

Application: Charter School of Inquiry

John Sheffield - jsheffield@csicharter.org
2021-2022 Annual Report

Summary

ID: 0000000241

Last submitted: Nov 1 2022 02:57 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Jul 27 2022

[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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CHARTER SCHOOL OF INQUIRY 800000083428

a1. Popular School Name

CSI

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

e. DATE OF INITIAL CHARTER

8/2015

f. DATE FIRST OPENED FOR INSTRUCTION

8/2015

c. School Unionized

Is your charter school unionized?

Yes

c. Name of Union

Provide the name of the union:

Charter School of Inquiry Union

c. Date Unionized

Provide the date of unionization:

7/2017

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

MISSION STATEMENT

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

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

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

KDE 1	<p>Rigorous, Inquiry-based Curriculum</p> <p>Inquiry is the foundation of CSI's instructional philosophy. Raising questions, conducting investigations, interpreting and communicating are how CSI children will learn. CSI will use compelling, and relevant interdisciplinary topics to foster children's acquisition and retention of content knowledge, while fostering their creativity and critical thinking skills and a lifelong love of learning. 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 combination of general education, special education, and intervention specialists working at every grade level.</p>
KDE 5	<p>Data-driven Instruction and Evidence of</p>

	<p>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 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.</p>
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

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

344

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

292

k. Grades Served during the 2021-2022 School Year (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 2022-2023?

No, just one site.

CHARTER SCHOOL OF INQUIRY 800000083428

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 Edision Street, Buffalo, NY, 14215	(716) 833-3250	Buffalo	K-6	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	John W. Sheffield	Head of School	716-833-3250		jsheffield@csicharter.org
Operational Leader	Lynn Monin	Director of Operations	716-833-3250		lmonin@csicharter.org
Compliance Contact	Lynn Monin	Director of Operations	716-833-3250		lmonin@csicharter.org
Complaint Contact	Valerie Nolan	BOT Chair	716-833-3250		
DASA Coordinator	Joseph Peek	Associate Principal	716-833-3250		jpeek@csicharter.org
Phone Contact for After Hours Emergencies	John Sheffield	Head of School	716-949-0687		jsheffield@csicharter.org

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

Private Space

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

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

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

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[certificate of occupancy 22.23.pdf](#)

Filename: certificate of occupancy 22.23.pdf **Size:** 164.0 kB

Site 1 Fire Inspection Report

[CSI Safety report 4.26.22.pdf](#)

Filename: CSI Safety report 4.26.22.pdf **Size:** 161.5 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select	Specific Revision	Date Approved by	Date Approved by
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	Best Description)	(150 word limit)	BOT (if applicable)	Authorizer (if applicable)
1	Change in complaint policy	A parent(s) can bypass the Head of School (HOS) and make their complaint directly to the Board of Trustees	11/10/21	11/22/21
2	Change in Bylaws	Bylaws and Complaint Policy make it clear that complaints may be made directly to the Board of Trustees	11/10/21	11/22/21
3	Change in discipline or code of conduct policy	Explicitly state the following: The School will provide written notice of short-term suspensions; The school will provide due process prior to imposing long-term suspension with remote instruction as a disciplinary measure; The school will immediately return to school any student whose behavior is determined to be a manifestation of a disability	11/10/21	11/22/21
		Key Design Elements -- Required by SED		

Legal Counsel

To amend the Key Design Elements From: "Inspired school leadership; Highly effective teachers; asset-based model of parent involvement; Literacy coaching; Responsive classroom; Meet enrollment/retention targets for special needs children; African-American history infused; Using data to differentiate instruction; Extended school day and school year; Health and wellness; and Professional development/common planning time." To "Rigorous inquiry-based curriculum; Academic focus on literacy; Responsive Classroom; Collaborative team teaching; Data-driven instruction and evidence of performance; African and

4

Other

09/2/21

		African/American history and culture; and Integrated arts."		
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	John Sheffield
Position	Head of School
Phone/Extension	716-833-3250
Email	jsheffield@csicharter.org

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

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

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

Signature, President of the Board of Trustees

Two handwritten signatures in black ink on a light gray background. The first signature is 'Labore' and the second is 'Nolan'.

Date

Jul 26 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 28 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-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, 2022.

CHARTER SCHOOL OF INQUIRY 800000083428

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 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	<p>ELA Absolute Measure</p> <p>Each year, 50% of students enrolled for at least two</p>	NYS ELA assessments	Not Met	<p>The 2021-2022 state assessment data will be used as a post-pandemic baseline, after two years of no or unreliable data.</p> <p>In an Action Plan submitted to the NYS Education Department, CSI set a goal for the 2022-2023 school year stating that the percentage of students scoring at or above proficiency on the 2022-2023 NYS assessments will</p>

	<p>years at CSI will score at least at a Level 3 on NYS ELA assessments.</p>			<p>increase by 10% from the 2021-2022 baseline.</p> <p>CSI is using scaled scores and line-item analysis to address post-pandemic learning losses.</p> <p>In 2021-2022, CSI transitioned to a co-teaching model. Line-item analysis for each student is being used to better differentiate instruction.</p>
Academic Goal 2	<p>ELA Comparative Measure</p> <p>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 on NYS ELA assessments.</p>	NYS ELA assessments	Unable to Assess	BPS data by grade-level has not been released publicly.
Academic Goal 3	<p>ELA Growth Measure</p> <p>Students in grade kindergarten through second will demonstrate attainment of age/grade level</p>	Star and Fountas and Pinnell reading assessments.	Met	

	<p>proficiency benchmarks on the appropriate grade level assessment.</p>			
Academic Goal 4	<p>ELA Growth Measure</p> <p>All grade levels will demonstrate an increase of three or more reading levels between September and June on the Fountas and Pinnell reading assessment.</p>	<p>Fountas and Pinnell reading assessment</p>	<p>Met</p>	
Academic Goal 5	<p>ELA Growth Measure</p> <p>80% of students will meet their end of the year targets as generated by the Star reading assessments.</p>	<p>Star reading assessment</p>	<p>Met</p>	
Academic Goal 6	<p>ELA Growth Measure</p> <p>All grade levels will meet or exceed end of year targets generated by Star reading assessments.</p>	<p>Star reading assessment</p>	<p>Met</p>	
	<p>ELA Growth Measure</p> <p>The percentage of students meeting</p>			

Academic Goal 7	or exceeding grade-level reading standards will increase by 15% annually as measured by the Star reading assessments.	Star reading assessments	Met	
Academic Goal 8	<p>Math Absolute Measure</p> <p>Each year, 50% of students enrolled for at least two years at CSI will score at least at a Level 3 on NYS math assessments.</p>		Not Met	<p>The 2021-2022 state assessment data will be used as a post-pandemic baseline, after two years of no or unreliable data.</p> <p>In an Action Plan submitted to the NYS Education Department, CSI set a goal for the 2022-2023 school year stating that the percentage of students scoring at or above proficiency on the 2022-2023 NYS assessments will increase by 10% from the 2021-2022 baseline.</p> <p>CSI is using scaled scores and line-item analysis to address post-pandemic learning losses.</p> <p>In 2021-2022, CSI transitioned to a co-teaching model.</p>

				Line-item analysis for each student is being used to better differentiate instruction.
Academic Goal 9	<p>Math Comparative Measure</p> <p>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 on NYS math assessments.</p>		Unable to Assess	BPS data by grade-level has not been released publicly.
Academic Goal 10	<p>Math Growth Measure</p> <p>Students in grade kindergarten through second will demonstrate attainment of age/grade level proficiency benchmarks on the appropriate grade level assessment.</p>	Star math assessments	Met	

2. Do have more academic goals to add?

Yes

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student	Measure Used to	Goal - Met, Not	2019-2020
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	Performance Goal	Evaluate Progress Toward Attainment of Goal	Met or Unable to Assess	progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	<p>Math Growth Measure</p> <p>80% of students will meet their end of the year targets as generated by the Star math assessments.</p>	Star math assessments	Met	
Academic Goal 12	<p>Math Growth Measure</p> <p>All grade levels will meet or exceed end of the year targets generated by Star math assessments.</p>	Star math assessment	Met	
Academic Goal 13	<p>Math Growth Measure</p> <p>The percentage of students meeting or exceeding grade-level math standards will increase by 15% annually as measured by the Star Math assessments.</p>	Star math assessments	Met	
				The 2021-2022 state assessment data will be used

Academic Goal 14	<p>Science Absolute Measure</p> <p>In grade 4, 75% of all students enrolled for at least two years at CSI will perform at or above Level 3 on the NYS assessment.</p>		Not Met	<p>as a post-pandemic baseline, after two years of no or unreliable data.</p> <p>CSI is using scaled scores and line-item analysis to address post-pandemic learning losses.</p> <p>CSI is working with Erie 1 BOCES to ensure that our curriculum is fully aligned with the new science standards and the shift to the fifth-grade assessment in 2024.</p>
Academic Goal 15	<p>Science Comparative Measure</p> <p>In grade 4, the percent of all students in at least their second year at CSI will exceed by 15% BPS student performance.</p>		Unable to Assess	
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 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”.

2021-2022 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	N/A			
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

6. FINANCIAL GOALS

2021-2022 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	N/A			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

Entry 4 - Audited Financial Statements

Completed Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

CSI - audited FS 06

Filename: CSI audited FS 06.30.2022 FINAL.pdf **Size:** 787.0 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Report Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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

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

Completed Nov 1 2022

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

[CSI auditedfinancialreporttemplate-nysed 06](#)

Filename: CSI auditedfinancialreporttemplat LLN2T0K.xlsx **Size:** 76.7 kB

Entry 4c - Additional Financial Documents

Completed Oct 30 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

[CSI NYSED Annual Report 11](#)

Filename: CSI NYSED Annual Report 11.1.2022 xSejvmL.pdf **Size:** 145.6 kB

[Entry 4c - Dissolution Reserve](#)

Filename: Entry 4c Dissolution Reserve.pdf Size: 37.2 kB

Entry 4d - Financial Services Contact Information

Completed Oct 24 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Lynn Monin	lmonin@csicharter.org	716-833-3250

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Peter DeSabio, Lumsden and McCormick			7

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Kirisits and Associates	Karen Burhans	1231 Delaware Ave., Suite 6, Buffalo, NY, 14209			7

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Oct 30 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

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

[CSI final-2022-2023-budget](#)

Filename: CSI final 2022 2023 budget.xlsx Size: 37.0 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 30 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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 Disclosures ALL 2022 7-29-22](#)

Filename: Financial Disclosures ALL 2022 7 29 22.pdf Size: 645.2 kB

Entry 7 BOT Membership Table

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

CHARTER SCHOOL OF INQUIRY 800000083428

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meetings Attended During 2021-2022
1	Valerie Nolan		Chair	Governance, Finance/Audit,	Yes	2	07/6/2021	07/7/2024	12

			Academ ic						
2	Peter Dow		Secretar y	Academ ic Commit tee	Yes	3	07/08/2 020	07/11/2 023	12
3	Richard Haydon		Treasure r	Finance/ Audit Commit tee	Yes	2	07/08/2 020	07/11/2 023	11
4	Nichelle Gray		Parent Rep	Finance/ Audit, Academ ic	Yes	2	07/07/2 021	07/11/2 024	7
5	Melvin Bankhe ad		Trustee/ Member	N/A	Yes	2	07/05/2 022	07/08/2 025	7
6	Janet Peters		Trustee/ Member	Governa nce Commit tee	Yes	2	07/08/2 020	07/11/2 023	11
7	Latise Hairston		Trustee/ Member	Governa nce	Yes	1	07/08/2 020	07/11/2 023	5 or less
8	Eric Campbe ll		Trustee/ Member	Academ ic Commit tee, Governa nce Commit tee	Yes	1	07/06/2 022	07/08/2 025	5 or less
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, 2022	8
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

8

Total number of Voting Members added during the 2021-2022 school year:

1

Total number of Voting Members who departed during the 2021-2022 school year:

2

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

9

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

3

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 27 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

Board Meeting Minutes 7-21 through 6-22

Filename: Board Meeting Minutes 7 21 through 6 22.pdf **Size:** 1.3 MB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>The Charter School of Inquiry has been successful in attracting and retaining economically disadvantaged students.</p> <p>The percentage of economically disadvantaged students at CSI exceeds the percentage of ED students in BPS.</p> <p>CSI recruits from this demographic by being visibly active in the community. This includes participation in local health fairs, recruitment fairs, backpack-giveaways, opening the campus to community meetings, and running a Girl Scout Troop for the neighborhood.</p> <p>CSI targets social media ads to this this demographic, as well as running ads in community papers such as the Challenger.</p> <p>Advertising focuses on the free transportation, free breakfast and lunch, and a free extended day program.</p> <p>CSI joined SchoolMint to simplify the application process for all families and expand parents' choice.</p>	<p>-CSI will continue to be a visible presence on the Eastside of Buffalo by continuing to work with our community partners, opening our facility to neighborhood organizations, and participating in local events.</p> <p>-CSI intends to retain the important role of recruitment coordinator to facilitate outreach to target subgroups by meeting personally with directors of pre-school programs and providing in-person tours of the school.</p> <p>-CSI intends to continue to recruit through SchoolMint to simplify the application process for all families and expand parents' choice.</p>
	<p>This is the fastest growing subgroup at CSI, nearly doubling from the previous year as a</p>	

English Language Learners

result of our innovative requirement strategies.

-In the 2021-2022 school year, CSI engaged the services of the International Institute to provide our staff with training on the Bengali culture (the largest group entering the school). An outcome of the training led to the creation of a designated space in the school to accommodate students who observed the required prayer times of Islam.

-CSI hired a multi-lingual Bengali recruiter who reaches out to families in their native languages. The recruiter is actively involved in the Bengali community and recruits at Bengali community centers and events.

-CSI retains staff members fluent in Spanish to assist with recruitment.

-CSI participated in several podcasts on Buffalo Bangla to inform families of the programs and services that the school provides English language learners.

-CSI invited Bengali families into the school for a potluck luncheon and the opportunity to learn more about the school and the programs that we offer to English language learners and their families.

-Recruitment materials are disseminated in Spanish and

CSI's recruitment efforts for this subgroup are meeting with great success, and the school will continue its initiatives.

-CSI will continue to rely on the International Institute to provide training to staff on the Bengali culture, and other cultures as needed.

-CSI will retain multi-lingual recruiters to reach out to families in their native language.

-CSI will continue to participate in Buffalo Bangla podcasts.

-Social media ads will be targeted toward this demographic.

-CSI will continue to plan events to bring immigrant and refugee families into the school to learn about our programs and services.

-Recruitment and retention reports will be made monthly to the board of trustees.

-CSI will continue the weighted lottery giving preference to this subgroup.

	<p>Bengali.</p> <p>-Tours of the school are provided in families' native language.</p> <p>-Translators are provided to assist families with the application and registration process.</p> <p>-CSI added a weighted lottery to give preference to English language learners in the application process.</p> <p>-Social media ads are targeted toward this demographic.</p> <p>-Reports are made monthly to the board of trustees on recruitment and retention efforts.</p>	<p>-Recruitment materials will be disseminated in Spanish and Bengali.</p> <p>-Tours of the school will be provided to families in their native language</p> <p>-Translators will assist families with the application and registration process.</p>
	<p>Over the past four years, CSI has increased the investment of resources into creating a program that would be attractive to prospective families who have one or more disabled children.</p> <p>-Instituted a weighted lottery that gives preference to this subgroup.</p> <p>-Referenced special education services offered by CSI in recruitment materials.</p> <p>-Recruited through SchoolMint to inform parents of our weighted lottery and simplify the application process.</p>	<p>-Continue the weighted lottery that gives preference to this subgroup.</p> <p>-Publicize the weighted preference for this subgroup.</p> <p>-Continue to reference special education services offered by CSI in recruitment materials.</p> <p>-Continue to recruit through SchoolMint to inform parents of our weighted lottery and simplify the application process.</p> <p>-Disseminate recruitment materials at pre-schools that serve a high percentage of</p>

Students with Disabilities	<ul style="list-style-type: none"> -Disseminated recruitment materials at pre-schools that serve a high percentage of students with disabilities. -Provided parents with information on their rights when going through the referral process and understanding the role of the CSE. -Provided parents with information on how to engage the support of a parent advocate when going through the referral process. -Ensured that progress monitoring data points were fully aligned to the requirements of the Buffalo CSE. -Ensured that progress monitoring assessments were approved by the Buffalo CSE. 	<p>SWDS.</p> <ul style="list-style-type: none"> -Provide parents with information on their rights when when going through the referral process and and understanding the role of the CSE. -Provide parents with information on how to engage the support of a parent advocate when going through the referral process. -Continue to ensure that progress monitoring data points are fully aligned to the requirements of the Buffalo CSE. -Continue to ensure that progress monitoring assessments are approved by the Buffalo CSE. -Provide speakers for parent groups on the referral process and their parental rights.
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>The Charter School of Inquiry has been successful in attracting and retaining economically disadvantaged students.</p> <p>The percentage of economically disadvantaged students at CSI exceeds the percentage of economically disadvantaged students in BPS.</p> <p>-One-to-one computer initiative</p>	<p>-Maintain the one-to-one computer initiative ensuring that each student in the school has his/her own Chromebook for use in school and at home.</p> <p>-Continue the extended day</p>

Economically Disadvantaged

ensuring that each student in the school has his/her own Chromebook for use in school and at home.

-Resumed an extended day program at no cost to families.

-Offered a free summer enrichment program with free breakfast open to all CSI students.

-Increased support to students in ELA and math by transitioning to a co-teaching model (two certified teachers in every classroom).

-Free lunch and breakfast program for all students during the regular school day.

-Free transportation to all parts of the city.

-Junior Achievement programs offered to students on campus.

-Partnered with Delta Sigma Theta Sorority and Afro-American Police Association to provide extra-curricular programs for students.

-Partnered with the Afro-American Police Association to expand mentoring opportunities for students.

-Brought in speakers from the wider community to educate students on social and civic issues.

program at no cost to families.

-Continue to offer a free summer enrichment program with free breakfast and lunch.

-Continue the increased support to students in ELA and math by refining the use of school-adopted co-teaching models (two certified teachers in every classroom).

-Continue to provide free lunch and breakfast for all students during the regular school day.

-Continue to offer transportation to all parts of the city.

-Continue to partner with Junior Achievement to offer programs to students on campus.

-Continue partnership with Delta Sigma Theta Sorority and Afro-American Police Association to provide extra-curricular programs for students.

-Continue partnership with the Afro-American Police Association to expand mentoring opportunities for students.

-Continue to bring in speakers from the wider community to educate students on social and civic issues.

-Continue to provide training for all teachers on trauma-sensitive classrooms, crisis intervention, and effects of poverty.

	<ul style="list-style-type: none"> -Continued to provide training for all teachers on trauma-sensitive classrooms, crisis intervention, and effects of poverty. -Added a school counselor to our student support team. -Resumed field trips throughout the year at no cost to families. -Provided students with free uniforms and school supplies when necessary. -Created the new position of Director of Family Support to provide more outreach to families and link families to vital social, economic, and emotional support services. -Partnered with Greater Faith Bible Tabernacle Church and Eastgate Recovery Church to link families to vital legal, housing, health, and nutritional support services. -Launched the Russell Bell Academy to provide greater learning opportunities, social emotional support, and character education for students. -Created a model where there is one certified Rtl specialist at each grade level. 	<ul style="list-style-type: none"> -Continue to provide field trips throughout the year at no cost to families. -Continue to provide students with free uniforms and school supplies when necessary. -Retain the position of Director of Family Support to provide more outreach to families and link families to vital social, economic, and emotional support services. -Continue partnership with Greater Faith Bible Tabernacle Church and Eastgate Recovery Church to link families to vital legal, housing, health, and nutritional support services. -Resume after-school and weekend extra curricular activities (if permitted by Health Department). -Expand the Russell Bell Academy to provide more opportunities for parents and guardians. -Continue to cultivate the model of one Rtl specialist at each grade level.
	<p>The largest number of English language learners entering CSI are of Bengali origin. The school</p>	<ul style="list-style-type: none"> -Continue to provide training to all staff members on Bengali culture and other cultures as needed.

English Language Learners

has made outstanding efforts to create a welcoming community for these students and their families by creating culturally sensitive classrooms.

-Provided training to all staff members on Bengali culture.

-Designated a space for students to fulfill prayer mandates of the Muslim religion.

-Ensured that the cafeteria offered lunches that meet the religious dietary requirements of all students.

-Retained a full-time Bengali staff member to serve as a liaison between the school and Bengali families.

-Hired Spanish speaking staff members to provide translation services when necessary.

-Ensured that all school documents were translated into Bengali and Spanish.

-Provided internal translation services to families.

-Provided native language support to families when applying to the school or registering their children.

-Acknowledged Bengali holidays and festivals.

-Facilitated a Bengali Cultural Day where Bengali families were able to share their culture and

-Maintain a designated space for students to fulfill prayer mandates of the Muslim religion.

-Continue to ensure that the cafeteria offers lunches that meet the religious dietary requirements of all students.

-Retain a full-time Bengali staff member to serve as a liaison between the school and Bengali families.

-Retain Spanish speaking staff members to provide translation services when necessary.

-Continue to ensure that all school documents are translated into Bengali and Spanish.

-Continue to provide translation services to families within the school.

-Continue to provide native language support to families when applying to the school or registering their children.

-Continue to acknowledge Bengali holidays and festivals.

-Expand on Bengali Cultural Day where Bengali families are able to share their culture and food with each other and CSI staff.

-Provide more opportunities for Bengali families to comfortably socialize in the school.

-Continue to include Bengali songs and music in the

<p>food with each other and CSI staff.</p> <p>-Provided opportunities for Bengali families to comfortably socialize in the school.</p> <p>-Introduced Bengali songs and music into the curriculum.</p> <p>-Introduced Bengali culture into the curriculum.</p> <p>-Utilized ENL teacher as a resource for general education teachers to promote strategies to teach Language Arts to English language learners.</p> <p>-Utilized ENL teacher as a resource to assist teachers in creating culturally sensitive classroom environments for immigrant and refugee students and their families.</p> <p>-Continued to cultivate an ENL program that includes both a Language Arts instructional component and content area instructional support.</p>	<p>curriculum.</p> <p>-Continue to include Bengali culture in the curriculum.</p> <p>-Continue to utilize ENL teacher as a resource for general education teachers to promote strategies to teach Language Arts to English language learners.</p> <p>-Continue to utilize ENL teacher as a resource to assist teachers in creating culturally sensitive classroom environments program for immigrant and refugee students and and their families.</p> <p>-Continue to cultivate an ENL program that includes both a Language Arts instructional component and content area instructional support.</p> <p>-If necessary, hire an additional ENL teacher.</p> <p>-If possible, hire a bilingual co-teacher for kindergarten to accommodate students and their families upon entry into the school.</p>
<p>-Transitioned to a co-teaching model with one general education teacher and one special education teacher working collaboratively in the classroom.</p>	<p>-Continue to support the transition to the co-teaching model with one general education teacher and one special education teacher working collaboratively in the classroom.</p> <p>-Continue to provide professional development to teachers on effective co-teaching models.</p>

Students with Disabilities

-Increased the amount of service hours by transitioning to the co-teaching model with a special education teacher in the classroom all day.

-Continued the contract with Buffalo Hearing and Speech to provide all related services.

-Provided support to general education teachers to ensure that they were fully knowledgeable about the needs of students with disabilities.

-Increased Director of Special Education position from 10-months to 12-months.

-Put the Director of Special Education in a position to oversee Rtl services to ensure continuity with the special education program.

-Worked closely with the Director of Special Education to develop a master schedule that best met the needs of students with disabilities.

-Reconfigured the Multi-tiered System of Supports Team (MTSS formerly SST) to include more behavioral intervention specialists, which resulted in an overall reduction in suspensions and no suspensions of students with disabilities.

-Increased push-in services of behavioral intervention specialists.

-Maintain the increased amount of service hours created by the transition to the co-teaching model with a special education teacher in the classroom all day.

-After careful evaluation , the school has decided to continue the contract with Buffalo Hearing and Speech to provide all related services.

-Continue to have the Director of Special Education support general education teachers to ensure that they are fully knowledgeable about the needs of students with disabilities.

-Retain the Director of Special Education position as 12-month employee and have him continue to oversee the delivery of Rtl services.

-Continue to include the Director of Special Education in the develop the master schedule to ensure that it meets the needs of students with disabilities.

-Continue to include more behavioral intervention specialists as standing members of the MTSS Team (formerly SST).

-Continue push-in services of behavioral intervention specialists.

-Transition a veteran special education teacher to a mentor role to work alongside of the Director of Special Education to

provide ongoing support to special education teachers.

Entry 10 - Teacher and Administrator Attrition

Completed Jul 27 2022

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

A. TEACH System - Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Jul 28 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	2.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	2

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	27

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30

Thank you.



Entry 12 Organization Chart

Completed Jul 27 2022

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

Organizational Chart 7-30-21 Final 22

Filename: Organizational Chart 7 30 21 Final 22.23.pdf **Size:** 104.3 kB

Entry 13 School Calendar

Completed Jul 27 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

22

Filename: 22.23annual calendar 5.2022 PDF.pdf **Size:** 121.4 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 28 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Charter School of Inquiry

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	http://csicharter.org/wp-content/uploads/2021/08/Annual-Report-2020-2021-8-2-21.pdf
2. Board meeting notices, agendas and documents	http://csicharter.org/board-meeting-minutes/
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000083428
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	http://csicharter.org/school-policies/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	http://csicharter.org/wp-content/uploads/2019/10/CSI_Safety_Plan_10232019_Final.pdf
6. Authorizer-approved FOIL Policy	http://csicharter.org/wp-content/uploads/2017/06/FOIL-Policy.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	http://csicharter.org/wp-content/uploads/2020/07/Records-Subject-Matter-List.pdf

Thank you.



Entry 15 Staff Roster

Completed Sep 6 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY**

and ALL instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

[Faculty and Staff Roster Annual Report 2022 9-6-22](#)

Filename: Faculty and Staff Roster Annual R Xd8WhIE.xlsx **Size:** 24.7 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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

July 14, 2021

1. Call to Order:

The regular meeting of the Board of Trustees (the “Board”) of the Charter School for the Inquiry (the “School”) was called to order by Mary Jo Pfeiffer, the presiding officer, a lawful quorum being present on July 14, 2021 @ 4:55p.m. The meeting was held via Zoom videoconferencing (Meeting ID # 868 8959 2436), in accordance with Executive Orders by the Governor of the State of New York.

Trustees Present: Mary Jo Pfeiffer
Richard “Bruce” Haydon
Peter Dow
Valerie Nolan
Janet Peters
Nichelle Gray
Latise Hairston
Anne Nguyen Henry

Excused: Melvin “Trey” Bankhead III

CSI Staff Present: John Sheffield, Head of School and Lynn Monin,
Director of Operations

Guest: Karen Burhan and Steven Polowitz

2. Proof of Public Notice:

Notice of public Meeting was distributed to various media outlets. A signed affidavit stating such is available upon request.

3. Conflict of Interest:

Per Steve, Conflict of Interest Policy needs to be looked at again. There are some definitional issues there.

4. Approval of Minutes:

A motion was made to approve last year’s annual meeting minutes. Janet Peters motioned. Seconded by Anne Henry. Motion carried. Minutes approved.

5. Announcement/ Updates:

Trustee Elections –

- Nichelle Gray, Anne Henry and Valerie Nolan are all up for nominations of 3-year Board term.
- A motion was made and carried to keep the size of the Board at 9 members. Quorum size is 6.
- Nichelle Gray will be added to the Finance Committee after Valerie Nolan stepped down from that committee.
- Peter Dow agreed to stay on as Secretary pending the hiring of an Administrative Assistant to the Board and limited duties.
- Further discussion to name a room (Library) in Honor of former Founding Board Member, Helene Kramer to memorialize her long-time commitment to the Board/School.
- Action Plan is due by Monday, August 27, 2021.

6. Guest Speaker(s)/ Board Development

WGRZ

7. Academic Committee Reports – Peter Dow, Chair

The committee is working with John Sheffield, Head of School, to create a multi-faceted data collection reporting system. This is a re-introduction of eDoctrina as a repository assessment. This will help generate reports that meet State Requirements & the Charter School Office can use to aide in the renewal process. The system provides a much richer picture of academic growth per individual student.

Additionally, this committee is focused on the professional development of teachers. This can be accomplished with teacher designed rubrics to carry out inquiry-based instruction making our school a data-driven institution.

8. Governance Committee – Janet Peters, Chair

9. Executive Committee

Valerie, Mary Jo, Bruce, Peter and Janet Peters make up the Executive Committee.

10. Finance /Audit Committee Richard “Bruce” Haydon, Chair

- Michelle Gray joined the Finance Committee with Peter Dow.
- Motion was made to approve the budget. Motion made by Karen. Seconded by Trey. Motion carried. Budget approved.
- Per Karen, even though the budget was approved, it can still be amended.

11. Parent Association Report – Michelle Gray

Nichelle has a Parent Roundtable Discussion planned for Wednesday, August 11, 2021. This roundtable will be used to come up with ideas to motivate parents to volunteer their time & help us out now that school is back open.

- Along with Mr. Champion of Bell Academy, here at CSI, we are planning some social events.

- Ms. Gray spoke with Harold Caldwell of Fair Housing Officer to give parents a session with him regarding Tenant & Landlord Rights
- Parent Association is planning a Back-To-School Event on September 9, 2021 at Urban Air -Galleria Mall.
- Urban Air participates in a Fundraising Program. CSI will receive 20% from total of participants from 5pm to 7pm. Funds will provided to us at the end of the event via check.

12. Board Professional Development: Understanding the Annual Budge – Karen Buchan

- Budget Guidance Memo from the State Comptrollers' Office should not hold too much weight. The language was inconsistent & contradictory. The memo was related to ESA funding under COVID, the CARES Act. In short, the memo explains non-recurring revenue should not be factored into the budget.
- There will be two more allocations of funds referred to as CRRSA and ARP.
- Budget Summary – The school has a 3.5 million dollar accumulated surplus.
- Part of the Charter School renewal is submitting a 5-yr budget. It will start with 2022 through 2026.
- The rate for 2022 predicts 305 students at a rate of \$13,308 per pupil which is a modest increase from this year.
- Karen recommended adopting the new budget as we are in a new fiscal year.
- Annual Report is due August 2nd to the School Education Department (“SED”).
- Motion to approve Safety Plan made by Trey. Seconded by Jan. Motion carried. Safety Plan approved.
- Fiscal Policies have been revamped.
- Board approvals is necessary for contracts over \$10,000 dollars.

13. Dashboard Report – John Sheffield/Steve Polowitz

- Bengali recruiter is helping with enrollment of those students even with competition from Muslim Universal School.
- ENL Students are unchanged
- IEP (37) are at 13% with 7 currently pending.
- Joseph Peek, Assistant Principal has been put in charge of the African-American Fusion Task Force.
- Summer school is going very well. Daily attendance is about 85%.
- SR Grant information was submitted on June 29, 2020.
- Corporate Punishment Report was submitted June 30, 2021.
- Motion made to approve financials by Peter. Seconded by Trey. Motion carried. Financials Approved.

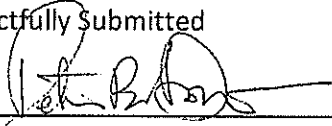
14. Website/PR – Trey Bankhead

The website has stalled. Nichelle will follow up with the company to gauge their interest.

15. Adjournment

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

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Peter Dow", written over a horizontal line.

Peter Dow, Secretary

Date: November 17, 2021

REGULAR MONTHLY BOARD MEETING
Charter School of Inquiry
404 Edison Street
Buffalo, New York 14215
Wednesday August 11, 2021 @ 4:45PM
Meeting Minutes prepared by Laquitta Reid

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

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

Guest: Angel Beiter
Steven Polowitz

Excused: Melvin Bankhead III
R. Bruce Haydon

1. Call to Order:

The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday August 11, 2021 @ 4:48 p.m. The meeting was held in-person at the school with remote access via Zoom videoconferencing (Meeting ID #: 868 8959 2436), for those not able to attend in person.

2. Proof of Public Notice:

Public Notice was sent to all media outlets via electronic mail on/or about August 3, 2021, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.

3. Conflict of Interest:

Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approval of Meeting Minutes:

- a. Minutes of Business – June 1, 2021.
Motion was made by Peter Dow to approve June 1st Board of Trustees Business Meeting Minutes. Seconded by Mary Jo Pfeiffer. Motion carried unanimously. June 1st Minutes -Approved.
- b. Minutes of Business July 21, 2021 – Delayed

Committee Minutes (FYI):

- a. Academic Committee – May 2021
- b. Audit/Finance Committee – June 22, 2021
- c. Governance Committee June 2021

5. Announcements / Updates:

- a. Governance Committee
 - Mary Jo standing in for Melvin Bankhead, III
- b. Other Announcements

6. Academic Committee – Peter Dow, Chair

Peter is very proud of the Summer Program. One question arose, “How do we know what the impact of Summer School was?” One answer is – we will see the impact in the Fall during the STAR & Benchmark testing. We will be able to compare the ones who were in Summer School, the students who were remote part of summer school (Freckle Program), and the students who didn’t attend at all. We are also working on two (2) certified teachers in every classroom plus TA’s.

7. Parent Association Report – Nichelle Gray, Parent Representative

Parent Association Meeting was held yesterday (8/10/21). Ms. Gray discussed with Mr. Sheffield & Mr. Peek about having a Parents – Teacher Night. We are working with the parents to coordinate volunteer opportunities. Further, Ms. Gray had an idea for a Health Fair and working with the Fair Housing Officer regarding Rental & Landlord Tenant Rights. Our Fundraiser at Urban Air Galleria Mall is set for September 9, 2021.

8. Head of School Report – John Sheffield

- a. Consolidated Dashboard Report – July 2021
 - Number of students enrolled is 294 and Courtney Eaton, Director of Enrollment, is confident that we will reach our enrollment goal of 305 students.
 - We are adding additional staff: RTI teachers (2), and a New Teachers Assistant (“TA”) this month.
 - Our open positions are at: Social Worker, two (2) RTI teachers, two (2) SPED Teachers, and five (5) TA’s.

- Joseph Peek, Assistant Principal & Tamika Johnson, Director of Student Support Services, have been interviewing for the Social Workers position.
- Maria Giancarlo and Staff have been screening for RTI and SPED candidates.
- Mr. Peek has been interviewing for TA's.
- Special Education Coordinator will become Director of SPED & RTI Services.
- Director of SPED & RTI Services should change from 10-month position to 12-month position. The SPED Coordinator often works through the Summer.

- The following positions will also be changed from Coordinator to Director:
 - RTI Coordinator – Director of Data and Assessments (10-month position)
 - Recruitment & Family Support Coordinator – Director of Recruitment and Family Support.
 - Support Coordinator – Director of Student Support Services.

- The title changes are necessary for supervisory reasons as our staff continues to grow.
- The Director of Data & Assessment will work with the Teachers in a supervisory way and make sure they are carrying out our assessment plan with will consequently help us meet our goal. Director of SPED & RTI has 7 RTI & 7 Special Education Teachers working under him and Courtney, Director of Recruitment, has a team working with her.
- Mr. Peek will be an Associate Principal as opposed to Assistant Principal for purposes of autonomy, leadership, and areas of curriculum & instruction.
- There is no salary change with the move from Coordinator to Director.
- Motion was made to approve the title changes was made by Anne. Seconded by Peter. Motion Approved- Unanimously.

- b. Summer School 2021 – Update:
 Mr. Sheffield reported that Summer School Program was an “extreme success.” David Hathaway, Summer Program Principal & Staff did an amazing job.
 - The Boys & Girls Club “left something to be desired.” On evaluation, the Staff & Vendors were not pleased with their contribution. As such, we will not be using them for our Fall Afterschool Program.
 - Alternatively, John proposed that the school run their own Afterschool Program, again. This time it would be better staffed. Courtney Eaton, Director of Enrollment has agreed to run it with an assistant.

- c. School Reopening 2021-22 School Year:
We await reopening guidelines from State & County Government. We will have a mask mandate in our building for the upcoming school year.
- d. Charter Renewal Application (Action):
Mr. Peek spoke about the Africana Infusion Task Force. He is impressed with the team & wealth of cultural knowledge.
 - Benchmarks – There is a lot of information that needs to be submitted along with the 45-page narrative on the 10 benchmarks including, proposed 2023 calendar, admissions policies, procedures and plans for evaluating Head of School, sub administrator, teachers and supportive staff, a board table, our strategic plan, board self-evaluations, certificate of occupancy and fire inspection, code of conduct and discipline policy, narrative on community-based authorizing, complaint policy, a fiscal table and an enrollment projection table.
- e. Code of Conduct:
We need to make sure our Code of Conduct & Disciplinary Policy is compliant with all laws & regulations. We are working with a local attorney, Andrew Friedman of Hodgson Russ, to revise the policy. Once completed, the Board will need to approve them for purposes of including them in with the Charter Renewal Application. Mr. Friedman suggested some non-substantive changes to the code of conduct policy. A motion was made by Peter to approve Mr. Friedman's changes to the Code of Conduct Policy. Seconded by Anne. Motion approved Unanimously.
- f. Cover Letter:
Revisions to the cover letter will read 38% proficiency in Mathematics, and 39% Language Arts with overall proficiency at 40%. Anne motioned to approve the Renewal application and its submissions. Seconded by Peter. Motion carried unanimously. Renewal application and submissions-approved.

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

- Angel Beiter ran through the Financials in Mr. Haydon's absence.
- Ms. Beiter opined that we have good cash & certain loans have been forgiven.
- We are still waiting on the Special Education Intercept from the Buffalo callback.
- In terms of income statements, we ended up \$1.5 Million Dollars ahead of budget.
- Ms. Beiter is working on the next two ESSER budgets. ESSER-2 budget is already in and ESSER -3 budget is due at the end of August.
- Ms. Beiter will contact the Branch Manager at M&T regarding signatory privileges.

- The audit starts in about 3 weeks.
- A motion was made by accept the report by Jan. Seconded by Mary Jo. Motion approved - Unanimously.

10. Governance Committee – Jan Peters, Chair

a. Head of School Evaluation 2020-21: we have Consultant, Andy Stack working with John Sheffield on his goals. The Trustees will have to evaluate John. A special Board of Trustees Meeting will be necessary to review John's Performance Evaluation.

b. Board Administrative Assistant – This position is direly needed.

11. Old Business

a. Website RFP status – Nichelle Gray (*this discussion was tabled to the next meeting – due to technical difficulties.*)


12. New Business:

13. Other / Open Discussion:

14. Next Meeting: Wednesday, September 8, 2021 @ 4:45PM

15. Adjournment: Motion to Adjourn was brought by Peter. Seconded by Anne. Motion carried unanimously. Meeting adjourned @ 6:10PM.

Respectfully Submitted



Peter Dow, Secretary

Date: January 24, 2022

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

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

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

Guest: Debbie Lister
Karen Burhans
Steven Polowitz

Excused: Nichelle Gray

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

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

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

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

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

5. Approval of Minutes:

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

Committee Meeting Minutes (FYI):

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

6. Announcements / Updates:

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

7. Head of School Report – John Sheffield:

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

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

8. Academic Committee Report – Peter Dow, Chair

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

9. Parent Association Report – Nichelle Gray, Parent Representative

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

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

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

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

11. Governance Committee- Jan Peters, Chair

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

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


12. Old Business:

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

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

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

Respectfully Submitted



Peter Dow, Secretary

Date: January 14, 2022

REGULAR MONTHLY BOARD MEETING
Charter School of Inquiry
404 Edison Street
Buffalo, New York 14215
Wednesday October 13, 2021 @ 4:45PM
Meeting Minutes prepared by Laquitta Reid

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

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

Guest: Karen Burhans
Steven Polowitz

Excused: Latise Hairston

1. Call to Order:

The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday October 13, 2021 @ 4:55 p.m. The meeting was held via Zoom videoconferencing (Meeting ID #: 868 8959 2436), in accordance with temporary legislation adopted by the New York State Legislature.

2. Proof of Public Notice:

Public Notice was sent to all media outlets via electronic mail on/or about October 6, 2021, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.

3. Conflict of Interest:

Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approve Minutes:

- a. Minutes of Business – July 21, 2021 – Delayed
- b. Minutes of Business – August 11, 2021 – Delayed
- c. Minutes of Business Meeting – September 8, 2021 – Delayed

Committee Minutes (FYI):

- a. Academic Committee, August 20, 2021 – APPROVED
- *Motion made by Anne Henry, Seconded by Peter. Vote: Unanimous.*
- b. Finance/Audit Committee, September 28, 2021 – APPROVED
- *Motion made by Trey, Seconded by Valerie. Vote: Unanimous.*
- c. Governance Committee, September 21, 2021 – APPROVED
- *Motion made by Peter. Seconded by Anne. Vote: Unanimous.*

5. Announcements / Updates:

- a. New Position: Anne Henry, Director of Leadership, Professional Learning, and Diversity, Erie 2 BOCES – Congratulations to Anne on her new position. Additionally, Congratulations are, in order, to Steve Polowitz on his new position with the Lisa Coppola Law Firm.
- b. Temporary Respite from BOT: Latise Hairston – Will be taking a month off from her Board duties to care for a Family Member.
- c. Renewal Site Visit – October 13 & 14 – The visit went very smoothly. There was co-teaching going on in several classrooms. We had a request today to re-send some documents that had been previously submitted. Message from Susan Gibbons today read “today went smoothly thanks to your meticulous organization and the schedule.” Ms. Gibbons had specific questions about what we are doing about student achievement? Peter was able to talk changes to the curriculum, adding Open Court, Math Expressions, writing workshop for science, putting administrative staff in place, STAR Assessments, eDoctrina, Fountas & Pinnell. Peter, also, discussed school culture, inquiry, Africana Studies, and responsive classrooms all going towards increasing academic achievement. This is where Ms. Gibbons was really impressed. Overall, today went well.
- d. Board Focus Group Recap – The focus group seemed to be a success.
- e. Public Hearing: October 20, 2021 @ 4:00PM – We have 20-25 minutes to plead our case & 20-25 minutes of questions from the Board of Education. John will speak about the leadership team, quality-view & strategic planning, spending of ESSER funds –to keep kids safe & close the learning gap. Mr. Peek will speak about the Africana Task Force, and the Social Workers will talk about the socio-emotional supports at the school. Nichelle

agreed to talk about the Parent experience at the school. Additionally, we have a few community members that wish to advocate for the school.

6. Finance/Audit Committee Report – Karen Burhans, Treasurer & Chair

- a. Audit Results: *Action*: Accept Audit Findings – These are the results of the audit done by independent auditors, Lumsden & McCormick on June 30, 2021. The audit report gets dated when it is accepted. Either by the Audit/Finance Committee or The Board. The audit is due to the State Education Department (“SED”) by November 13, 2021.
 - The balance sheet comparative from June 30, 2020, vs. June 30, 2021. The balance sheet is “pretty healthy.”
 - The restricted cash increased from 75K to 100K.
 - The Paycheck Protection Program Loan (“PPP”) was forgiven.
 - A motion was made by Trey to accept the June 30, 2021 Audit Report. Seconded by Peter. Vote unanimous. June 30, 2021 Audit Report – APPROVED.
- b. Draft Financial Statement & narrative for period ending July 31, 2021:
 - Ms. Burhans ran through the July 31st & August 30, 2021, Financial Statements.
 - Total Assets \$4.8 million dollars.
 - Total net assets about \$3.4 million dollars.
 - There are significant delays in checks coming from Buffalo.
 - ESSER 1 & ESSER 2 budgets have been submitted to the SED.
 - ESSER 3 will distributed over the next few school years.
 - The budget for ESSER 3 is due September 30, 2021.
 - Motion brought by Bruce to accept Financial Statements for July & August 2021. Seconded by Trey. Vote unanimous. Financial Statements for July 31, 2021 & August 30, 2021 – APPROVED

7. Head of School (“HOS”) Report – John Sheffield

- a. Consolidated Dashboard Report –
 - Enrollment is still “not cut in stone.” The reason for that is that we are having a terrible time with bussing for suburban districts and some inner-city districts.
 - Enrollment is currently at 294 pupils.
 - We hired 4 new Teacher’s Assistants (“TA’s”) in August.
 - We lost one teacher citing “TRS” as the reason for her departure.
 - We hired a Board Administrative Assistant.
 - We still need to hire one (1) SPED & one (1) RTI Teacher.
 - Staff diversity is still up with the addition of the new hires.

- b. Vaccine Policy Discussion – COVID in September, we had no cases. October has hit us like a “freight train.” This month we have had to quarantine students from three different classrooms, 3 different staff members were quarantined and almost a whole kindergarten class had to be quarantined this month.
- We have several unvaccinated staff members. They are not required by law to be vaccinated. Unvaccinated Staff members are required to get a weekly PCR lab test.
 - Some weeks we are short on staff because they cannot return to work on Monday without a negative PCR lab test and there is a backlog, most weeks, that delay the results.
 - Per Steve, we can mandate vaccinations, subject to religious medical and disability exemptions.
 - John fears if we mandate vaccinations for Staff, we will lose Teachers/Staff.
 - The school has a virtual learning plan in place for quarantined students.
 - Steve suggested a Special Board Meeting to discuss a Vaccine Mandate Policy for Staff/Students. That meeting was set *tentatively* for Monday, October 25, 2021.
- c. Board PD: Benchmark Assessment, STAR Assessment –
- There are four (4) Renaissance STAR Assessments that we use here at CSI Charter School: Early Literacy, STAR Reading, STAR Math and Curriculum-based Measurement (“CBM”).
 - We also use an ancillary product called FRECKLE, which we used this summer for summer school, both virtually and in-person.
 - CBM’s are adaptive test. They assess the building blocks of reading and math that are crucial for development of growth and set the stage for future achievement.
 - In kindergarten, CBM’s are given. Then, in 1st grade, we start off with early literacy for reading & CBM’s for Math.
 - Benchmarking Progress Monitoring – We do this monitoring in tiers. ALL students are monitored in November and March.
 - Those students that needed some intervention, we’re doing every week.
 - Benchmarking is done for all students. This data is used to determine our baseline goals.
 - We set goals using the September baseline data and adjust the goals in January, if necessary.

- Parents are alerted if their child is in Tier II or Tier III Intervention, what that intervention is going to look like, and who their intervention teacher is.

8. Academic Committee Report – Peter Dow, Chair – This committee is focused on Goal Setting and how we measure it. The key points (see John’s Dashboard Report), we are becoming a school very dedicated to looking at the data, learning from the data, and modifying what we do based upon that data.

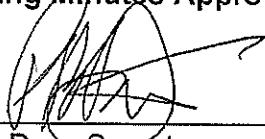
9. Parent Association Report – Nichelle Gray, Parent Representative – *Discussion tabled until next meeting.*

10. Governance Committee – Jan Peters, Chair – John, Steve & Mr. Peek were excused. A motion was brought by Peter. Seconded by Jan. Vote Unanimous. Executive Session – ACCEPTED. During Executive Session, it was determined that we will give Board Members, who have not yet completed their HOS evaluations, until October 31, 2021, to submit them to Mary Jo. The assessment will then be sent to the new Board Administrative Assistant – Laquitta Reid, to be compiled.

11. Next Meeting: Wednesday, November 10, 2021, 4:45PM

12. Adjournment: Motion to adjourn brought by Peter. Seconded by Bruce. Vote Unanimous. Motion to adjourn – ACCEPTED @ 6:40PM.

Meeting Minutes Approved:



Peter Dow, Secretary

Date: January 26, 2022

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

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

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

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

Guest: Steve Polowitz

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

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

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

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

5. Announcements / Updates

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

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

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

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

7. Head of School Report – John Sheffield

a. Consolidated Dashboard Report:

- Student enrollment remains at 290.
- Two new staff members were added: One (1) SPED Teacher 2nd Grade & One (1) Co-Teacher 5th Grade.
- We have no open positions open right now.
- We may want to hire a Kindergarten RTI Teacher in the future.
- Staff Diversity has been consistent.
- We have 23 ELL Students.
- Professional Development with all staff regarding the culture & traditions of Bangladesh & Islam religion.
- We now have a designated Prayer Area for Muslim students.
- Attendance is hard to track with COVID quarantines.

b. Renewal Application of Benchmark 1 – The final part of Charter Renewal Application was completed & submitted on October 29, 2021.

c. Board PD: 11/8/2021 Vaccination Policy – Currently we have several staff members & students out on quarantine. During a special meeting with attorneys, Linda Tarantino, Andy Friedmann & Steve Polowitz, we discussed our options for a school-wide vaccine mandate. Some of the main topics of discussion were:

- Union issues with vaccine mandate.
- Can we mandate testing 2 times a week for unvaccinated staff members?
- Special information session with Parents & Staff to educate them the COVID vaccine.

8. Academic Committee Report – Peter Dow, Chair

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

9. Parent Association Report – Nichelle Gray, Parent Representative

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

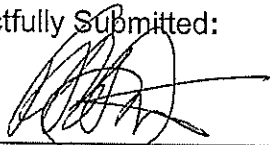
- Vendor Survey
- Event/ Speaker Calendar

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

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

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

Respectfully Submitted:



Peter Dow, Board of Trustees Secretary

Date: January 26 2022

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

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

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

Guest: Steve Polowitz

Excused: Latise Hairston
Anne Henry

1. **Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on December 8, 2021 @ 4:50 P.M. The meeting was held via Zoom Videoconferencing (Meeting ID # 868 8959 2436), in accordance with Temporary Legislation adopted by the New York State Legislature.
2. **Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/about December 1, 2021, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
3. **Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approve Minutes:

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

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

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

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

6. Finance/Audit Committee Report – Bruce Haydon

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

7. Head of School Report – John Sheffield

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

8. Academic Committee Report – Peter Dow

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

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

9. Parent Association Report – Nichelle Gray, Parent Representative

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

10. Governance Committee – Jan Peters, Chair

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

11. Old Business:

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

12. New Business:

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

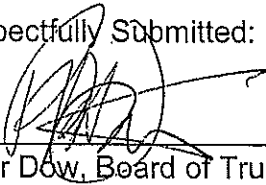
13. Executive Session: HOS Compensation

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

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

<https://us02web.zoom.us/j/86889592436?pwd=VjJlYjRlcWdlbkNsWmU3aUFTVXJ3QT09>
Meeting ID: 868 8959 2436
Passcode: 028189

Respectfully Submitted:



Peter Dow, Board of Trustees Secretary

Date: January 26, 2022

REGULAR MONTHLY BOARD MEETING
Charter School of Inquiry
404 Edison Street
Buffalo, New York 14215
Via ZOOM Videoconferencing
(Meeting ID# 868 8959 2436)
Wednesday, January 19, 2022 @ 4:45pm
Meeting Minutes taken by Laquitta Reid

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

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

Guest: Steven Polowitz

Excused: Latise Hairston
Karen Burhans

1. **Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday, January 19, 2022 @ 4:51 P.M. The meeting was held via Zoom Videoconferencing (Meeting ID # 868 8959 2436), in accordance with Temporary Legislation adopted by the New York State Legislature.
2. **Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/or about January 12, 2021, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
3. **Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approve Minutes

- a. Minutes of Business – December 8, 2021- **Action**
Motion to approve Minutes of Business made by Peter Dow. Seconded by Bruce Haydon. Vote unanimous - ACCEPTED.

Committee Minutes (FYI) – ACCEPTED

- a. Academic Committee, November 23, 2021
- b. Finance/Audit Committee November 23, 2021
- c. Governance Committee, November 16, 2021

5. Announcements / Updates

- a. Trustee Resignation, Mary Jo Pfeiffer – **Action**
 - Ms. Pfeiffer resigned on December 16, 2021.
 - Motion to approve resignation of Board Trustee, Mary Jo Pfeiffer made by Valerie Nolan. Seconded by Melvin Bankhead. Vote Unanimous. Resignation- ACCEPTED.
 - Due to Ms. Pfeiffer's resignation, there is a need for another Board Member on the Academic Committee. Peter asked Valerie Nolan, "on an interim basis," to join the Committee during our search for new Board Members.
 - Ms. Nolan opined that once we have new board members, all committees should be restructured.
 - Nichelle has 2 recommendations for new Board Members.

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

- a. Financial Statements & Narrative for period ending November 30, 2021
 - Per Bruce – financially we continue to be on solid ground.
 - TRS (Teacher Retirement System) – Bruce & Accountant, Karen Burhans was planning to give a presentation to the Board. However, Ms. Burhans was unable to attend this meeting. This topic will be tabled for our next Board of Trustees Meeting.
 - Next Finance/Audit Committee Meeting: Tuesday, January 25, 2022 @ 12PM.

7. Head of School Report – John Sheffield

- a. Student Enrollment – 292
- b. Subgroup Enrollment - 21 ELL Students.
- c. Staffing:
 - One Teaching Assistant resigned.
 - Teaching Assistant, Natasha Reese was hired.
 - Open position: Kindergarten RTI Co-Teacher.

- d. Student Discipline Report – Suspension and student discipline is low.
- e. Professional Development – We continued our professional development in December with Africana Studies Program, Responsive Classroom Consultant, Andy Steck & BOCES Consultants.
- f. Daily Student Attendance Report – Student average attendance rate is low due to COVID.
- g. COVID 19 Report – It has been difficult to track these absences. We don't know if an absence is due to COVID or common cold.
 - County has stopped contact-tracing & it is now based on self-reporting.
 - Quarantine & Isolation Guidelines change every few days and it gets confusing for Staff & Parents.
 - Test-to-Stay option is very costly. Cost for the remainder of this year is approximately 26K.
- h. ESSER: Reopening Plan Review – No changes.

8. Academic Committee Report – Peter Dow, Chair

December Academic Meeting - we had two (2) Guest Speakers, Louis Mattiuzzo, Director of SPED & RTI Services and Marie Giancarlo, Director of Curriculum & Instruction.

- Mr. Mattiuzzo spoke about the new Co-teaching models for SPED & RTI students and how strong it is.
- He spoke about 4 Co-teaching Models being used: Parallel Teaching, Station Teaching, Mirror Teaching & Team Teaching.
- There has been growth with the Co-teacher model from not only the student standpoint, but the Teachers have learned from one another.
- The Co-Teaching model allows SPED & RTI students to remain in a normal classroom, while receiving instruction alongside their peers.
- Ms. Giancarlo spoke about developing Rubrics for inquiry-based instruction.
- Two Rubrics were developed for K-3 & 4-6 grades based on common skills taught across the disciplines.

9. Parent Association Report – Nichelle Gray, Parent Representative

- a. Increasing Parent Participation – Due to limited time in school after Winter Break, it has been difficult to schedule a meeting.
 - No Parent issues have arisen at this time.

- b. Event/ Speaker Calendar – Mr. Peek will be a guest speaker at the next Parent Association Meeting. Date TBD.

10. Governance Committee – Janet Peters, Chairs

- a. Board Candidate Process – Recruitment & interviewing new Board Candidates is our prime focus.
- b. Head of School Evaluation 2021-22 – Head of School Evaluation (HOS) is important.
- c. Board at Work – John suggested Brian Carpenter a.k.a. the Board Doctor.
 - Valerie would like to set-up a phone call with Mr. Carpenter.
 - The call with Mr. Carpenter should consist of John and several board members.
 - Dates for a meeting with Mr. Carpenter will be discussed at the next Governance Committee Meeting scheduled for Tuesday, January 25, 2022 @ 4:30PM.

11. Old Business:

- a. Website RFP status – Nichelle Gray – Nothing new to report. Nichelle & Bruce plan to have something to present at the next meeting.

12. New Business:

13. Next Meeting: Wednesday, February 9, 2022 @ 4:45PM

14. Adjournment: Motion to adjourn made by Bruce Haydon. Seconded by Peter Dow. Vote Unanimous. Meeting adjourned @ 5:56PM

Respectfully Submitted:



Peter Dow, Secretary

Date: 2/28/22

<https://us02web.zoom.us/j/86889592436?pwd=VjJiYiRlcWdlbkNsWmU3aUFTVXJ3QT09>

Meeting ID: 868 8959 2436

Passcode: 028189

REGULAR MONTHLY BOARD MEETING

Charter School of Inquiry

404 Edison Street

Buffalo, New York 14215

Via ZOOM Videoconferencing

Wednesday, February 9, 2022 @ 4:45pm

<https://us02web.zoom.us/j/86889592436?pwd=VjJIYjRlcWdIbkNsWmU3aUFTVXJ3QT09>

Meeting ID: 868 8959 2436

Passcode: 028189

Meeting Minutes taken by Laquitta Reid

Trustees Present: Valerie Nolan, Chair
Peter Dow
Janet ("Jan") Peters
R. Bruce Haydon
Anne ("Ann") Henry

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

Guest: Steven Polowitz, General Counsel
Karen Burhans, Accountant
Captain Tommy Champion, Board Candidate

Excused: Latise Hairston
Nichelle Gray
Melvin Bankhead

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday, February 9, 2022 @ 5:08 P.M. The meeting was held via Zoom Videoconferencing (Meeting ID # 868 8959 2436), in accordance with Temporary Legislation adopted by the New York State Legislature.
- 2. Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/or about February 2, 2022, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approve Minutes

- a. Minutes of Business Meeting – January 19, 2022 – ***ACTION- ACCEPTED.***
Motion to approve minutes by Anne Henry. Seconded by Peter Dow. Vote Unanimous. Motion Approved.

Committee Minutes (FYI):

Motion to accept committee minutes brought by Valerie Nolan. Seconded by Anne Henry. Vote Unanimous. Motion Approved.

- a. Academic Committee Meeting, December 17, 2021 – ***ACCEPTED***
- b. Finance /Audit Committee, December 21, 2021 – ***ACCEPTED***
- c. Governance Committee, December 14, 2021 – ***ACCEPTED***

5. Announcements /Updates

- a. Revise Standing Meeting Day/Time
 - Proposed new meeting date: 2nd Thursday @ 6:00PM. - ***ACCEPTED***

Motion to move board meeting date/time to Thursday @ 6PM brought by Peter Dow. Seconded by Janet Peters. Vote Unanimous. Motion Approved.

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

- a. Financial Statements & Narrative for period ending December 31, 2021
 - Bruce spoke briefly about our financial standings “we are ahead of budget.”
 - There are no “extraordinary items” on last month’s financial statement.

b. Resolution for Account Signing Authority – ***ACTION- ACCEPTED***

Motion to adopt Bank Signing Authority Resolution brought by Janet Peters. Seconded by R. Bruce Haydon. Vote Unanimous.

c. Teacher Retirement System (“TRS”) Analysis – Karen Burhans

- i. Resolution to join TRS, pending Staff adoption – ***ACTION – ACCEPTED***

Motion to adopt TRS Resolution brought by Peter Dow. Seconded by R. Bruce Haydon. Vote Unanimous. Motion Approved.

Pros & Cons:

- 5-yr financial impact is estimated at about 750,000 dollars.
- Once you join TRS – you cannot get out.
- Employer contribution rate varies from year to year.
- Last year’s rate for employer contribution was 10.29%.
- TRS employer contribution rates have been as high as 22% but as low as .5%
- Current rates for employers have been hovering between 8% to 10%
- Not all employees are eligible for TRS.
- Job title delineation is important as some positions are not eligible for
- Teacher’s Assistants are eligible for TRS, but Teacher’s Aides are not eligible.
- We would have to join by July 1, 2022.
- Alcott will need time to configure TRS contributions in their system.

- Mandatory employee contribution for Tier V (5) & VI (6) at a range of 3% - 5.5% of their salary.
- 401K would still be available for employees not eligible for TRS.
- Current 401K rate is 5%.
- Next step: Propose TRS to Staff and get Union approval (if necessary).

7. Head of School Report – John Sheffield

- a. Student Enrollment – Student enrollment is “stable.”
- b. Subgroup Enrollment -
- c. Staffing – we lost one employee during the month of January.
 - We need to add another Co-teaching RTI Teacher for 2nd Grade
 - We moved a Kindergarten Co-teacher to 2nd grade
 - John would still like to replace the Kindergarten RTI Co-teaching position.
 - He would like that candidate to have ENL background.
 - We need to replace our Music Co-teacher, as well.
- d. Student Discipline Report – suspension rate is low.
- e. Professional Development – robust staff development in the month of January.
- f. Daily Student Attendance Report – student attendance continues to be a concern due to COVID-related absences.
 - In January, we had 5 remote instruction days (3 days for a water main break and 2 days due to weather.)
 - Joseph Peek, Associate Principal, has started an Attendance Team to track regular & COVID absences to ensure students “don’t slip through the cracks.”
 - Attendance seems to be low during remote instruction days.
 - District busing issues are a contributor to low attendance rates, as well.
- g. COVID 19 Report:
 - We now have 26 vaccinated students.
 - 46 COVID-related absences (43 students & 3 Staff).
 - If students have COVID-like symptoms it can take up to 5 days for that child to get back to school.
 - Children who have been exposed to COVID are out of school longer in some cases.
 - Fully vaccinated students exposed to COVID can return to school.
 - We have had students & teachers out for weeks due to COVID exposures.
 - Test-to-School: It is approximately \$26,000 dollars to run this program for the rest of the school year. We would need to partner with a medical facility to run the program.
 - There are other complexities that come along with joining the Test-to-Stay program (i.e., Licenses/Certification).

- h. Student Assessment Data – Fountas & Pinnell (“F&P”) Assessment Data was completed in January 2022.
 - We have seen growth at every grade level from September to December.
 - STAR Assessments were just completed, and data will be presented to the Academic Committee Meeting on Friday, February 18, 2022 @ 1:00PM.

8. **Academic Committee Report – Peter Dow, Chair**

Peter spoke about our last Academic Committee Meeting on 1/21/22 and the presentation of ENL Teacher, David Magavern.

 - We have 22 ENL students (1 Burnese, 6 Spanish, 2 French/Swahili & 13 Bengali).
 - Our ENL growth has been tremendous considering, charter schools rarely get student placement recommendations from through “word of mouth.”
 - Mr. Magavern believes of the 22 students, 7 of them will test out of the program this year.
 - CSI’s Prayer Corner for Bengali students has been received well by students & parents.
 - Most of the ENL students are ‘academically strong’ per John’s benchmark assessment data.
 - Benchmark data will be presented at the next Academic Committee Meeting on Friday, February 18, 2022 @ 1PM.

9. **Parent Association Report – Nichelle Gray, Parent Representative – Discussion tabled for next meeting on Thursday, March 10, 2022 @ 6PM.**
 - a. Increasing Parent Participation
 - b. Event/Speaker Calendar

10. **Governance Committee Report – Jan Peters, Chair**
 - a. Board Candidate Process: Captain Tommy Champion

Jan & Valerie spoke highly of their meeting with prospective Board Member, Captain Tommy Champion. Captain Tommy was able to briefly join the meeting but unfortunately, duty calls and he was unable to stay for the entire meeting. We look forward to hearing from him at our next meeting.

Eric Campbell (former CSI Staff Member) – Jan, Valerie & John will be meeting with Mr. Campbell tomorrow afternoon.
 - b. Brian Carpenter Introductory Zoom – Valerie, Jan, Peter & John met with Dr. Carpenter. – **ACTION- ACCEPTED**
 - Dr. Carpenter spoke about Board Member training & “Staying in our own lane.”
 - Dr. Carpenter sent over his summary & fees.
 - He would review our books, 990’s, board retreats, onboarding process, etc.

- John spoke about his experience working with John at Elmwood Village Charter School.
- John believes that our board would benefit from his training/expertise.
- Next step is to ask Dr. Carpenter for a proposal.

Motion to request a proposal from Brian Carpenter, Ph.D., brought by Janet Peters, Seconded by Peter Dow. Vote Unanimous. Motion APPROVED.

- c. What are the next steps for engaging Kathy Adams consulting proposal?
- Per Steve, he opined that we may need to put a contract together if Ms. Adams does not have one.
 - Laquitta will send Ms. Adams' proposal to *all* Board Members for review.
 - Resolution of this will be discussed at our next Board Meeting (*see date & time below.*)

11. Old Business:

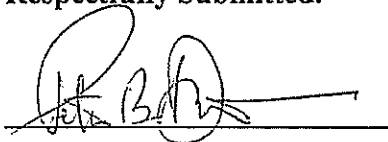
- a. Website RFP status – Nichelle Gray

12. New Business: Valerie will reach out our SED liaison to get an ETA on our Site Visit Report from October 2021.

13. Next Meeting: Thursday, March 10, 2022 @ 6PM.

14. Adjournment - *Motion to adjourn brought by Peter Dow. Seconded by R. Bruce Haydon. Vote Unanimous. Meeting Adjourned @ 6:35PM.*

Respectfully Submitted:



Peter Dow, Board Secretary

4/20/22
Date

REGULAR MONTHLY BOARD MEETING

Charter School of Inquiry

404 Edison Street

Buffalo, New York 14215

Via ZOOM Videoconferencing

Thursday, March 10, 2022 @ 6:00 pm

<https://us02web.zoom.us/j/86889592436?pwd=VjJIYjRlcWdlbkNsWmU3aUFTVXJ3OT09>

Meeting ID: 868 8959 2436

Passcode: 028189

Meeting Minutes taken by Laquitta Reid

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

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

Guest: Eric Campbell, Prospective Board Member

Excused: Latise Hairston

- 1. Call to Order:** The regular meeting of the Board of Trustees (the “Board”) of the Charter School for the Inquiry (the “School”) was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Thursday, March 10, 2022 @ 6:07 P.M. The meeting was held via Zoom Videoconferencing (Meeting ID # 868 8959 2436), in accordance with Temporary Legislation adopted by the New York State Legislature.
- 2. Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/or about March 3, 2022, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Change Size of Board of Trustees – ACTION- ACCEPTED

Motion to Change size of Board of Trustees brought by Peter Dow. Seconded by Janet Peters. Vote unanimous. Motion Approved.

- With approved resolution, Board of Trustee size changes from 9 members to 7 members.
 - Quorum size will change from 5 members to 4 members with unanimous board vote.
- a. Accept Resignation of Anne Henry – Charter School of Inquiry & its Board of Trustees, would like to thank Anne Henry for her year(s) of service. We wish her well with future endeavors.

5. Approve Minutes

- a. Minutes of Business Meeting – February 9, 2022 – **ACTION- ACCEPTED**
Motion to Approve Minutes Bruce Haydon. Seconded by Melvin Bankhead, Vote unanimous. Minutes Approved.

Committee Minutes (FYI): **APPROVED**

Motion to approve committee minutes brought by Bruce Haydon. Seconded by Peter Dow. Vote Unanimous. Committee Minutes Approved.

- a. Academic Committee, January 21, 2022 – **ACCEPTED**
- b. Finance/Audit Committee, January 25, 2022 – **ACCEPTED**
- c. Governance Committee, January 25, 2022 – **ACCEPTED**

6. Announcements / Updates

- Renewal Process – We met all the benchmarks, with exception of, two (2) benchmarks.
- Since NYS Assessments have not been administered since the 2018-2019 school year, SED gave CSI a rating of “Not Meeting” on Benchmark 1. It was noted, however, that improvements to instruction were reflected in Benchmark 2.
- Benchmark 1 is based solely on State assessments, and they have not been administered since 2018-2019.
- CSI’s rating on Benchmark 9 – Enrollment, Recruitment and Retention – increased from *Falls Far Below* to *Approaching*. The report recognized the good faith efforts that CSI is making to recruit and retain target populations of students.
- CSI was meeting all other benchmarks.
- We must submit an Action Plan for all 10 benchmarks, including those that we are not meeting and/or approaching proficiency.
- The Action Plan needs to be submitted within 10 days.
- John will share the finalized corrective action plan with the Academic Committee for review, discussion, and input. The full Board will receive the completed action plan.

- Our renewal decision will be determined at the **Board of Regents Meeting on April 11 & 12, 2022.**

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

- a. Financial Statements & Narrative for period ending January 31, 2022
 - Finances remain “stable.” We are in the usual positive position.
- b. Update on Teacher Retirement System (“TRS”).
 - John spoke about the Faculty Meeting & TRS Presentation with Karen Burhans.
 - Angel Beiter from Kirisits provided a packet of information to the Teachers.
 - The teachers will be polled for their interest in the TRS program.
 - John opined that he believes the teachers are in support of TRS.
 - Kirisits & Associates can help with the TRS application. They were instrumental in the set-up of TRS at Elmwood Village Charter School.
 - With the addition of TRS, the consensus is this will be a great instrument for teacher recruitment/retention.
 - **Next Steps:**
 1. TRS Application – due by July 1, 2022.
 2. Alcott HR Company being made fully aware of the complexities of TRS & creating a deduction plan/process.

8. Head of School Report – John Sheffield

- a. Student Enrollment – 293 students
- b. Subgroup – “doing well.”
- c. Staffing-
 - We have a couple positions available.
 - We lost one of our bilingual Spanish-speaking faculty members.
 - ELL went down by 1 but we are still at 7%.
- d. Student Discipline Report – No suspensions in February.
- e. Professional Development – “robust” staff development for instructional staff.
- f. Daily Student Attendance Report
 - Attendance is going up as COVID numbers are going down.
 - We had 2 weather-related closings in February.
 - We have officially used up our snow days.
- g. Reopening Plan Review
 - Mask mandate will remain in place at CSI.
 - In a poll to the Staff: 97% of staff wanted to keep the mask mandate.
 - The County will now come in to test our unvaccinated staff members starting on March 21, 2022.

- 93% of our staff is vaccinated.
- 13% of our students are vaccinated.

h. Student Assessment Data: STAR Assessment

- All grade levels made significant improvements.
- Fountas & Pinnell (“F&P”) assessment levels are exceeding expectations.
- CSI students are benefiting from the Freckle Math Program.
- However, we are at the end of the 3-year contract with the Freckle Math Program.

9. Executive Session: Personnel Issues

@6:46PM - Motion to move into Executive Session brought by Janet Peters. Seconded by Peter Dow. Vote unanimous. Executive Session begun.

Executive Session: No action taken.

@7:12PM - Motion to move out of Executive Session brought by Melvin Bankhead. Seconded by Bruce Haydon. Vote unanimous. Executive Session ended.

10. Academic Committee Report – Peter Dow, Chair

Peter spoke about the Academic Committee Meeting that took place on February 18, 2022.

1. Presenters:

a. David Hetherly – STAR Assessments: as discussed in HOS Dashboard Report, we are exceeding expectations for 8 of 10 areas.

- This is the mid-year test results.
- We are using data not only for training/teaching but in areas to identify problems in the curriculum & student growth.

b. Tracey Herlan, CSI Literacy Coach – made a presentation for Fountas & Pinnell (F&P) for Level Literacy Intervention program (LLI). The school is now considering the Barton program as an ancillary program for Tier III interview to complement LLI. The Barton Program is a heavily focused phonics program based on the Orton Gillingham approach for students who struggle in this area.

- Ms. Herlan believes the Barton program would be a wonderful addition to our school curriculum and help at risk readers, Tier III students reach proficiency.
- Implementation of this program would be for September 2022-23 school year.
- Teachers would need to complete the training program during the summer months.

Field Trips: The school is focusing on field trips as we are coming out of pandemic restrictions. We have a robust field trip schedule. With the field trip program there is a Journal Program for the students to keep a record of the Field Trips & what they have learned.

Upcoming CSI Field trips: Colored Musician Club, Botanical Gardens, Planetarium, Explore & More, Underground Railroad Museum, Power Plant, etc.

11. Parent Association Report – Nichelle Gray, Parent Representative – *This discussion was tabled until the next meeting on April 20, 2022 @ 5PM.*

- a. Increasing Parent Participation
- b. Event/Speaker Calendar
 - Parent/Teacher Conferences scheduled for next week.
 - Tracey Herlan, CSI Literacy Coach will be hosting the Scholastic Book Fair next week.
 - CSI has invited Middle School recruiters to help 6th grade parents/students with their transition to middle school.

12. Governance Committee – Janet Peters, Chair

- a. Board Candidate Process
 - Jan spoke about where we are with potential candidates.
 - Captain Tommy Champion is not able to commit to a board position due to his work. However, Captain Champion recommended Officer Coco as a potential board candidate.
 - Update on Eric Campbell: Laquitta received all his paperwork this week and will be sending it to Valerie & Jan for approval before it is sent to SED.
 - Independent consultant, Kathy Adams' contract was finalized this week.
 - Valerie & Janet will find time this month to reschedule a meeting with proposed board member Officer Coco.
 - Jan expressed that she will be postponing the March Governance Committee meeting while she is out on disability.
 - Our next Governance meeting will be scheduled for early April when Jan returns to work. Date TBD.
- b. Brian Carpenter, Ph.D., Proposal – a vote to accept Dr. Carpenter's proposal for board development. *Motion brought by Peter Dow. Seconded by Janet Peters. Vote unanimous. Proposal approved – ACCEPTED*

13. Old Business – *This topic will be discussed at the next Board meeting 4/20/22.*

- a. Website RFP status – Nichelle Gray.

14. New Business:

15. Next Meeting: Wednesday, April 20, 2022 @ 5:00PM (possibly in-person).

- a. Reschedule April Meeting, due to Spring Break
 - Peter expressed that he has a conflict on the 2nd Thursday of the month. He would like to go back to the 2nd Wednesday.
 - Trey agreed that the 2nd Wednesday works for him. He teaches on Tuesdays & Thursdays from 4:40- 5:55pm.
 - Bruce would like to go back to an earlier time.
 - *A motion to change the Board of Trustees meeting date & time to the 2nd Wednesday at 5pm was made by Melvin Bankhead. Seconded by Peter Dow. Vote Unanimous. Motion adopted to move the meeting to the 2nd Wednesday @ 5PM. - ACCEPTED*
 - Valerie set the meeting schedule as follows: Wednesday, April 20, 2022 @ 5PM (special date due to Spring Recess); Wednesday, May 11, 2022, and Wednesday, June 8, 2022.

- b. Return to In-Person Meeting – if the NYS Temporary Executive Order for remote meetings expires on March 16, 2022, we will need to return to in-person meetings.

16. Adjournment: *Motion to adjourn was brought by Janet Peters. Seconded by Peter Dow. Vote unanimous. Meeting adjourned @7:42PM.*

Meeting Minutes Approved:



 Peter Dow, Board Secretary

5/23/22

 Date

REGULAR MONTHLY BOARD MEETING

In-Person

Charter School of Inquiry

404 Edison Street

Buffalo, New York 14215

Wednesday, April 20, 2022 @ 5:00 pm

Optional: ZOOM Videoconferencing

<https://us02web.zoom.us/j/86889592436?pwd=VjJIYjRlcWdlbkNsWmU3aUFTVXJ3QT09>

Meeting ID: 868 8959 2436

Passcode: 028189

Meeting Minutes taken by Laquitta Reid

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

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

Guest: Karen Burhans, Kirisits Accounting
Steven Polowitz, General Counsel

Excused: Latise Hairston
Nichelle Gray

- 1. Call to Order:** The regular meeting of the Board of Trustees (the “Board”) of the Charter School for the Inquiry (the “School”) was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday, April 20, 2022 @ 5:08 P.M. The meeting was held in-person at Charter School of Inquiry, 404 Edison, Buffalo New York 14215, in accordance with New York State Legislation.
- 2. Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/or about April 13, 2022, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approve Minutes

- a. Minutes of Business Meeting – March 10, 2022 – ***ACTION- APPROVED***
Motion to approve minutes of March 10, 2022, made by Peter Dow. Seconded by Janet Peters. Vote Unanimous. Minutes approved.

Committee Minutes (FYI):

Motion to accept all committee minutes made by Bruce Haydon. Seconded by Melvin Bankhead. Vote Unanimous. Minutes accepted.

- a. Academic Committee, February 18, 2022 – ***ACCEPTED***
b. Finance/Audit Committee, March 1, 2022 – ***ACCEPTED***
c. Governance Committee, February 15, 2022 – ***ACCEPTED***

5. Announcements/ Charter Issues

- a. **Four Year Renewal** – Congratulations to Charter School of Inquiry (“CSI”) on receiving a 4-year charter renewal on April 11, 2022. During the Board of Regents meeting David Frank, of NYSED Charter School Office spoke very highly of the school and explained that CSI has made “vast improvements.”

Charter renewal certification documents were received on April 19, 2022. Valerie discussed finding ways to thank Staff, Parents & Students. A celebratory event will be scheduled at a later date.

- b. Charter Amendment:

- i. **Summer School** – John let us know that he is working with Angel Beiter, of Kirisits & Associates, to create a summer school budget. Additionally, we will not be partnering with the Boys & Girls Club this year.
- ii. **Summer Lunch Program** – John has been in communication with Buffalo Public Schools to see if they can provide lunches for the summer school program this year & what the cost will be. Last year, lunches were provided by the Boys & Girls Club. John will present cost of the BPS lunch program to the Finance/Audit Committee. Next finance meeting will be: *Tuesday, April 26, 2022 @ 12Noon.*

- c. New Trustee: Eric O. Campbell – ***ACTION – ACCEPTED***

Motion to approve the appointment of Eric O. Campbell as a CSI Board of Trustees member was made by Janet Peters. Seconded by Bruce Haydon. Vote unanimous. Appointment of Eric O. Campbell to CSI Board of Trustees is APPROVED.

Valerie Nolan spoke about Mr. Campbells experience & contributions that he brings to the board of trustees.

Mr. Campbell is a(n):

- founding staff member of Charter School of Inquiry.
- part of a team of volunteers that canvassed for signatures to get CSI open.
- worker & resident of this community.
- active member of a neighboring church.

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

- a. Financial Statements & Narrative for period ending February 28, 2022
 - Balance sheet is still “very strong.”
 - 600K ahead of budget.
 - Consulting contracts for Kathy Adams & Brian Carpenter, Ph.D., have been executed.
 - Bank signature cards have been implemented for board members, Valerie Nolan & Nichelle Gray.
 - Student enrollment is at 290.
- b. Form 990 – ***ACTION – ACCEPTED***
Motion to approve & file Form 990 made by Melvin Bankhead, Bruce Haydon. Vote unanimous. Form 990 APPROVED.
Karen Burhans, of Kirisits & Associates, went over the annual Form 990. This is a public document with exception of Schedule B. This form is for the year ending June 30, 2021. Form 990 needs to be filed no later than May 15, 2022.
- c. Update on Teacher Retirement System (“TRS”) – John completed a survey/vote with the Teachers and the “vast majority” voted to implement TRS. Budgeting for TRS, has begun. Karen gave a well-prepared presentation to the Teachers.

Next step: Kirisits will prepare the TRS application.

7. Head of School Report – John Sheffield

- a. Student Enrollment – 289 students
**Due unethical recruitment practices from a competing Charter School at recruitment fairs.*
- b. Subgroup Enrollment – ELL & Students with Disabilities (IEP) are “still constant.”
John has concerns about these group as we have nine (9) 6th graders with disabilities that will be moving on.
- c. Staffing – we lost one staff member (TA). We do need a 2nd grade RTI teacher. John believes this can be addressed for the next school year.
- d. Student Discipline Report – a small increase in number of suspensions in the month of March.
- e. Professional Development – we continue to have a “robust” professional development schedule.
- f. Daily Student Attendance Report – Student attendance numbers are going back to pre-covid numbers. We had a small uptick of COVID positive cases recently with Staff & Students returning from spring break travels.
- g. Reopening Plan Review – continuing with face mask policy. COVID-19 test kits were sent home with students over spring break.
Vaccination rate at CSI:
93% of Staff

25% Students

- h. Admissions Lottery – Admissions lottery was on April 5, 2022. We had 126 applications. Majority of our parents apply during summer months. Lottery acceptance letters will be going out shortly.
- i. Extended Day Program – 110 students enrolled. Courtney Eaton, Director of Recruitment has done a wonderful job adding new & exciting clubs.
Clubs:
 - Art
 - Fitness
 - Game Room
 - Photography
 - Crocheting
 - Science
 - Music Ensemble
 - Songwriting and Beat-making
- j. Student Assessment Data: F&P Assessments – F&P testing – Our students are continuing to make gains in reading from September through March. These gains are higher than what you would normally see in a “normal year.” This could be due to our co-teaching model.
- k. ELA Assessments – CSI had 97% student attendance for ELA assessments last week. ELA Math Assessments will be given next week. ELA results will be available in August.
- l. State-Ed. Parent Survey v. Board Surveys – Both are due May 20, 2022. We will again utilize the services of Diane Bessel. This topic will be added to the agenda of our next Governance Committee Meeting on Tuesday, April 26, 2022 @ 4:30PM for further discussion.

8. Academic Committee Report – Peter Dow, Chair

- a. Barton Program – was recommended to the Board for adoption. Training session before the new year starts. This will improve phonics & fluency for Tier III students.
- a. Co-teaching Model Report - Joseph Peek – Mr. Peek’s co-teaching survey shows success among the Teachers. 9 of 12 Teachers responded to the survey. Positive feedback & test scores are directly related to co-teaching.
- b. Site Visit Report & Action Plan – formally known as a “Corrective Action Plan.” Test. CSI’s Action Plan was submitted March 25, 2022.
- c. Socio-Emotional Learning–Teacher Child Rating Scale (“TCRS”) – TCRS assessments are given to every student at the beginning of the year to establish a socio-emotional baseline. Tier II & III students get re-assessed throughout the year. Based on the teacher & student survey, the student is placed in 1 of 3 tiers:

- Tier I – responsive classroom
- Tier II – restorative justice practices
- Tier III – students work in groups with social worker(s) (more intense)

9. Parent Association Report – Nichelle Gray, Parent Representative

a. Increasing Parent Participation – John spoke about Scholastic Book Fair organized by Tracey Herlan, CSI’s Literacy Coach being a success:

- Highest number of book fair sales we have ever had at CSI.
- Parents really supported the Book Fair.

Additionally:

- 96% Parent-Teacher Conference participation.

b. Event/Speaker Calendar – *topic tabled for next board meeting.*

10. Governance Committee – Janet Peters, Chair

a. Board Candidate Process – Eric Campbell is awaiting SED approval. We are active looking for recommendation for new board members.

Officer Coco – has not been able to commit. Jan has been trying with no success.

Nichelle may still have some options for the new board members.

We are looking for members who can commit to attending our monthly board meetings.

b. Brian Carpenter – Next Steps: schedule 6-hour board retreat on a Saturday.

Val believes three (3) 2-hour sessions would be better suited for our board members.

Laquitta will send pre-seminar documents via Dr. Carpenters’ preferred delivery method.

11. Old Business – discussion was tabled for next meeting.

a. Website RFP status – Nichelle Gray

12. New Business – Shoutout to Tamiaka Johnson, CSI’s Director of Student Support Services, for organizing a wonderful advertisement in The Challenger newspaper. Several female faculty members were profiled for Women’s History Month.

13. Next Meeting: Wednesday, May 11, 2022 @ 5:00PM

14. Adjournment @ 6:36PM

Minutes Approved:



Peter Dow, Board of Trustees Secretary

5/23/22
Date

REGULAR MONTHLY BOARD MEETING

In-Person

Charter School of Inquiry

404 Edison Street

Buffalo, New York 14215

Wednesday, May 11, 2022 @ 5:00 pm

Optional: ZOOM Videoconferencing

<https://us02web.zoom.us/j/84240130182?pwd=YkpQYmwrGFYMFbHk0xwY1ExV1psZz09>

Meeting ID: 842 4013 0182

Passcode: 807912

Meeting Minutes taken by Laquitta Reid

Trustees Present: Valerie Nolan, Chair
Peter Dow
Janet ("Jan") Peters
R. Bruce Haydon
Melvin ("Trey") Bankhead

CSI Staff: John Sheffield, Head of School ("HOS")
Joseph Peek, Associate Principal
Laquitta Reid, Board Assistant

Guest: Steven Polowitz, General Counsel

Excused: Latise Hairston
Nichelle Gray

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday, May 11, 2022 @ 5:22 P.M. The meeting was held in-person at Charter School of Inquiry, 404 Edison, Buffalo New York 14215, in accordance with New York State Legislation.
- 2. Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/or about May 4, 2022, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approved Minutes

- a. Minutes of Business Meeting – April 20, 2022 – ***ACTION – APPROVED***
Motion to Approve April 20, 2022, board minutes.
Moved by: Peter Dow
Seconded by: Janet Peters
Approved: ALL
Opposed: NONE
Abstained: NONE
Motion: Approved

Committee Minutes (FYI): - ***ACCEPTED (ALL)***

- a. Academic Committee – March 18, 2022
b. Finance/Audit Committee, March 22, 2022

5. CSI 2022-2023 Proposed School Calendar – John Sheffield – *ACTION – APPROVED*****

- a. Buffalo Public Schools 2022 – 2023 proposed calendar (released)
Motion to Approve 2022-2023 proposed School Calendar
Moved by: Peter Dow
Seconded by: Janet Peters
Approved: ALL
Opposed: NONE
Abstained: NONE
Motion: Approved

John presented CSI's proposed calendar for 2022 – 2023 school year. He stated that our calendar "mirrors" Buffalo Public School's ("BPS") draft calendar which was released earlier this week. By keeping our calendar in-sync with BPS, it will reduce the number of days we have to pay for transportation when BPS is not in session. Our proposed calendar is very similar to last year's calendar:

- 183 instructional days
- 195 days for Teachers
- 3 closure days (weather-related/ Other)

John opined that if we know about a school closure, in advance, we can convert to remote learning in avoidance of using a school closure day.

Motion to Approve CSI's 2022-2022 School Calendar (proposed)

Moved by: Melvin Bankhead, III

Seconded by: R. Bruce Haydon

Approved: ALL

Opposed: NONE

Abstained: NONE

Motion: Approved

6. Announcements / Charter Issues – HAPPY BIRTHDAY, JOHN!!!

Laquitta announced that Eric O. Campbell has agreed to join both Governance & Academic Committee.

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

- a. Financial Statements & Narrative for period ending March 31, 2022
 - Favorable position
 - Current variance is around 709K
 - Financially things are positive
 - Last Finance/Audit meeting we discussed: Budget for Summer Enrichment Program, Lunch program budget, and Salary & Benefits increases.
 - Now that we have a 4-yr renewal, we can begin negotiation on buying our building.
 - Budget should be finalized next week.
 - Final draft of budget will be sent to the Board for approval by end of May/ early June.
 - Next Finance/Audit Committee meeting is Tuesday, May 24, 2022 @ 12PM
- b. Update on Teacher Retirement System (“TRS”) – Karen Burhans, of Kirisits & Associates is working on submitting the TRS application.

8. Head of School Report – John Sheffield

- a. Student Enrollment - 289
- b. Staffing – No new hires/ resignations.
- c. Student Discipline Report – 1 long-term suspension in April.
September 2021 – April 2022 Suspensions:
 - one-time suspensions: 20
 - 2 or more suspension: 3 students.
 - 3 or more suspensions: 0
 - 4 or more: 1 student.
 - Long-term suspension (more than 5 days): 1
- d. Daily Student Attendance Report – strong daily attendance numbers. COVID made a comeback after spring recess, which caused a small dip in daily attendance numbers.
- e. Student Assessment Data:
 - NYS ELA Assessment (April): 97% participation.
 - F& P Assessments (March/April) – Reading: 99% participation.
 - STAR Monitoring - Reading & Math (April): 99% participation.
 - NYS Math Assessment (May): 98% participation.

John expressed how great our testing participation rates were this year. Performance data shows we are meeting proficiency in several grade levels. June results will let us know:

1. What students/ grade levels met proficiency.

2. Assess success of curriculum & instruction at each grade level & each subject.
3. Effectiveness of programs we are using.

State data will be available by end of August/ early September. After review of our math program, we decided to continue with **Math Expressions** for one more year. We are seeing great success with this program in our primary grades.

9. **Academic Committee** – Peter spoke about topics for our upcoming Academic Committee meeting scheduled for: Friday, May 20, 2022 @ 1PM, where we will be discussing the Math Expressions program. Peter & John will meet to discuss other agenda items.

10. **Parent Association Report – Nichelle Gray, Parent Representative**

- a. Increasing Parent Participation – John stated that upcoming events will increase parent participation.
- b. Event/Speaker Calendar:
 - Art Night/ Ice Cream Social.
 - Kindergarten Moving-up Day Ceremony.
 - 6th Grade Commencement.

John will share event dates with board members as they become available.

11. **Governance Committee – Janet Peters, Chair**

Jan informed us that this committee is re-focusing on CSI's website. Laquitta Reid & Lynn Monin have been appointed Project Managers. Melvin Bankhead & Courtney Eaton provided information collected last year to assist with the process of selecting an IT company.

- a. Board Candidate Process – John proposed Ebony Eison as a proposed board member. Jan & Val will be meeting with Ms. Eison tomorrow (May 12, 2022).
- b. Brian Carpenter – Next Step: we need to confirm dates for two 3-hour board retreat sessions. Valerie would like to complete the board retreat ahead of our Annual Board Meeting. Dr. Carpenter sent a link for a board survey for all active board members to complete. Laquitta will contact Dr. Carpenter for proposed retreat dates in.
- c. Board Surveys: John & Lynn will be contacting Diane Bessel for assistance with Board self-surveys again this year. John opined that Dr. Carpenter's survey could serve as a Board Self-Survey.
- d. Board Photos: Please give head shots to Laquitta to post on CSI's website.
- e. Next Meeting: Tuesday, May 24, 2022 @ 4:30PM.

12. **Old Business**

- a. **Website RFP - Laquitta Reid**: Laquitta presented a website proposal from Webty's Designs and discussed the rising price(s) of IT Services. Additionally, she stated that based on pricing, it would be advantageous to re-evaluate two (2) proposals from last year: Otherwisz Designs & Type Works. Type Works is willing to keep their proposal the same (6K+). Otherwisz Designs will re-submit their proposal with updated cost.

John believes that a stakeholder's opinion in this process is important based on previous work done by the website committee. Laquitta is awaiting proposal from several other IT companies and will submit them to this board for review & approval.

13. New Business:

14. Next Meeting: Wednesday, June 8, 2022 @ 5:00PM

15. Adjournment – *Motion to adjourn Board of Trustees' meeting of May 11, 2022.*

Motion made by: Peter Dow

Seconded by: Janet Peters

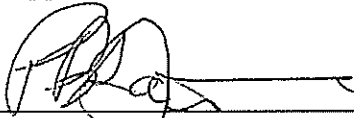
Approved: ALL

Opposed: NONE

Abstained: NONE

Meeting adjourned @ 6:42pm

Minutes Approved:



Peter Dow, Board Secretary

6/8/22
Date

REGULAR MONTHLY BOARD MEETING

In-Person

Charter School of Inquiry

404 Edison Street

Buffalo, New York 14215

Wednesday, June 8, 2022 @ 5:00 pm

Optional: ZOOM Videoconferencing

<https://us02web.zoom.us/j/84240130182?pwd=YkpQYmwrGfYMFbHk0xwY1ExV1psZz09>

Meeting ID: 842 4013 0182

Passcode: 807912

Meeting Minutes taken by Laquitta Reid

- Trustees Present: Valerie Nolan, Chair
Peter Dow
Janet ("Jan") Peters
R. Bruce Haydon
Melvin ("Trey") Bankhead
Nichelle Gray
- CSI Staff: John Sheffield, Head of School ("HOS")
Joseph Peek, Associate Principal
Laquitta Reid, Board Assistant
- Guest: Steven Polowitz, General Counsel
Angel Beiter, Accounting
Eric O. Campbell, Proposed Board Member
Ebony Eison, Proposed Board Member
- Excused: Latise Hairston

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School for the Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful quorum being present on Wednesday, June 8, 2022 @ 5:22PM. The meeting was held in-person at Charter School of Inquiry, 404 Edison, Buffalo New York 14215, in accordance with New York State Legislation.
- 2. Proof of Public Notice of Meeting** Public Notice was sent to all media outlets via electronic mail on/or about June 1, 2022, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest - Affirmation of Policy**
Reminder: If anyone has a potential conflict of interest concerning a subject under discussion by the Board, he/she has an obligation to disclose the potential conflict and, if deemed a conflict, recuse him/herself and leave the room during any discussion and vote on the subject.

4. Approved Minutes

- a. Minutes of Business Meeting – May 11, 2022 – ***ACTION – APPROVED***
Motion to Approve May 11, 2022, board minutes is,
Moved by: Janet Peters
Seconded by: R. Bruce Haydon
Approved: ALL
Opposed: NONE
Abstained: NONE
Motion: Approved

Committee Minutes (FYI): - ACCEPTED (ALL)

- a. Governance Committee – April 26, 2022
- b. Finance/Audit Committee – April 26, 2022

5. Announcements/ Updates: N/A

6. Presentation: Website Design – Oliver Neda, Educational Network

- Educational Network was founded in 2001.
- Specializes in K-12 schools, Charters & Private School websites.
- Headquarters NYC with office in Miami, Dallas, Las Vegas & Los Angeles.
- Custom website design from scratch.
- ADA Compliant.
- High-quality photos/drone shoor
- Content Management System with *unlimited* website hosting & technical support.
- Training for all board members now & in the future are free.
- Website can be as unique & interactive as we need it to be.
- Custom info-graphics (e.g., test scores, calendar, budget.)
- Post to website, social media & mobile school app all at the same time.
- Unlimited video & photo uploads.
- Teachers/Administrators can have their own pages within the website (e.g., parent messages, homework, documents, calendars, announcements, etc.)
- Website translation button (Bengali, Spanish, French, etc.)
- 8-12 weeks for completion of website. This includes migrating old content.
- Website can be ready for training & use by beginning of 2022 – 2023 School Year.
- **PRICE: \$3600.00/annually (without branded mobile app.)**
- **Mobile App is an additional cost per year: \$600.00/annually.**
- **Total price for website w/mobile app: \$4200.00/ annually.**

7. Finance/ Audit Committee Report – Bruce Haydon

- a. Financial Statements & Narrative for period ending April 30, 2022 – “still in good financial position.”
- b. Update on Budget Process – Angel spoke about the *proposed* 2022-2023 CSI School Budget.
- c. 2022- 2023 Budget - ***ACTION – APPROVED***

- Based upon 329 student enrollment.
- Rate: \$13, 417.00/per pupil rate.
- 4.4 million in State Aid.
- included in this budget are the remaining ESSER Funds.
- Special Education revenue is up due to co-teaching (\$450,000)
- 3% general inflation rate *(for most line items.)*
- 5% salary increases for retention purposes.
- Health insurance contribution increase from \$570.00 to \$700.00
- Amendment to budget: Head of School salary.
- 2022 -2023 CSI Budget will be filed with the State Education Department by November 2022 deadline.

Motion to Approve 2022-2023 CSI School Budget is,

Moved by: R. Bruce Haydon

Seconded by: Melvin Bankhead

Approved: ALL

Opposed: NONE

Abstained: NONE

Motion: Approved

8. Head of School Report – John Sheffield

- a. Student Enrollment – 289
- b. Projected Enrollment for 2022 – 2023
- c. Subgroup Enrollment – stable
- d. Staffing – stable
- e. Student Discipline Report – lower this month with three (3) suspensions.
- f. Professional Development – Responsive Classroom, Writing & Africana Studies
Summer School Staff PD: FRECKLE Program
- g. Daily Student Attendance Report – is up but still not back to pre-COVID levels.
- h. Student Assessment Data:
 - F&P Progress Monitoring – still ongoing.
 - 4th Grade NYS Science Practicum – 99% participation.
 - NYSESLAT – English Proficiency – 99% participation.
- i. Trauma Response – day-by-day outline of our response in the wake of TOPS Market Tragedy & Uvalde School shooting. We implemented a Safety Button App. With this app, we can notify teachers & parents on their cell phones & laptops, if there is a medical or lockdown situation.

9. Parent Association Report – Nichelle Gray – Parent Representative

- a. Increasing Parent Participation
- b. Event/ Speaker Calendar
 - Recent Field Trips & Activities:
 - Kelkenberg Farm
 - Buffalo Zoo
 - Tift Farm Nature Preserve

- Ms. Lee “Under the Tree” (Africana Lessons)
- Russell Bell Academy – Young Gentlemen’s Club
- Girls’ Etiquette Club
- Underground Railroad Heritage Center
- Niagara Falls Power Vista
- Bengali Food Festival
- Buffalo Museum of Science.

- CSI Art Night Thursday, June 9, 2022
- Kindergarten Moving-Up Ceremony, Friday June 17, 2022
- Sixth Grade Commencement, Tuesday, June 21, 2022

10. Governance Committee – Jan Peters, Chair

Our focus was on the CSI website. Two (2) website vendors have been selected to present:

Educational Network & Otherwisz Designs.

Oliver of Educational Network gave a wonderful presentation this evening. Otherwisz Designs will present at our next Governance Committee Meeting on: Tuesday, June 28, 2022 @ 5PM.

- a. Brian Carpenter, Ph.D., - Retreat Scheduling – current date: Saturday, June 11, 2022. Due to low board participation & scheduling conflicts, we need to propose new date(s) for our board retreat.
New proposed dates: Saturday, July 23, 2022 & Saturday, July 30, 2022.
Time: 11am -2pm (both dates) with lunch served.

11. New Business: Prospective Board Member, Ebony Eison (pending SED Approval) – ACTION- APPROVED

Ms. Eison would be a wonderful addition to the Charter School of Inquiry (“CSI”) Board of Trustees. Understanding of charter schools & current experience will allow her to bring new & exciting ideas to CSI that will make a lasting impression on our board, staff, students & community for years to come.

Motion to approve Ebony Eison for CSI Board Membership is,

Made by: Valerie Nolan

Seconded by: Janet Peters

Approved: Unanimous

Opposed: NONE

Abstained: NONE

Motion: APPROVED

12. Next Meeting:

- a. *Annual Meeting: Wednesday, July 6, 2022 @ 5:30PM*
- b. *Business Meeting: Wednesday, July 6, 2022 @ 6:00PM*

13. Adjournment @ 6:38PM

Motion to adjourn CSI Board of Trustees' Meeting of Wednesday, June 8, 2022, is,

Moved by: Peter Dow

Seconded by: R. Bruce Haydon

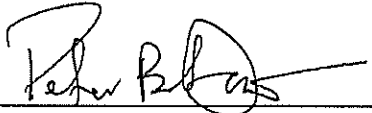
Approved: ALL

Opposed: NONE

Abstained: NONE

Motion: Approved

Minutes Approved:



Peter Dow, Board Secretary

7/6/22
Date

PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

BEDS CODE #

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District/School Name

C	h	a	r	t	e	r		S	c	h	o	o	l		o	f		I	n	q	u	i	r	y
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Facility/Building Name

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Street Address (NO PO Box Numbers)

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City/Town/Village

B	u	f	f	a	l	o																			
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Zip Code

													1	4	2	1	5								
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INSTRUCTIONS

- Read the "Manual for Public School Facility - Fire and Building Safety Inspections" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History

Inspection Date

4/26/2022

Note : Please insert the date the actual inspection took place.
The Inspection Date cannot be earlier than 45 days before the Due Date.

1. Please indicate the primary use of this facility:

- INSTRUCTIONAL
 ADMINISTRATIVE
 BUS MAINTENANCE
 BUS STORAGE ONLY
 LEASED FACILITY OFF SCHOOL GROUNDS
 MAINTENANCE
 OTHER

Please Specify:

- PUBLIC LIBRARY
 STORAGE
 VACANT

2. Is there a fire sprinkler system in this facility? YES NO

If 'yes', is the sprinkler alarm connected with the building alarm? YES NO

3. Is there a fire hydrant system for facility protection? YES NO

If 'yes', indicate ownership of system (select one):

- Public owned
 School owned
 Other

Please Specify:

4. Indicate the ownership of this facility

- Leased
- Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name *
9003 Group LLC.

Address *
ELHICOTT Development
295 Main St. Suite 210
Buffalo, NY 14203

Telephone # *
716 854-0060

5. Does the District lease the building or spaces within the building to others? YES NO

a. If yes, indicate the tenant(s):

Name *
[Empty box]

Address *
[Empty box]
[Empty box]

Telephone # *
[Empty box]

6. What is the current gross square footage of this facility?

nearest whole ten feet
[Redacted]

7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

- a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? YES NO
- b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: YES NO

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31
 Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9/10/20	X	<input type="radio"/>
2	9/14/20	X	<input type="radio"/>
3	10/13/20	X	<input type="radio"/>
4	11/9/20	X	<input type="radio"/>
5	9/11/20	<input type="radio"/>	X
6	10/15/20	<input type="radio"/>	X
7	11/18/20	<input type="radio"/>	X
8	12/11/20	<input type="radio"/>	X
9	1/9/21	X	<input type="radio"/>
10	2/23/21	X	<input type="radio"/>
11	3/23/21	X	<input type="radio"/>
12	5/27/21	X	<input type="radio"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

8d. Average time to evacuate facility was: minutes seconds

8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. YES NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code YES NO

9. If the fire alarm system was activated, was the fire department immediately notified? YES NO
4/21/2022

10. Have there been any fires in this facility since the last annual fire inspection report? YES NO

a. If 'yes', indicate: Number of fires Number of injuries Total cost of property damage

Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District Charter School of Inquiry Building Name _____
 Facility # _____

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B									
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected						
01A-2					08A-2					13A-2					19E-1									
01B-1					08B-2					13B-2					19F-1									
01C-1					08C-2										19G-1									
01D-1					08D-2					14A-2					19H-2									
01E-1					08E-2					14B-2														
					09A-2					14C-2					20A-1									
02A-2					09B-2					14D-1					20B-1									
02B-1					09C-1					14E-1					20C-1									
02C-3					09D-1					15A-2					21A-3									
02D-1					09F-2					15B-1					22A-3									
02E-2					09G-2					15C-2					22B-3									
02F-3					10A-2					15D-2					22C-3									
02G-2					10B-2					15E-1					23A-1									
					10C-1					16A-2					23B-1									
03A-3					10D-1					16B-2					23C-1									
03B-1										16C-2					23D-2									
										16D-2					24A-3									
04A-2					11A-2					17A-3					25A-1									
04B-2					11B-1					17B-2					25B-1									
04C-1					11C-2					17C-2					25C-1									
					11D-2					17D-2														
					11E-1					17E-1														
05A-3										17F-3					26A-3									
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below. _____					Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
05C-2				12B-3					17H-2															
					12C-2					17I-2														
06A-1					12D-2					17J-1														
06B-1					12E-1					17K-1														
06C-1					12F-1					17L-1														
06D-2					12G-1					18A-2														
06E-3					12H-1					18B-2														
06F-1					12I-1					18C-2														
06G-1					12J-1					18D-2														
06H-2					12K-1					19A-3														
					12L-1					19B-2														
07A-3					12M-1					19C-1														
07B-2					12N-1					19D-1														
07C-2					12O-2																			

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:
 Fire Safety Inspector: Name Marvin Spates
 Date 4/26/22

Registry # NY0045162 (26E-4)

Final Inspection (if required):
 Fire Safety Inspector: Name _____
 Date _____

Registry # _____ (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Marvin Spates Telephone #: [REDACTED]
Title: Lieutenant Certification #: [REDACTED]
Email: mlspates@bfdny.org (as designated by the NYS Department of State)

Section III-B. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date 4/26/2022 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Mark Rohloff Telephone #: [REDACTED]
Title: Maintenance Engineer Email: [REDACTED]
Signature: [Handwritten Signature]

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: John W. Sheffield Telephone #: (716) 833-3250
Title: HEAD OF School
Email: JSheffield@csi charter.org Signature: [Handwritten Signature]

CHARTER SCHOOL OF INQUIRY
SINGLE AUDIT REPORTING PACKAGE
JUNE 30, 2022

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June 30, 2022

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Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance

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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Charter School of Inquiry

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying balance sheets of Charter School of Inquiry (the School) as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022 and 2021, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Additional Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying additional information as listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and is derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2022 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Lunden & McCormick, LLP

October 24, 2022

CHARTER SCHOOL OF INQUIRY

Balance Sheets

June 30,	2022	2021
Assets		
Current assets:		
Cash	\$ 3,693,095	\$ 3,413,387
Receivables (Note 2)	687,037	309,965
Prepaid expenses	9,418	4,491
	<u>4,389,550</u>	<u>3,727,843</u>
Property and equipment, net (Note 3)	1,088,494	1,149,995
Restricted cash	<u>100,000</u>	<u>100,000</u>
	<u>\$ 5,578,044</u>	<u>\$ 4,977,838</u>
Liabilities and Net Assets		
Current liabilities:		
Current portion of long-term debt (Note 5)	\$ 31,559	\$ 21,326
Accounts payable	110,076	68,574
Accrued expenses	319,444	269,009
	<u>461,079</u>	<u>358,909</u>
Long-term debt (Note 5)	1,081,401	1,074,632
Net assets:		
Without donor restrictions	<u>4,035,564</u>	<u>3,544,297</u>
	<u>\$ 5,578,044</u>	<u>\$ 4,977,838</u>

CHARTER SCHOOL OF INQUIRY

Statements of Activities

For the years ended June 30,	2022	2021
Support and revenue:		
Enrollment fees:		
Resident students	\$ 3,772,026	\$ 3,801,176
Resident students with disabilities	431,454	149,865
Contributions:		
Federal and state awards	1,223,408	484,102
Paycheck Protection Program (Note 10)	-	435,923
Interest and other income	5,287	2,605
Total support and revenue	5,432,175	4,873,671
Expenses:		
Program expenses:		
Regular education	3,102,200	2,338,038
Special education	572,767	426,188
Other program	267,523	233,091
Supporting services:		
Management and general	998,418	595,194
Total expenses	4,940,908	3,592,511
Change in net assets	491,267	1,281,160
Net assets - beginning	3,544,297	2,263,137
Net assets - ending	\$ 4,035,564	\$ 3,544,297

CHARTER SCHOOL OF INQUIRY

Statement of Functional Expenses

For the year ended June 30, 2022

	Number of Positions	Regular Education	Special Education	Other Program	Management and General	Total
Administrative personnel	6.9	\$ -	\$ -	\$ -	\$ 580,759	\$ 580,759
Instructional personnel	51.5	1,763,460	317,828	-	-	2,081,288
Non-instructional personnel	2.1	-	-	134,614	-	134,614
Total salaries	60.5	\$ 1,763,460	\$ 317,828	\$ 134,614	\$ 580,759	\$ 2,796,661
Salaries		\$ 1,763,460	\$ 317,828	\$ 134,614	\$ 580,759	\$ 2,796,661
Employee benefits and payroll taxes		357,425	64,419	27,284	117,711	566,839
Retirement		81,899	14,761	6,252	26,972	129,884
Staff and student recruitment		-	-	-	17,022	17,022
Classroom supplies and materials		85,348	-	-	-	85,348
Consultants		113,014	143,955	-	-	256,969
Field trips		21,601	-	-	-	21,601
Insurance		31,611	1,976	1,976	3,951	39,514
Interest		94,962	5,935	5,935	11,870	118,702
Nursing services and supplies		-	-	50,991	-	50,991
Office expense		31,369	1,961	1,961	3,921	39,212
Other expenses		18,237	1,005	1,005	2,010	22,257
Payroll processing		-	-	-	89,117	89,117
Professional fees		-	-	-	103,232	103,232
Repairs and maintenance		130,406	8,150	8,150	16,300	163,006
Staff development		27,640	-	-	-	27,640
Student activities		-	-	11,378	-	11,378
Student testing and assessment		18,579	-	-	-	18,579
Technology		122,226	-	-	-	122,226
Telephone		5,374	336	336	672	6,718
Transportation		-	-	5,200	-	5,200
Utilities		59,201	3,700	3,700	7,400	74,001
		2,962,352	564,026	258,782	980,937	4,766,097
Depreciation		139,848	8,741	8,741	17,481	174,811
Total		\$ 3,102,200	\$ 572,767	\$ 267,523	\$ 998,418	\$ 4,940,908

CHARTER SCHOOL OF INQUIRY

Statement of Functional Expenses

For the year ended June 30, 2021

	Number of Positions	Regular Education	Special Education	Other Program	Management and General	Total
Administrative personnel	4.0	\$ -	\$ -	\$ -	\$ 291,619	\$ 291,619
Instructional personnel	44.8	1,349,985	220,366	-	-	1,570,351
Non-instructional personnel	3.0	-	-	123,402	-	123,402
Total salaries	51.8	\$ 1,349,985	\$ 220,366	\$ 123,402	\$ 291,619	\$ 1,985,372
Salaries		\$ 1,349,985	\$ 220,366	\$ 123,402	\$ 291,619	\$ 1,985,372
Employee benefits and payroll taxes		280,316	41,031	29,251	55,657	406,255
Retirement		66,390	9,718	6,928	13,182	96,218
Staff and student recruitment		-	-	-	6,650	6,650
Classroom supplies and materials		23,278	-	-	-	23,278
Consultants		52,695	139,611	-	18,974	211,280
Field trips		1,100	-	-	-	1,100
Insurance		28,452	1,778	1,778	3,556	35,564
Interest		95,671	5,979	5,979	11,959	119,588
Nursing services and supplies		-	-	36,241	-	36,241
Office expense		15,735	983	983	1,967	19,668
Other expenses		9,114	570	570	1,139	11,393
Payroll processing		-	-	-	62,162	62,162
Professional fees		-	-	-	99,779	99,779
Repairs and maintenance		58,287	3,643	3,643	7,286	72,859
Staff development		77,895	-	-	-	77,895
Student activities		-	-	3,610	-	3,610
Student testing and assessment		25,281	-	-	-	25,281
Technology		83,725	-	-	-	83,725
Telephone		4,287	268	268	536	5,359
Transportation		-	-	1,950	-	1,950
Utilities		35,849	2,241	2,241	4,481	44,812
		2,208,060	426,188	216,844	578,947	3,430,039
Depreciation		129,978	-	16,247	16,247	162,472
Total		\$ 2,338,038	\$ 426,188	\$ 233,091	\$ 595,194	\$ 3,592,511

CHARTER SCHOOL OF INQUIRY

Statements of Cash Flows

For the years ended June 30,	2022	2021
Operating activities:		
Cash received from enrollment fees	\$ 4,245,625	\$ 3,903,038
Cash received from contributions	804,191	707,774
Cash received from other sources	5,287	3,280
Payments to employees for services and benefits	(3,442,949)	(2,473,176)
Payments to vendors and suppliers	(1,117,436)	(794,345)
Interest paid	(118,702)	(119,588)
Net operating activities	376,016	1,226,983
Investing activities:		
Property and equipment expenditures	(70,636)	(112,670)
Financing activities:		
Principal payments on long-term debt	(25,672)	(26,846)
Net change in cash and restricted cash	279,708	1,087,467
Cash and restricted cash - beginning	3,513,387	2,425,920
Cash and restricted cash - ending	\$ 3,793,095	\$ 3,513,387

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

School and Purpose:

Charter School of Inquiry (the School) operates a charter school in the City of Buffalo, New York (the City) authorized by the Board of Regents of the University of the State of New York. The School currently offers classes from kindergarten through sixth grade. The School is chartered through June 2026 and continued operations are contingent upon approval of its charter renewal.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 24, 2022, the date the financial statements were available to be issued.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk, since it may exceed insured limits at various times throughout the year. The School complies with a requirement to hold no less than \$100,000 in an escrow account to pay legal and audit expenses that would be associated with dissolution should it occur. This is included as restricted cash on the balance sheets as of June 30, 2022 and 2021.

Property and Equipment:

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

Revenue Recognition:

Enrollment Fees

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

Contributions

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

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

Receivables

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

Income Taxes:

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

Transportation and Food Services:

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

Use of Estimates:

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

Functional Expense Allocation:

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

2. Receivables:

	2022	2021
Enrollment fees	\$ 35,069	\$ 77,214
Contributions	651,968	232,751
	<u>\$ 687,037</u>	<u>\$ 309,965</u>

Enrollment fees receivable as of June 30, 2022 and 2021 include amounts withheld by the City School District for disputed rates of special education services provided by the School from 2016 through 2018 (Note 9).

3. Property and Equipment:

	2022	2021
Building and improvements	\$ 1,499,218	\$ 1,457,019
Instructional and office equipment	507,962	436,851
	<u>2,007,180</u>	1,893,870
Less accumulated depreciation	918,686	743,875
	<u>\$ 1,088,494</u>	<u>\$ 1,149,995</u>

4. Short-Term Borrowings:

The School has available a \$200,000 bank demand line of credit for working capital secured by essentially all business assets with interest payable at prime plus 0.5%. The line is subject to the usual terms and conditions applied by the bank for working capital financing and is annually reviewed and renewed. There were no borrowings on the line of credit at June 30, 2022 and 2021.

5. Long-Term Debt - Lease Obligations:

In 2015, the School entered into a series of purchase, lease, and sublease contracts with a developer to acquire and renovate its building, and currently subleases the premises from the developer under an absolute triple net lease. The lease obligation and related assets have been capitalized for financial reporting purposes. Consequently, building and improvements and instructional and office equipment include capitalized leased assets totaling \$1,126,000.

The capital lease term includes principal and interest payments at 10.8% and extends through June 2035 with five successive five-year renewal options. Principal amounts outstanding at June 30, 2022 and 2021 totaled \$1,074,631 and \$1,095,958. The agreement contains a buyout provision whereby the School may terminate the lease in consideration of payment of the remaining balance on the mortgage note payable and any other amounts due the landlord, plus a buyout provision. The buyout provision is based on a fixed schedule starting at \$1,326,000 with an annual inflation factor escalation clause of 2%.

In 2022, the School began to lease certain equipment under the terms of a noncancellable capital lease obligation with interest and principal payments at 6% through November 2026. Principal amounts outstanding at June 30, 2022 totaled \$38,329.

Amortization of all leased assets included in depreciation expense was \$56,300 and \$51,300 for the years ended June 30, 2022 and 2021, and net book value of leased assets was \$704,600 and \$718,200 at June 30, 2022 and 2021.

Future minimum annual rentals to be paid for the capital leases are:

2023	\$ 148,500
2024	148,500
2025	148,500
2026	165,828
2027	160,053
Thereafter	<u>1,344,865</u>
	2,116,246
Amounts representing interest	<u>1,003,286</u>
Net liability	1,112,960
Less current portion	31,559
Long-term portion	<u>\$ 1,081,401</u>

6. Pension Plans:

The School participates in a multiple employer 401(k) pension plan covering essentially all employees. The School contributes 5% of employees' salaries to the plan, subject to certain limitations. The School's pension expense was \$129,884 and \$96,218 for the years ended June 30, 2022 and 2021.

As of August 2022, the School also participates in the New York State Teachers' Retirement System (TRS) which is a cost-sharing multiple employer public employee retirement system.

7. Cash Flows Information:

Noncash investing and financing activities excluded from the 2022 statement of cash flows include equipment expenditures acquired through the issuance of long-term debt of \$42,674.

8. Financial Assets Available for Operating Purposes:

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

The School's financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30, 2022 and 2021:

	<u>2022</u>	2021
Cash available for operations	\$ 3,693,095	\$ 3,413,387
Receivables	<u>687,037</u>	309,965
	<u>\$ 4,380,132</u>	\$ 3,723,352

9. Contingency:

In 2019, an audit by the Office of the New York State Comptroller determined the City School District had provided incorrect special education rates for over a decade. As a result, there is a dispute with the rate used for aid that passes through the City School District to the School for special education services.

The City School District recouped approximately \$25,600 in special education aid in the 2019-20 and 2020-21 school years through a reduction in the City School District's payments for enrollment fees earned by the School. To recover amounts withheld and pursuant to guidance, the School has submitted a State intercept to the New York State Education Department Commissioner and is following all administrative procedures to resolve the matter. Management believes the School will be successful in challenging the City School District's recoupment of funds through the State administrative procedure, and all amounts withheld per above have been recognized as enrollment fees receivable at June 30, 2022 and 2021 in the accompanying financial statements (Note 2).

10. Risks and Uncertainties due to COVID-19:

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

In July 2020, the School received a loan of \$435,923 from the Small Business Administration (SBA) under the Paycheck Protection Program of the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the pandemic. The School received SBA forgiveness in May 2021 and the proceeds have been recognized as contributions revenue in the accompanying 2021 statement of activities.

The full extent of the impact of COVID-19 on the School's operational and financial performance will depend on further developments, including the duration and spread of the outbreak, and its impact on schools, including its students and families, employees, and vendors, none of which can be predicted.

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor Number	Expenditures
<u>U.S. Department of Education</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-22-5215	\$ 164,102
Supporting Effective Instruction State Grants	84.367	0147-22-5215	22,243
Student Support and Academic Enrichment Program	84.424	0204-22-5215	12,073
Education Stabilization Fund:			
Elementary and Secondary School Emergency Relief Fund	84.425D	5891-21-5215	496,801 ¹
American Rescue Plan Elementary and Secondary School Emergency Relief Fund	84.425U	5880-21-5215	<u>528,189 ¹</u>
Total Expenditures of Federal Awards			<u>\$ 1,223,408</u>

¹ Total Education Stabilization Fund - \$1,024,990

Notes to Schedule of Expenditures of Federal Awards

1. Summary of Significant Accounting Policies:

Basis of Presentation

The accompanying schedule of expenditures of federal awards presents the activity of all federal award programs administered by Charter School of Inquiry (the School), an entity as defined in Note 1 to the School's financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the schedule of expenditures of federal awards.

Basis of Accounting

The amounts reported as federal expenditures generally were obtained from the appropriate federal financial reports for the applicable programs and periods. The amounts reported in these federal financial reports are prepared from records maintained for each program, which are periodically reconciled with the School's financial reporting system. The federal expenditures are recorded on the accrual basis.

Indirect Costs

The School typically does not allocate indirect costs to federal programs and as such, the 10% de minimis indirect cost rate permitted by the Uniform Guidance is not applicable.

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

The Board of Trustees
Charter School of Inquiry

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Charter School of Inquiry (the School), which comprise the balance sheet as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 24, 2022.

Report on Internal Control over Financial Reporting

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

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

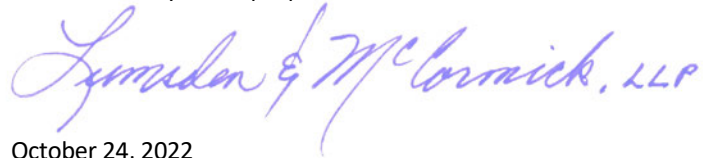
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Report on Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in blue ink that reads "Lyndon & McCormick, LLP". The signature is written in a cursive, flowing style.

October 24, 2022

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Trustees
Charter School of Inquiry

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Charter School of Inquiry's (the School) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Lynda & McCormick, LLP". The signature is written in a cursive, flowing style.

October 24, 2022

Schedule of Findings and Questioned Costs

For the year ended June 30, 2022

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Type of auditors' report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>Assistance Listing Number</u>	<u>Amount</u>
Education Stabilization Fund	84.425	<u>\$ 1,024,990</u>

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? No

Section II. Financial Statement Findings

No findings were reported.

Section III. Federal Award Findings and Questioned Costs

No findings were reported.



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Charter School of Inquiry
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	Buffalo City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Angel Beiter
School Fiscal Contact Email:	angelb@kirisitscpa.com
School Fiscal Contact Phone:	716-881-0089 X302
School Audit Firm Name:	Lumsden, McCormick, LLP
School Audit Contact Name:	Thomas Burns
School Audit Contact Email:	tburns@lumsdencpa.com
School Audit Contact Phone:	716.856.3300
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

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

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

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

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

	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 3,693,095	\$ 3,413,387
Grants and contracts receivable	687,037	309,965
Accounts receivables	9,418	4,491
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	4,389,550	3,727,843
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 1,088,494	\$ 1,149,995
Restricted Cash	100,000	100,000
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	1,188,494	1,249,995
TOTAL ASSETS	<u>5,578,044</u>	<u>4,977,838</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 110,076	\$ 68,574
Accrued payroll, payroll taxes and benefits	319,444	269,009
Current Portion of Loan Payable	31,559	21,326
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	461,079	358,909
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ 1,081,401	\$ 1,074,632
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	1,081,401	1,074,632
TOTAL LIABILITIES	<u>1,542,480</u>	<u>1,433,541</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 4,035,564	\$ 3,544,297
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>4,035,564</u>	<u>3,544,297</u>
TOTAL LIABILITIES AND NET ASSETS	<u>5,578,044</u>	<u>4,977,838</u>

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

	2022			2021
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 3,772,026	\$ -	\$ 3,772,026	\$ 3,801,176
State and Local Per Pupil Revenue - SPED	431,454	-	431,454	149,865
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	1,223,408	-	1,223,408	920,025
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	5,426,888	-	5,426,888	4,871,066
EXPENSES				
Program Services				
Regular Education	\$ 2,971,794	\$ -	\$ 2,971,794	\$ 2,279,751
Special Education	564,617	-	564,617	422,545
Other Programs	259,373	-	259,373	229,448
Total Program Services	3,795,784	-	3,795,784	2,931,744
Management and general	1,145,124	-	1,145,124	660,767
Fundraising	-	-	-	-
TOTAL EXPENSES	4,940,908	-	4,940,908	3,592,511
SURPLUS / (DEFICIT) FROM OPERATIONS	485,980	-	485,980	1,278,555
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ 5,287	\$ -	\$ 5,287	\$ 2,605
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	5,287	-	5,287	2,605
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	491,267	-	491,267	1,281,160
NET ASSETS - BEGINNING OF YEAR	\$ 3,544,297	\$ -	\$ 3,544,297	\$ 2,263,137
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 4,035,564	\$ -	\$ 4,035,564	\$ 3,544,297

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

as of June 30

	<u>2022</u>	<u>2021</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ -	\$ -
Revenues from School Districts	4,245,625	3,903,038
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	-	-
Accounts Payable	(1,117,436)	(794,345)
Accrued Expenses	(3,442,949)	(2,473,176)
Accrued Liabilities	-	-
Contributions and fund-raising activities	804,191	707,774
Miscellaneous sources	5,287	3,280
Deferred Revenue	-	-
Interest payments	(118,702)	(119,588)
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 376,016	\$ 1,226,983
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(70,636)	(112,670)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (70,636)	\$ (112,670)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	(25,672)	(26,846)
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ (25,672)	\$ (26,846)
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 279,708	\$ 1,087,467
Cash at beginning of year	3,513,387	2,425,920
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 3,793,095	\$ 3,513,387

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

		2022							2021	
		Program Services				Supporting Services				
No. of Positions		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
		\$	\$	\$	\$	\$	\$	\$	\$	
Personnel Services Costs										
Administrative Staff Personnel	6.90	-	-	-	-	-	580,759	580,759	580,759	291,619
Instructional Personnel	51.50	1,763,460	317,828	-	2,081,288	-	-	-	2,081,288	1,570,351
Non-Instructional Personnel	2.10	-	-	134,614	134,614	-	-	-	134,614	123,402
Total Salaries and Staff	60.50	1,763,460	317,828	134,614	2,215,902	-	580,759	580,759	2,796,661	1,985,372
Fringe Benefits & Payroll Taxes		357,425	64,419	27,284	449,128	-	117,711	117,711	566,839	406,255
Retirement		81,899	14,761	6,251	102,911	-	26,972	26,972	129,883	96,218
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	22,522	22,522	22,522	25,375
Accounting / Audit Services		-	-	-	-	-	80,035	80,035	80,035	74,404
Other Purchased / Professional / Consulting Services		131,251	144,960	51,996	328,207	-	91,802	91,802	420,009	211,280
Building and Land Rent / Lease		-	-	-	-	-	-	-	-	-
Repairs & Maintenance		130,406	8,150	8,150	146,706	-	16,300	16,300	163,006	72,859
Insurance		31,611	1,976	1,976	35,563	-	3,951	3,951	39,514	35,564
Utilities		64,575	4,036	4,036	72,647	-	8,072	8,072	80,719	50,171
Supplies / Materials		85,348	-	-	85,348	-	-	-	85,348	23,278
Equipment / Furnishings		-	-	-	-	-	-	-	-	-
Staff Development		27,640	-	-	27,640	-	17,022	17,022	44,662	77,895
Marketing / Recruitment		-	-	-	-	-	-	-	-	6,650
Technology		122,226	-	-	122,226	-	-	-	122,226	83,725
Food Service		-	-	-	-	-	-	-	-	-
Student Services		40,180	-	16,578	56,758	-	-	-	56,758	31,941
Office Expense		31,369	1,961	1,961	35,291	-	3,922	3,922	39,213	19,668
Depreciation		139,848	8,741	8,741	157,330	-	17,481	17,481	174,811	162,472
OTHER		94,962	5,935	5,935	106,832	-	11,870	11,870	118,702	229,384
Total Expenses		\$ 3,102,200	\$ 572,767	\$ 267,522	\$ 3,942,489	\$ -	\$ 998,419	\$ 998,419	\$ 4,940,908	\$ 3,592,511

New York State Education Department

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

2022-2023 Budget & Cash Flow Template

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

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

CHARTER SCHOOL OF INQUIRY

PROJECTED BUDGET FOR 2022-2023

PROJECTED BUDGET FOR 2022-2023							Assumptions
July 1, 2022 to June 30, 2023							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,306,088	458,400	-	-	2,300	5,766,788	
Total Expenses	3,972,842	683,773	199,421	-	906,073	5,762,109	
Net Income	1,333,246	(225,373)	(199,421)	-	(903,773)	4,679	
Actual Student Enrollment	329	24					
Total Paid Student Enrollment	329	24				353	
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue							
District of Location	CY Per Pupil Rate						
School District 2 (Enter Name)	\$13,417.37	4,414,315	-	-	-	4,414,315	329 students
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		4,414,315	-	-	-	4,414,315	
Special Education Revenue		-	408,400	-	-	408,400	4 @ 0.9 level of funding and 20 @ 1.65 level of funding
Grants							
Stimulus							
Other							
Other State Revenue							
TOTAL REVENUE FROM STATE SOURCES		4,414,315	408,400	-	-	4,822,715	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	50,000	-	-	50,000	
Title I		185,534	-	-	-	185,534	
Title Funding - Other		31,600	-	-	-	31,600	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		674,639	-	-	-	674,639	ESSER Funds
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		891,773	50,000	-	-	941,773	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	2,300	2,300	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		-	-	-	2,300	2,300	
TOTAL REVENUE		5,306,088	458,400	-	2,300	5,766,788	
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
Executive Management	No. of Positions						
Instructional Management	1.00	-	-	-	135,217	135,217	
Deans, Directors & Coordinators	1.00	79,000	-	-	-	79,000	
CFO / Director of Finance	3.00	195,000	-	-	-	195,000	
Operation / Business Manager	-	-	-	-	-	-	
Administrative Staff	1.00	-	-	-	83,000	83,000	
	2.00	-	-	-	90,090	90,090	
TOTAL ADMINISTRATIVE STAFF	8	274,000	-	-	308,307	582,307	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	28.00	1,032,935	-	-	-	1,032,935	
Teachers - SPED	8.00	-	395,000	-	-	395,000	
Substitute Teachers	-	106,375	-	-	-	106,375	
Teaching Assistants	-	-	-	-	-	-	
Specialty Teachers	14.75	734,736	-	-	-	734,736	
Aides	-	-	-	-	-	-	

List exact titles and staff FTE"s (Full time equivalent)

CHARTER SCHOOL OF INQUIRY

PROJECTED BUDGET FOR 2022-2023

July 1, 2022 to June 30, 2023

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,306,088	458,400	-	-	2,300	5,766,788
Total Expenses	3,972,842	683,773	199,421	-	906,073	5,762,109
Net Income	1,333,246	(225,373)	(199,421)	-	(903,773)	4,679
Actual Student Enrollment	329	24	-	-	-	-
Total Paid Student Enrollment	329	24	-	-	-	353

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

		PROGRAM SERVICES			SUPPORT SERVICES		TOTAL	
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		
Therapists & Counselors	2.00	-	-	93,000	-	-	93,000	Social Workers
Other	-	160,270	-	-	-	-	160,270	After School & Summer School
TOTAL INSTRUCTIONAL	53	2,034,316	395,000	93,000	-	-	2,522,316	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	-	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	-	
Custodian	2.00	-	-	-	-	79,250	79,250	
Security	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	2	-	-	-	-	79,250	79,250	
SUBTOTAL PERSONNEL SERVICE COSTS	63	2,308,316	395,000	93,000	-	387,557	3,183,873	
PAYROLL TAXES AND BENEFITS								
Payroll Taxes	-	253,896	43,447	10,229	-	42,628	350,200	
Fringe / Employee Benefits	-	274,051	46,896	11,041	-	46,012	378,000	
Retirement / Pension	-	218,443	37,380	8,801	-	36,676	301,300	
TOTAL PAYROLL TAXES AND BENEFITS		746,390	127,723	30,071	-	125,316	1,029,500	
TOTAL PERSONNEL SERVICE COSTS		3,054,706	522,723	123,071	-	512,873	4,213,373	
CONTRACTED SERVICES								
Accounting / Audit	-	-	-	-	-	88,400	88,400	
Legal	-	-	-	-	-	19,300	19,300	
Management Company Fee	-	-	-	-	-	-	-	
Nurse Services	-	-	-	55,300	-	-	55,300	
Food Service / School Lunch	-	-	-	-	-	-	-	
Payroll Services	-	-	-	-	-	78,400	78,400	
Special Ed Services	-	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	140,000	-	-	-	140,000	
Other Purchased / Professional / Consulting	-	56,700	-	-	-	-	56,700	
TOTAL CONTRACTED SERVICES		56,700	140,000	55,300	-	186,100	438,100	
SCHOOL OPERATIONS								
Board Expenses	-	-	-	-	-	10,000	10,000	
Classroom / Teaching Supplies & Materials	-	77,800	-	-	-	-	77,800	
Special Ed Supplies & Materials	-	-	-	-	-	-	-	
Textbooks / Workbooks	-	-	-	-	-	-	-	
Supplies & Materials other	-	8,000	-	-	-	-	8,000	
Equipment / Furniture	-	-	-	-	-	-	-	
Telephone	-	6,000	375	375	-	750	7,500	
Technology	-	174,416	-	-	-	-	174,416	
Student Testing & Assessment	-	16,500	-	-	-	-	16,500	
Field Trips	-	26,500	-	-	-	-	26,500	
Transportation (student)	-	11,520	-	-	-	-	11,520	
Student Services - other	-	14,000	-	-	-	-	14,000	
Office Expense	-	-	-	-	-	-	-	
Staff Development	-	103,800	-	-	-	-	103,800	
Staff Recruitment	-	11,000	-	-	-	-	11,000	
Student Recruitment / Marketing	-	36,000	-	-	-	-	36,000	
School Meals / Lunch	-	-	-	-	-	-	-	
Travel (Staff)	-	-	-	-	-	-	-	
Fundraising	-	-	-	-	-	-	-	
Other	-	45,100	-	-	-	-	45,100	
TOTAL SCHOOL OPERATIONS		530,636	375	375	-	10,750	542,136	
FACILITY OPERATION & MAINTENANCE								
Insurance	-	33,040	2,065	2,065	-	4,130	41,300	

CHARTER SCHOOL OF INQUIRY

PROJECTED BUDGET FOR 2022-2023

PROJECTED BUDGET FOR 2022-2023							Assumptions
July 1, 2022 to June 30, 2023							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
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Total Expenses	3,972,842	683,773	199,421	-	906,073	5,762,109	
Net Income	1,333,246	(225,373)	(199,421)	-	(903,773)	4,679	
Actual Student Enrollment	329	24				-	
Total Paid Student Enrollment	329	24				353	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Janitorial	-	-	-	-	25,400	25,400	
Building and Land Rent / Lease	91,920	5,745	5,745	-	11,490	114,900	
Repairs & Maintenance	-	-	-	-	129,600	129,600	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	53,760	3,360	3,360	-	6,720	67,200	
TOTAL FACILITY OPERATION & MAINTENANCE	178,720	11,170	11,170	-	177,340	378,400	
DEPRECIATION & AMORTIZATION	152,080	9,505	9,505	-	19,010	190,100	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	3,972,842	683,773	199,421	-	906,073	5,762,109	
NET INCOME	1,333,246	(225,373)	(199,421)	-	(903,773)	4,679	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	329	24	353				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	329	24	353				
REVENUE PER PUPIL	16,128	19,100	-				
EXPENSES PER PUPIL	12,076	28,491	565				

November 1, 2022

New York State Education Department
Charter School Office

Re: Charter School of Inquiry

Dear New York State Education Department representative:

Below pertains to Entry 4c – Additional Financial Documents:

- Advisory and/or Management letter – *not applicable, no management letter issued*
- Federal Single Audit – *included with audit*
- CSP Agreed-Upon Procedure Report - *not applicable*
- Evidence of Required Escrow Account for each school - *attached*
- Corrective Action Plan for Audit Findings and Management Letter Recommendations - *not applicable, no management letter issued*

Very truly yours,

Lisa M. Kirisits

Lisa M. Kirisits, CPA, MBA
Managing Partner



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

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

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
[REDACTED]	06/01/22 - 06/30/22
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2022	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Valerie Nolan

Name of Charter School Education Corporation:

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair
Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

N/A

5. 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.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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
NONE	NONE	NONE	NONE

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

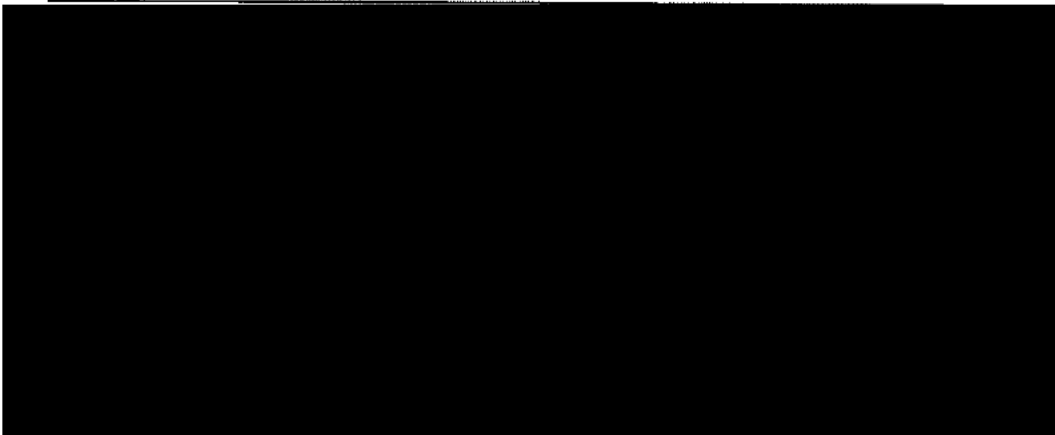
None

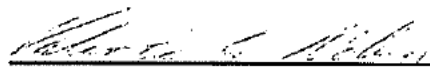
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:





7/27/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Janet Elaine Peters

Name of Charter School Education Corporation:

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Chair of Governance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

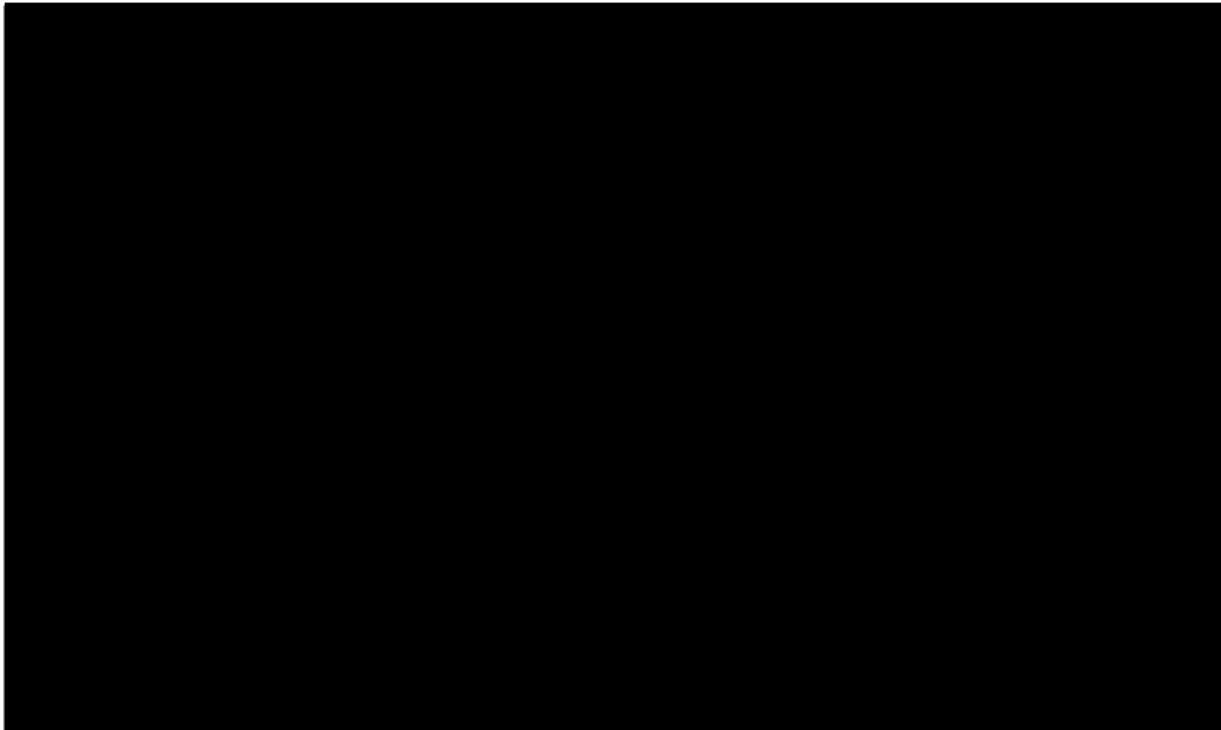
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



Janet E Peters 7-28-2022

Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Eric O Campbell

Name of Charter School Education Corporation:

CHARTER SCHOOL OF INQUIRY

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair
Academic Committee
GOVERNANCE II

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

Just employee

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

None

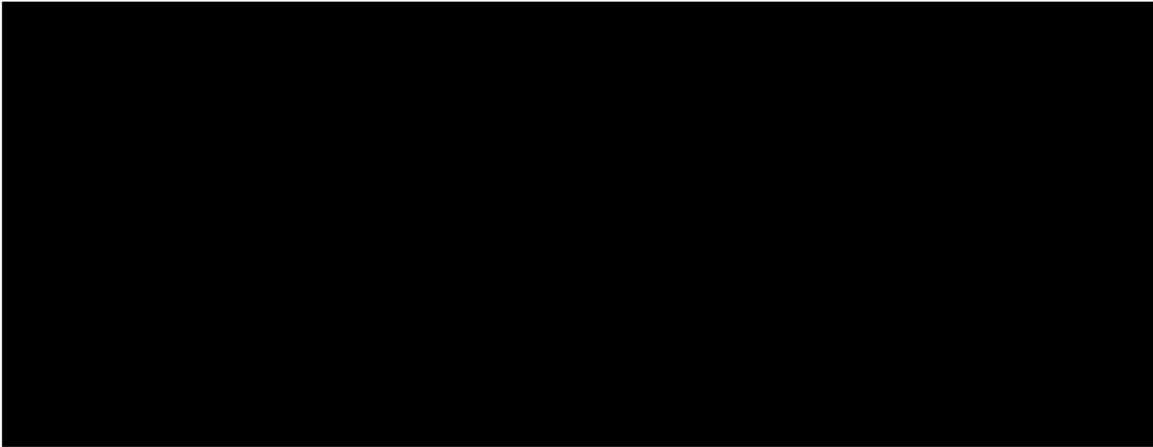
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

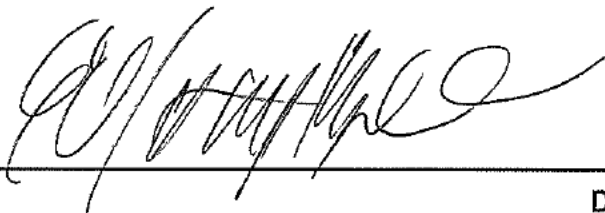

-

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Business Telephone:

Business Address:



Signature **Date**

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name: PETER DOW

Name of Charter School Education Corporation: CHARTER SCHOOL OF TREVIRY

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

SECRETARY

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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 Directors, Firsthand Learning, Inc.
a not-for-profit corporation that provided
contract services to CSI in the 2015-16
school year.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

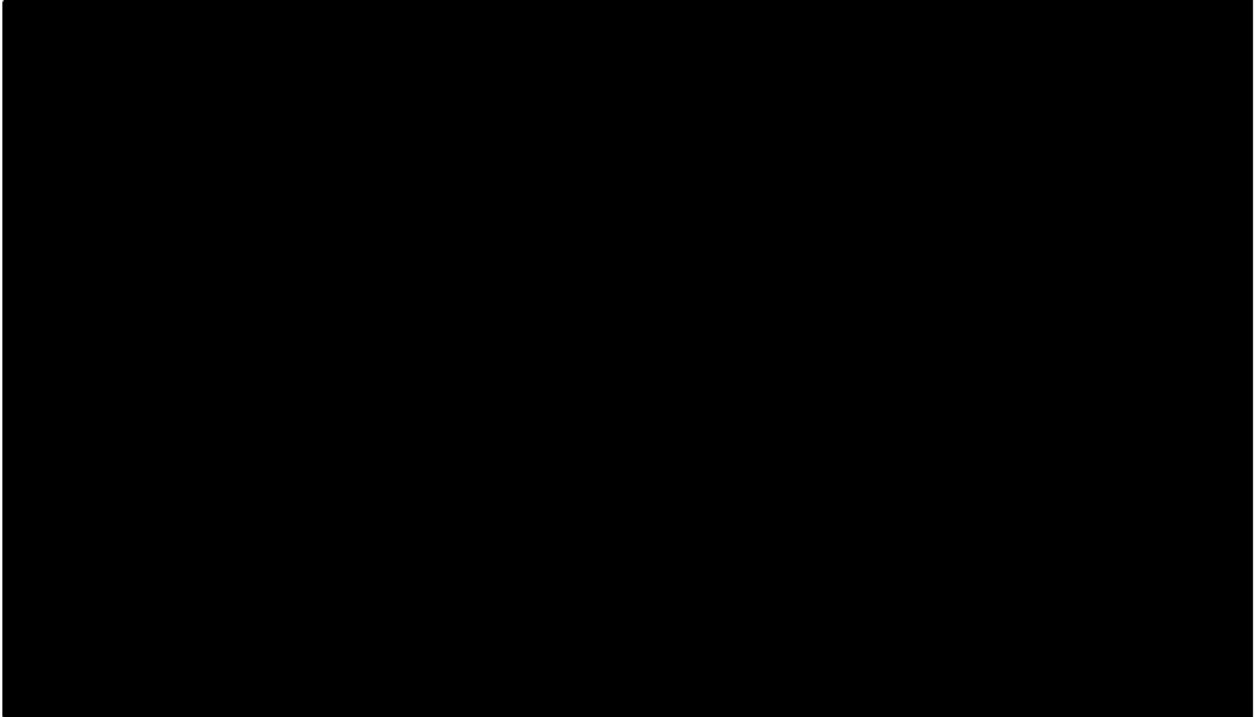
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
2015-2016 school year	Principal PD services.	Did not vote on contract.	Javel Hartany, Exec. Dir. of Firsthand Learning Inc. No biological relationship.


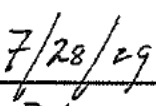
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Signature Date

Acceptable signature formats include:

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Melvin Bankhead III

Name of Charter School Education Corporation:

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustees member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

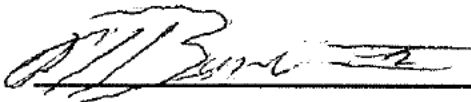
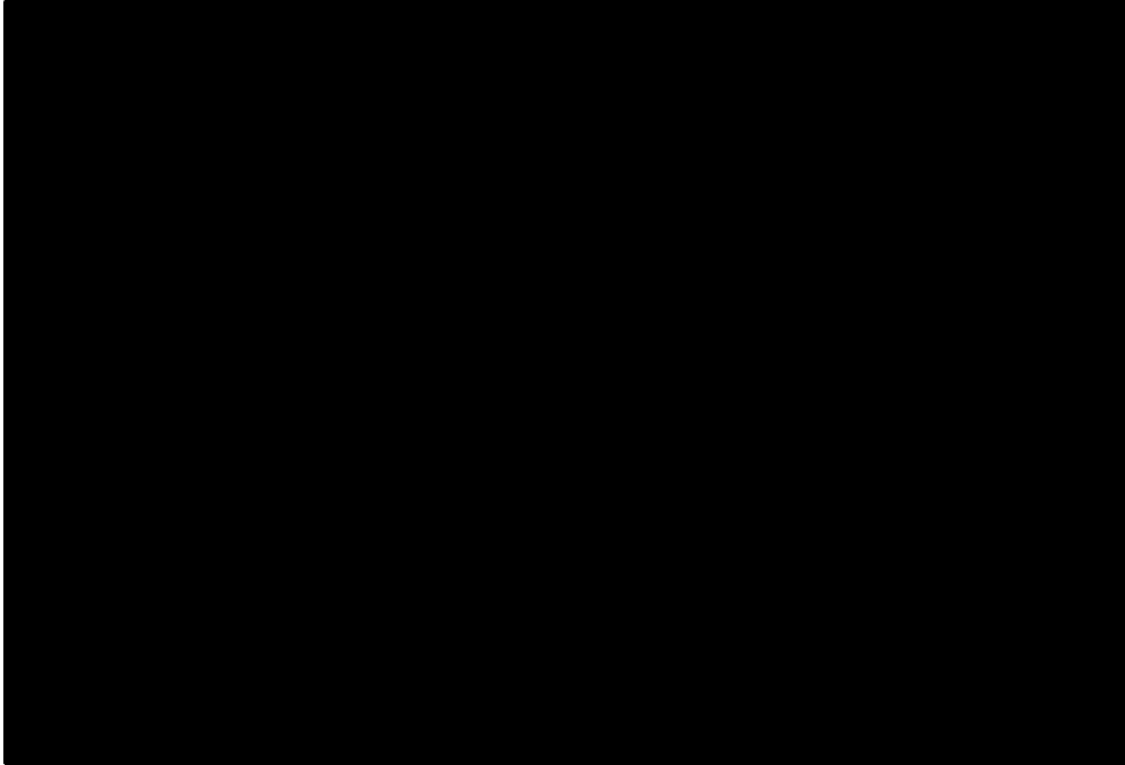
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



Signature

29 July 2022

Date

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Latise Hairston

Name of Charter School Education Corporation:

Charter School Of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

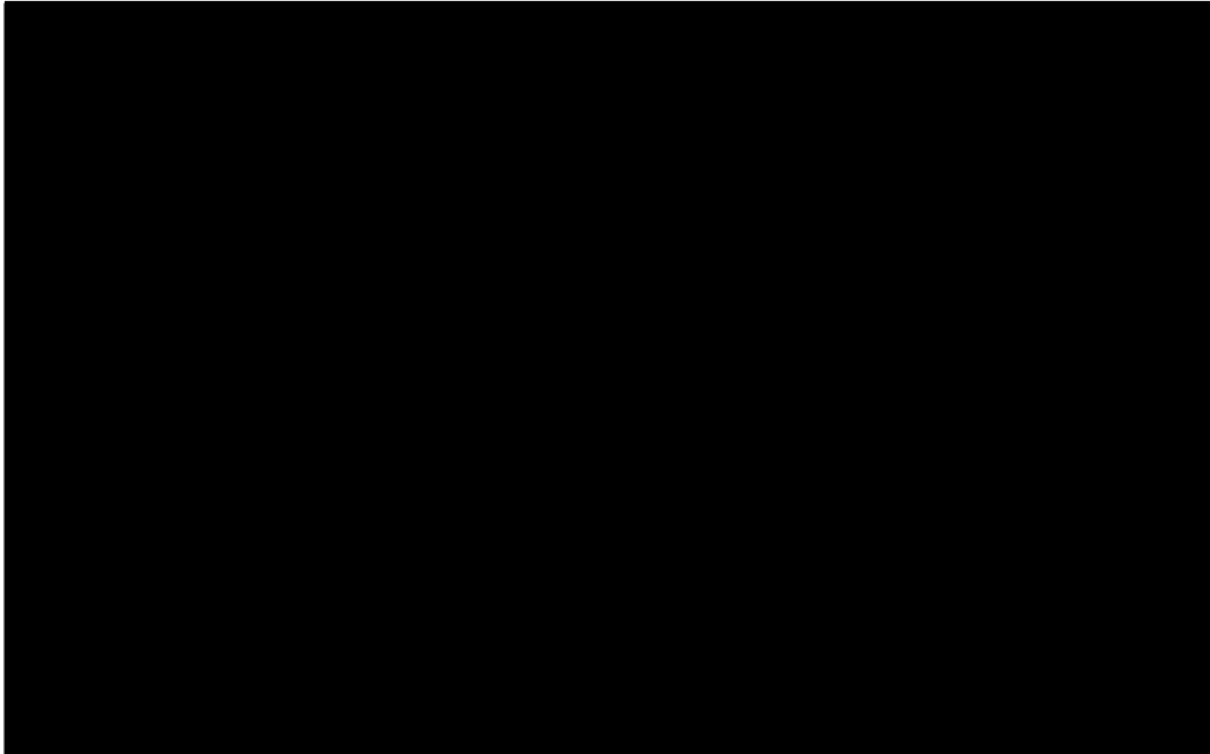
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



Latise Hairston Digitally signed by Latise Hairston
Date: 2022.07.29 11:06:02 -04'00' 7/29/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Richard Bruce Haydon

Name of Charter School Education Corporation:

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

N/A

5. 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.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

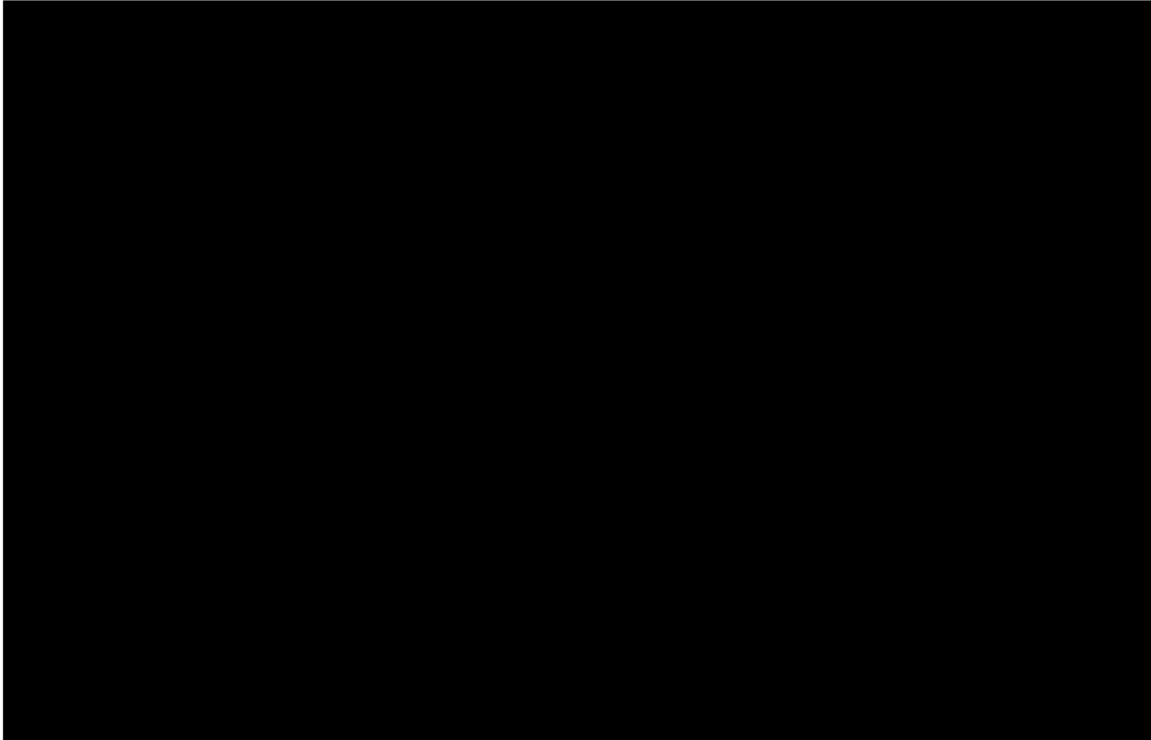
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



Richard Bruce
Haydon

Digitally signed by Richard Bruce Haydon
Date: 2022.07.29 16:11:05 -04'00'

07/29/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Nichelle Gray

Name of Charter School Education Corporation:

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

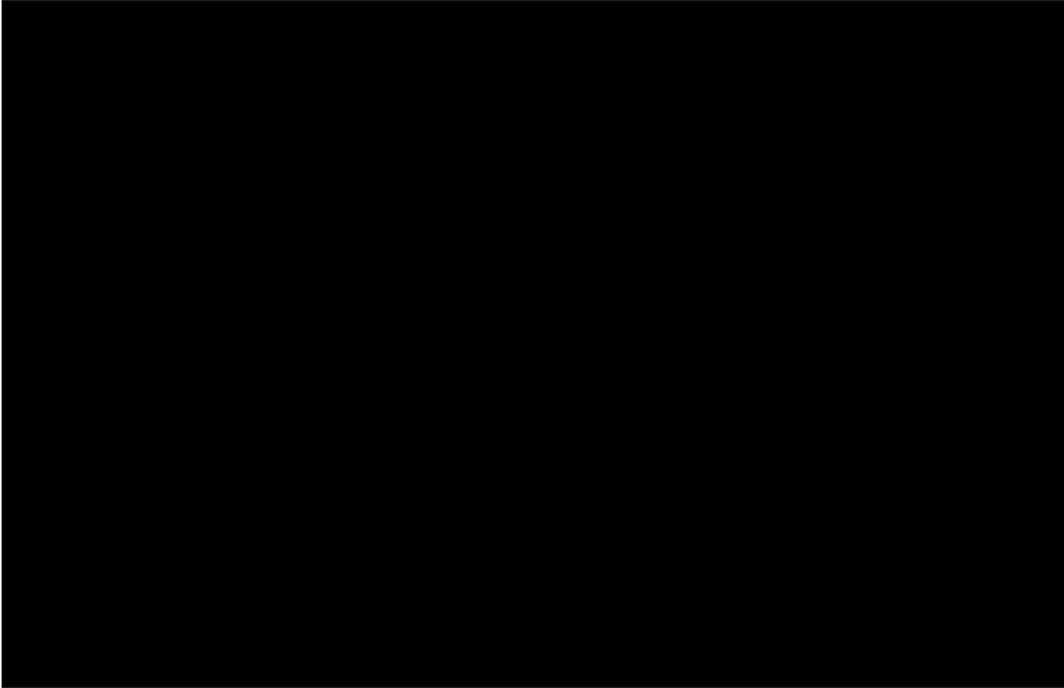
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



 7/29/2022
Signature **Date**

- Acceptable signature formats include:
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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Mary Jo Pfeiffer

Name of Charter School Education Corporation:

Charter School of inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Co-Chair and Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

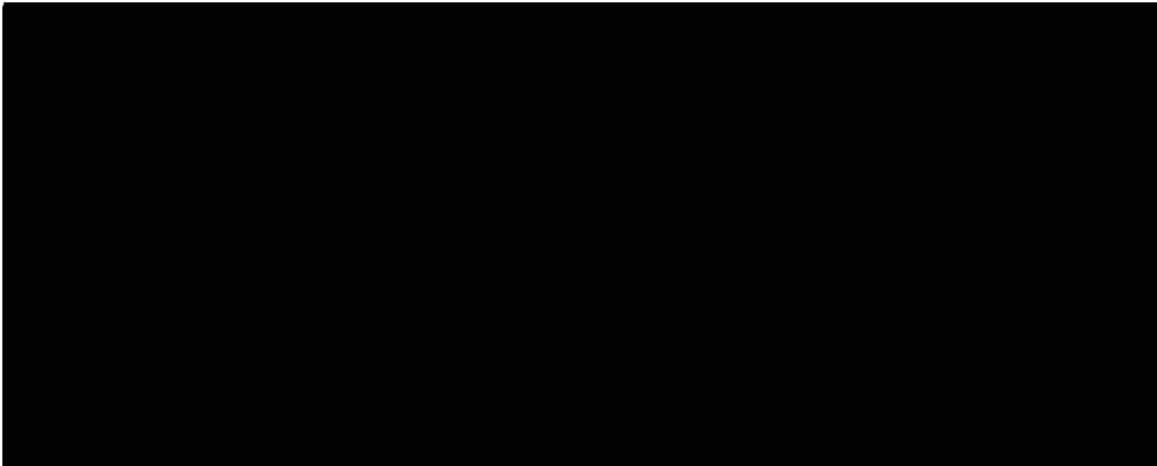
None

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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Mary Jo Pfeiffer

Signature

7/29/2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Anne Henry

Name of Charter School Education Corporation:

Charter School of Inquiry

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

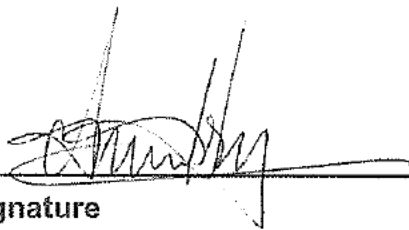
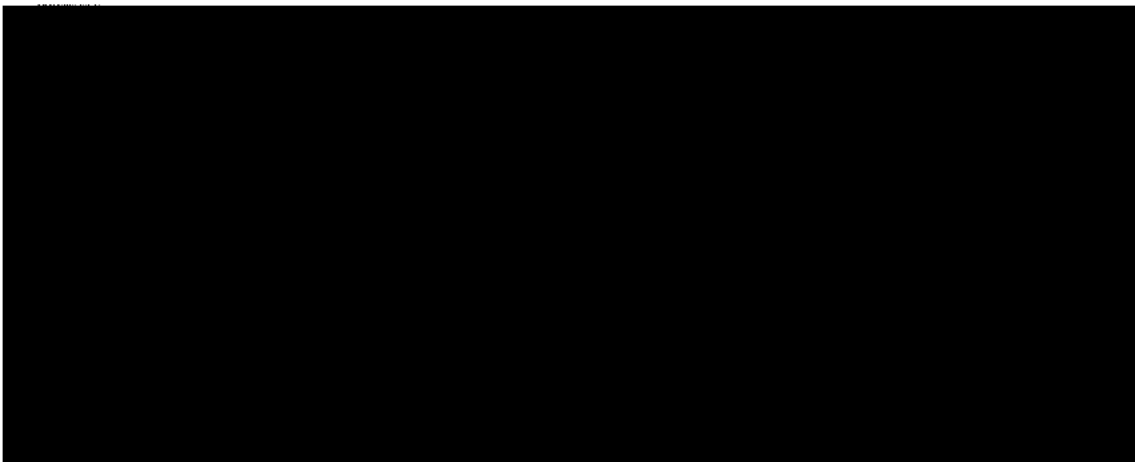
None

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

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Signature

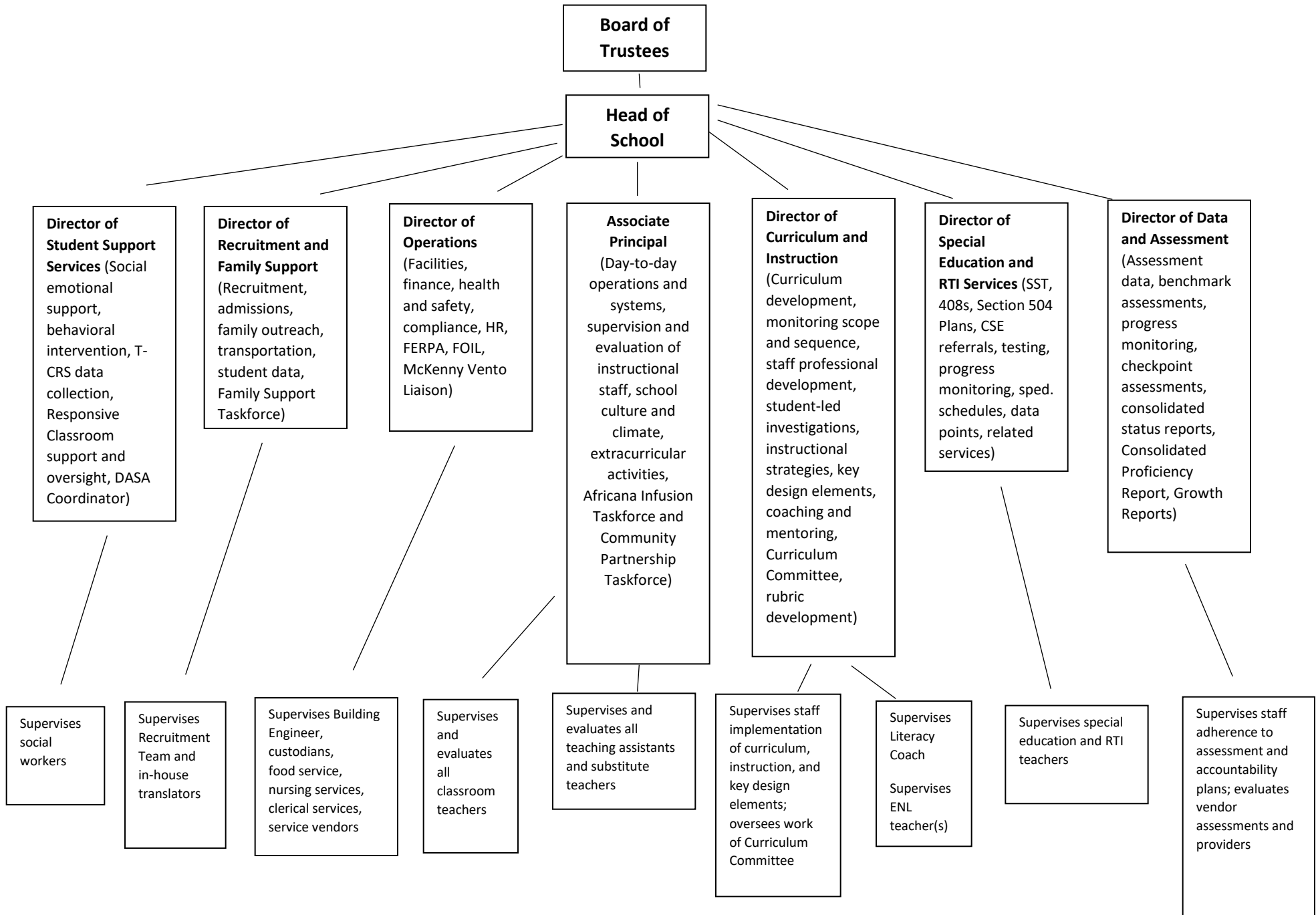
28 July, 2022

Date

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last revised 04/2022



Charter School of Inquiry | 2022-2023 CALENDAR 5.2022

<p>4 Independence Day School Office Closed</p>	<p>JULY '22</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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							<p>JANUARY '23</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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					<p>2 Holiday Recess No School</p> <p>3 Students return</p> <p>6 Early Dismissal 12:30pm No Extended Day Staff PD Day</p> <p>16 M.L. King Jr. Day No School</p>							
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<p>2 Early Dismissal 12:30pm No Extended Day Staff PD Day</p> <p>23 Early Dismissal 12:30 No Extended Day</p> <p>26-30 Holiday Recess No School</p>	<p>DECEMBER '22</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	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	<p>JUNE '23</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	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		<p>19 Juneteenth No School</p> <p>22 Last Day of School Early Dismissal 12:30pm No Extended Day</p> <p>23 Teacher Recording Day</p> <p>T-195 S-183</p>														
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*University of the
Education*  *State of New York
Department*

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:
CHARTER SCHOOL OF INQUIRY
404 EDISON STREET
BUFFALO, NEW YORK 14215

Building ID: 140600868001

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

Issuance Date: April 26, 2022
Effective Date: April 01, 2022
Expiration Date: April 01, 2023


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED