professional development with teachers to implement the strategies over time.

# Charter School of Inquiry

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

- a. Financial Statements – period ending March 31, 2020. Mr. Haydon reported that there were some favorable and unfavorable variances; most were due to timing issues. Financial position strong.

A motion to accept the financial statements for period ending March 31, 2020 was made by Deborah Porter, seconded by Peter Dow, and approved unanimously by the trustees.

- b. Budget Development 2020-2021. Budget development for 2020-21 is in process. CSI will forecast different scenarios due to questions about funding levels. Mr. Sheffield and Ms. Monin from CSI are working with Ms. Burhans from Kirisits to draft and share proposed budget(s) at the next Finance Committee.
- c. BPS Claw-back of Prior Year SPED reimbursement. Hodgson-Russ, our attorney, sent letter to BPS questioning legal basis of the claw back. Intercept will be filed to NYSED for CSI after the May payment from BPS.

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

- a. Harassment Prevention Policy. Ms. Peters reported that this is a revised policy drafted by Alcott and reviewed by CSI's labor attorney at Hodgson-Russ.

A motion to approve the revised Harassment Prevention Policy was made by Mary Jo Pfeiffer, seconded by Trey Bankhead, and approved unanimously by the trustees.

- b. Term Life Insurance for Union members (MOA) and for non-union staff. CSI would like to make this new benefit available to all employees during the open enrollment period. The annual cost is approximately \$2,300.

A motion to approve the MOA for Term Life Insurance for Union members was made by Melissa Stadler, seconded by Peter Dow, and approved unanimously by the trustees.

A motion to approve the addition of Term Life Insurance for non-union employees was made by Bruce Haydon, seconded by Peter Dow, and approved unanimously by the trustees.

- c. New York State Mandatory Paid Sick Leave. Ms. Peter reported that NYS had enacted mandatory paid sick leave which goes into effect on September 30, 2020 with benefits beginning January 1, 2021.
- d. Head of School Evaluation. The 2019-20 HOS evaluation will be revised due the school closing and the need for crisis management during the pandemic. The 2020-21 HOS evaluation will be different than previous ones; it will be based on the Education Board Partners toolkit for HOS evaluation.

## 12. Old Business. None

# Charter School of Inquiry

## 13. New Business.

- a. Board Member Agreement. Ms. Kramer explained that the board member agreement is a board best practice. The one under consideration was developed using a template from Education Board Partners and agreements from other charter schools. It incorporates in writing what CSI trustees have been doing in practice. If approved, Ms. Kramer will ask all board members to sign it for the record.

A motion to approve the Board Member Agreement was made by Bruce Haydon, seconded by Mary Jo Pfeiffer, and approved unanimously by the trustees.

14. **Policy Review.** See Harassment Prevention Policy in section 11a above.

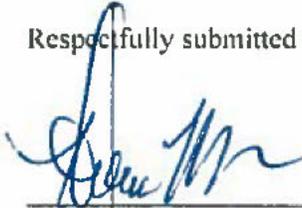
15. **Other / Open Discussion.** None

16. **Next Meeting:** June 2, 2020, 4:45 pm

## 17. Adjournment

A motion to adjourn the meeting was made by Peter Dow, seconded by Bruce Haydon, and approved unanimously by the Board.

Respectfully submitted by:



Helene Kramer, Board Chair

June 2, 2020  
Date

# Charter School of Inquiry

## Regular Monthly Board Meeting Minutes

**June 2, 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, June 2, at 4:50 p.m. via Zoom video conferencing.

Trustees Present:	Melvin (Trey) Bankhead, III, Peter Dow, Richard (Bruce) Haydon, Helene Kramer, Jan Peters, Deborah Porter, Mary Jo Pfeiffer
Excused:	Betty Evans
Proposed Trustees:	Nichelle Gray Latise Hairston
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 June 2, 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, May 5, 2020.

A motion to approve the minutes of the May 5, 2020 business meeting was made by Deborah Porter, seconded by Jan Peters, and approved unanimously by the trustees.

**5. Announcements/ Updates**

- a. Melissa Stadler Resignation from BOT. Ms. Kramer announced that she received Melissa Stadler's letter of resignation from the Board of Trustee, effective May 31, 2020. Ms. Stadler was originally recruited through Leadership Buffalo and was one of the longest-serving trustees. She grew up in CSI's neighborhood and had a great affinity for the school and the children. CSI trustees are grateful for her service and wished her well.
- b. Jan Peters – Happy Birthday on June 19. The trustees wished Ms. Peters a happy birthday.
- c. Satisfaction Surveys. Ms. Kramer reported that she had approval from the NYSED Charter School Office to skip the satisfaction surveys this year because of the school closing.

## Charter School of Inquiry

6. **Parent Association Report.** Ms. Nichelle Gray, prospective parent representative to the board, reported that she is continuing to work on growing the parent membership through a private Facebook group.

7. **Board Professional Development.** None

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

- a. Charter Renewal Update. CSI's charter renewal is on the agenda for the Board of Regents' June 8 meeting. The Charter School Office will contact us later this week to advise us of their recommendation for renewal.
- b. SQR & Strategic Planning with Adam Aberman, The Learning Collective. Adam Aberman completed CSI's School Quality Review through Zoom sessions. Board members received his report. Strategic planning sessions begin Monday, June 8 and ends June 11. Ms. Kramer will send trustees the Zoom link and schedule of sessions.
- c. Status of Remote Learning. Fewer children were engaged this month than last month (68% vs. 92%). There was considerable discussion about the effect of remote learning on parents, who are reportedly feeling overwhelmed and exhausted. Mr. Sheffield reported that all principals with whom he has spoken say the same thing, i.e., engagement has been dropping off everywhere. Regarding a question about how children were adapting to online learning, Mr. Sheffield reported that children love seeing their teachers and their friends; they are starving for interaction with their peers. CSI is applying for a grant from the Cullen Foundation to get eight (8) additional personal hot spots for CSI families so they can have wireless internet access. We are also ordering 50 more Chromebooks.
- d. School Continuation Planning.  
*Current School Year.* Teachers prepared hard copy instruction packets with lessons up until June 15. After that, online instruction will be offered until June 26, the end of CSI's school year.

*Summer School.* Survey of parents showed approximately 40 interested in a summer program. Three options were under consideration: (1) organize our own program (2) participate in National Summer School Institute which Cullen Foundation will partially support, but only children in grades 4 to 9 are eligible, and (3) participate with Say Yes Buffalo, which offers a summer program but with limited seats and reduced funding. Mr. Sheffield reported that the best option is to organize our own program with online instruction during the summer; it would be staffed primarily by CSI staff. He has also secured 15 seats in a full-day program at two Boys and Girls clubhouses.

*August Return to Bricks and Mortar.* Mr. Sheffield is using guidance from CDC (Centers for Disease Control) in planning for reopening the school building. In alignment with the CDC's guidance, he is ordering hand-held thermometers, 150 desks, sneeze guards, and hand-sanitizers for placement throughout the building. There can be no common supplies. He has asked for a proposal from Boys and Girls Club to run the extended day program next year. Their program would run to 6:00 pm and provide dinner for students.

## Charter School of Inquiry

c. Consolidated Dashboard Report.

May was a busy month with summer school planning, EOY student retention decisions, 2020-21 budget development, planning for Kindergarten and CSI's first 6<sup>th</sup> grade graduation. *Kindergarten and 6<sup>th</sup> grade graduation.* Staff is planning a drive-through graduation for Kindergarten on June 19; they are still planning 6<sup>th</sup> grade graduation.

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

- a. Review Charge to Committee. Discussed central charge to Academic Committee, i.e., to monitor student performance to determine how well out students are doing academically and how data is being used to inform instruction.
- b. Rubrics. There was a suggestion to develop rubrics aligned with state standards to evaluate learning expectations and how the standards are attained.
- c. Example of Using Children's Own Curiosity to Learn. Marie Giancarlo reported that one of her children asked how she could do a science journal about her pet turtle.

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

- a. Financial Statements – period ending April 30, 2020. Mr. Haydon reported that there were some favorable and unfavorable variances; most were due to timing issues. Financial position strong. Current ratio continues to be favorable.
- b. Budget Development 2020-2021. CSI administration is working with Kirisits & Associates to develop final budget draft, which will be discussed at the June Finance Committee meeting with a potential board vote by July 7 board meeting.

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

- a. Head of School Evaluation 2019-20 revised (addendum). Ms. Peters explained that the original evaluation instrument for 2019-20 was developed before closing of the school on March 16. Due to the closing, there are evaluation criteria which can no longer be measured, i.e., there will be no satisfaction surveys administered this year, and there are no final local assessments (AIMSweb) being administered. The addendum identifies leadership activities from a Danielson Framework which provides a rubric to help assess the Head of School's leadership during the COVID19 pandemic when schools were closed.

A motion to approve the addendum to the 2019-20 HOS evaluation instrument was made by Peter Dow, seconded by Trey Bankhead, and approved unanimously by the trustees.

- b. BOT Administrative Assistant. The salary for the position was approved by Finance Committee and the board approved the job description several months ago. Ms. Peters announced that we would begin recruitment for the position. Lynn Monin will post it on the WNYRIC website.
- c. Governance Committee Transition. The HR Committee is working to identify activities that are responsibilities of the Head of School and, consequently, do not need to come to the HR Committee, or are Board of Trustees matters that might be rolled into a Governance Committee.

**12. Old Business. None**

**13. New Business. None**

## Charter School of Inquiry

### 14. Policy Review. None

**15. Other / Open Discussion.** Mr. Bankhead asked how the school might respond to the recent public protest movement over the death of George Floyd, police brutality and general systemic racism. There was much discussion. The board decided to write a letter to parents and the general community about CSI's position. It was decided that the letter would be signed by John Sheffield, Head of School, and Helene Kramer, Board Chair. Helene Kramer and Mr. Bankhead will collaborate on drafting the letter with the intent of releasing it by Friday, June 5.

### 16. Next Meeting(s):

- a. Annual meeting – July 7, 4:45 pm to elect board officers and sign up for committee assignments.
- b. Board business meeting – July 7, immediately following annual meeting.

### 17. Adjournment

A motion to adjourn the meeting was made by Peter Dow, seconded by Bruce Haydon, and approved unanimously by the Board at 6:55 pm.

Respectfully submitted by:



\_\_\_\_\_  
Melvin Bankhead, III – Board Secretary

8 Jun 2020

\_\_\_\_\_  
Date



## Organizational Chart

**Board of Trustees**



**Head of School**



---

**Director of Operations**

Administrative Assistant Receptionist Facilities Manager (Custodian)	Student Support Coordinator Social Worker(s) Nurse	Literacy Coach Inquiry Coach	K-6 Teachers Special Education Teachers RTI Specialists ESL Teacher(s) Substitute Teachers	Special Subject Teachers (art, music, physical education)
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4 Independence Day

JULY 2020						
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 2021						
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						

- 1 New Year's Day – No school
- 8 Early Dismissal 12:30pm No Extended Day Staff PD Day
- 18 M.L. King Day – No School

Student-19 days

17-31 Staff Report

AUGUST 2020						
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 2021						
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						

- 5 Early Dismissal 12:30pm No Extended Day Staff PD Day
- 12 No Extended Day
- 15-19 Winter Break – No School

Student-15 days

- 1-4 Staff Report
- 7 Labor Day- No school
- 8 Student First Day of School
- 17 Meet the Teacher Night

SEPTEMBER 2020						
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 2021						
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			

- 5 Early Dismissal 12:30pm No Extended Day Staff PD Day
- 17-18 Parent/Teacher Conferences 4-6pm

Student-23 days

- 2 Early Dismissal 12:30pm No Extended Day Staff PD Day
- 12 Columbus Day- No School
- 14-15 Parent/Teacher Conferences 4-6pm

OCTOBER 2020						
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 2021						
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	

- 1 No Extended Day
- 2-9 Spring Break – No School
- 29 Early Dismissal 12:30pm No Extended Day Staff PD Day

Student-16 days

- 3 Election Day - No School Staff PD Day
- 11 Veterans Day – No School
- 25 Early Dismissal 12:30pm No Extended Day
- 26-27 Thanksgiving Day Recess-No School

NOVEMBER 2020						
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 2021						
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					

- 13 Early Dismissal 12:30pm No Extended Day Staff PD Day
- 28 Early Dismissal 12:30pm No Extended Day
- 31 Memorial Day – No School

Student-20 days

- 4 Early Dismissal 12:30pm No Extended Day Staff PD Day
- 23 Early Dismissal 12:30pm No Extended Day
- 24-31 Holiday Break – No school

DECEMBER 2020						
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 2021						
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			

- 24 Last Day of School Early Dismissal 12:30pm No Extended Day
- 25 Teachers' Recording Day

Student-18 days  
Total Student Days- 183





Department of Fire  
195 Court Street  
Buffalo, NY 14202

**CITY OF BUFFALO**  
**BUREAU OF FIRE PREVENTION**  
65 Niagara Square, Room 321 City Hall  
Buffalo, New York 14202  
(716) 851-5707 EXT 752 FAX (716) 851-4680



Mark A. Morganti, Chief  
Bureau of Fire Prevention

June 29, 2020

**RE: *Certificate of Fire Inspection for:***

**CHARTER SCHOOL OF INQUIRY**  
**404 EDISON ST.**  
**BUFFALO, NY 14215**

To Whom It May Concern:

An inspection was conducted at 404 EDISON 14215, by a member of the City of Buffalo Bureau of Fire Prevention.

CHARTER SCHOOL OF INQUIRY was found to be in compliance with the Fire Code of New York State and Fire Ordinance of the City of Buffalo.

All mechanical systems, wiring and equipment at the structure should be inspected by a qualified, certified/licensed individual to insure proper installation, venting and operation.

Sincerely,

BUFFALO FIRE DEPARTMENT

A handwritten signature in blue ink, appearing to read "M. Spates", written over a horizontal line.

MARVIN SPATES  
BUREAU OF FIRE PREVENTION



**State of New York  
Department**

## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**

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

**DISTRICT:**

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

**Building ID: 140600868001**

**Issuance Date: June 22, 2020**  
**Effective Date: June 01, 2020**  
**Expiration Date: June 01, 2021**

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED