

# Application: Charter School of Inquiry

John Sheffield - jsheffield@csicharter.org  
2022-2023 Annual Report

## Summary

**ID:** 0000000154  
**Last submitted:** Oct 30 2023 02:55 PM (EDT)  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** - Jul 24 2023

### 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 the [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 2022-2023 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, 2023)** 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, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

Yes

**c1. Name of Union**

Select the name of the Union representing your school?

American Federation of Teachers

**c2. Date Unionized**

Jul 1 2017

**d. DISTRICT / CSD OF LOCATION**

BUFFALO CITY SD

**e. Date of Approved Initial Charter**

Aug 24 2015

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**f. Date School First Opened for Instruction**

Aug 28 2015

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**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

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.

- Rigorous inquiry-based curriculum;
  - Academic focus on literacy;
  - Responsive Classroom;
  - Collaborative team teaching;
  - Data-driven instruction and evidence of performance;
  - African and African/American history and culture;
  - Integrated arts
- 

**h. School Website Address**

[www.csicharter.org](http://www.csicharter.org)

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**i. Total Approved Charter Enrollment for 2022-2023 School Year**

344

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

272

**k. Grades Served**

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

**Responses Selected:**

k

1

2

3

4

5

6

**I. Charter Management Organization**

Do you have a [Charter Management Organization?](#)

No



# FACILITIES INFORMATION

## m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

## School Site 1 (Primary)

## m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	404 Edison Avenue, Buffalo, NY, 14215	716-833-3250	Buffalo	K-6	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	██████████	<a href="mailto:jsheffield@csicharter.org">jsheffield@csicharter.org</a>
Operational Leader	Lynn Monin	Director of Operations	716-833-3250	██████████	<a href="mailto:lmonin@csicharter.org">lmonin@csicharter.org</a>
Compliance Contact	Lynn Monin	Director of Operations	716-833-3250	██████████	<a href="mailto:lmonin@csicharter.org">lmonin@csicharter.org</a>
Complaint Contact	Valerie Nolan	BOT Chair	716-833-3250	██████████	<a href="mailto:valnolan@aol.com">valnolan@aol.com</a>
DASA Coordinator	Joseph Peek	Associate Principal	716-833-3250	██████████	<a href="mailto:jpeek@csicharter.org">jpeek@csicharter.org</a>
Phone Contact for After Hours Emergencies	John W. Sheffield	Head of School	716-833-3250	██████████	

**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, 2023.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **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, 2023.**

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

[Certificate of Occupancy 3-3-23.pdf](#)

**Filename:** Certificate of Occupancy 3-3-23.pdf **Size:** 151.3 kB

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[CSI School Fire and Building Safety Report 3.30.23.pdf](#)

**Filename:** CSI School Fire and Building Safety Report 3.30.23.pdf **Size:** 134.3 kB

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

None

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**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

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**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## 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 W. Sheffield
Position	Head of School
Phone/Extension	716-833-3250
Email	<a href="mailto:jsheffield@csicharter.org">jsheffield@csicharter.org</a>

**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

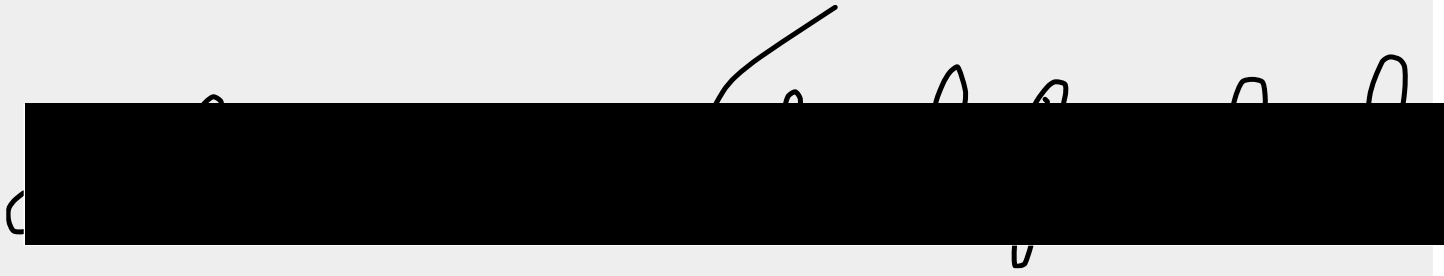
As outlined in ENTRY 10:

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

Signature, Head of Charter School

A handwritten signature in black ink is visible above a large black rectangular redaction box. The signature appears to be "C. [unclear]".

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees.

Date

Jul 24 2023

Thank you.



## Entry 2 Links to Critical Documents on School Website

Completed - Jul 24 2023

### 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., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Charter School of Inquiry

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**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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://csicharter.org/apps/pages/index.jsp?uREC_ID=528880&amp;type=d&amp;pREC_ID=1011620">https://csicharter.org/apps/pages/index.jsp?uREC_ID=528880&amp;type=d&amp;pREC_ID=1011620</a>
2. Board meeting notices, agendas and documents	<a href="https://csicharter.org/apps/pages/index.jsp?uREC_ID=528881&amp;type=d">https://csicharter.org/apps/pages/index.jsp?uREC_ID=528881&amp;type=d</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000083428">https://data.nysed.gov/profile.php?instid=800000083428</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://csicharter.org/apps/pages/index.jsp?uREC_ID=528927&amp;type=d&amp;pREC_ID=1011803">https://csicharter.org/apps/pages/index.jsp?uREC_ID=528927&amp;type=d&amp;pREC_ID=1011803</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://csicharter.org/pdfs/School%20Safety%20Plan/CSI_Safety_Plan_10232019_Final.pdf">https://csicharter.org/pdfs/School%20Safety%20Plan/CSI_Safety_Plan_10232019_Final.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://csicharter.org/apps/pages/index.jsp?uREC_ID=528927&amp;type=d&amp;termREC_ID=&amp;pREC_ID=1041268">https://csicharter.org/apps/pages/index.jsp?uREC_ID=528927&amp;type=d&amp;termREC_ID=&amp;pREC_ID=1041268</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://csicharter.org/pdfs/School%20Policies/Records-Subject-Matter-List.pdf">https://csicharter.org/pdfs/School%20Policies/Records-Subject-Matter-List.pdf</a>

Thank you.



## Entry 3 Progress Toward Goals

Completed - Oct 25 2023

# 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, 2023**.

**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 1, 2023.

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### 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, 2023**.

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2022-2023 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 years at CSI will score at least at a Level 3 on NYS ELA assessments.</p>	NYS Grade 3-6 ELA assessments.	Not Met	<p>The 2021-2022 state assessment data was 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 would increase by 10% from the 2021-2022 baseline.</p> <p>All cohorts at CSI increased in proficiency by more than 10%.</p> <p>Total cohort increase in proficiency in ELA from 2022 to 2023 was 15.7%.</p>

Grade 3 to 4 13%  
Grade 4 to 5 20%  
Grade 5 to 6 14%

To continue to see this type of double-digit growth as CSI advances toward meeting the goal of 50% of students scoring at or above proficiency, CSI is using scaled scores and line-item analysis to address post-pandemic learning losses.

In 2021-2022, CSI transitioned to a co-teaching model, and the school continues to perfect the use of this model to close gaps in learning and more effectively use data to differentiate instruction.

In the summer of 2023, teams of teachers, administrators, and coaches from BOCES conducted a thorough review of the curriculum using line-item analysis from the 2023 NYS assessments and other sources of data. This process allowed CSI to identify and close gaps in the curriculum.

Following the leadership model of many other successful charter schools, CSI is splitting the position of associate principal into two positions: Associate Principal for Culture and Student Affairs, with laser-like focus on school culture, climate, and grooming students for success (10-month position); and Associate Principal for Academics, with laser-like focus on academics and instruction, data trends, and stronger instructional accountability (12-month position). This new leadership model will allow CSI to be less dependent on outside coaches and consultants from BOCES and strengthen our own internal capacity. The person in this new position will engage teachers in discussions on data on a regular basis and allow CSI to use data trends to better identify gaps in instruction more frequently.

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 Grade 3-6 ELA assessments.	Unable to Assess	This data is not available at this time.
Academic Goal 3	<p>ELA Growth Measure</p> <p>Students in grades kindergarten through second will demonstrate attainment of age/grade level proficiency benchmarks on the appropriate grade-level assessments.</p>	Renaissance Star Reading and CBM assessments, Open Court unit assessments.	Met	<p>Students in grades K-2 increased by 4.5 reading levels from the fall 2022 baseline, and exceeded the goal of 3 reading levels by 1.5.</p> <p>Scale scores increased by 97.5 points between September 2022 and June 2023.</p>
Academic Goal 4	<p>ELA Growth Measure</p> <p>All grade levels will demonstrate an increase of three (3) or more reading levels between September and June on the Fountas and Pinnell reading assessment</p>	Fountas and Pinnell Reading assessment	Met	<p>Grade 1: 4.3  Grade 2: 5.5  Grade 3: 4.2  Grade 4: 4.2  Grade 5: 3.0  Grade 6: 4.4</p>

Academic Goal 5	<p>ELA Growth Measure</p> <p>80% of students will meet their end of the year targets as generated by Star Reading assessments.</p>	Renaissance Star Assessments	Met	<p>Grade 1: 80%</p> <p>Grade 2: 91%</p> <p>Grade 3: 82%</p> <p>Grade 4: 79.9%</p> <p>Grade 5: 83%</p> <p>Grade 6: 82%</p>
Academic Goal 6	<p>All grade levels will meet or exceed end of year growth targets generated by Star Reading assessments.</p>	Renaissance Star Assessments	Met	<p>The Student Growth Percentile (SGP) at CSI was 59% compared to the national average of 49%.</p>
Academic Goal 7	<p>ELA Growth Measure</p> <p>The percentage of students meeting or exceeding grade-level standards will increase by 15% annually as measured by the Star Reading assessment.</p>	Renaissance Star Assessments	Not Met	<p>CSI met goals for student growth; however, the increase in proficiency from 2022 to 2023 fell short of 15%. It is important to note that CSI, like all other schools across the nation, initially saw tremendous gains in proficiency immediately following the return to school after the pandemic. The 2022-2023 school year showed more typical annual growth; however, the student growth percentile for CSI exceeded the national percentage.</p> <p>In 2021-2022, CSI transitioned to a co-teaching model, and the school continues</p>

to perfect the use of this model to close gaps in learning and more effectively use data to differentiate instruction.

In the summer of 2023, teams of teachers, administrators, and coaches from BOCES conducted a thorough review of the curriculum using line-item analysis from the 2023 NYS assessments, Star assessments, and Unit assessments. This process allowed CSI to identify and close gaps in the curriculum.

Following the leadership model of many other successful charter schools, CSI is splitting the position of associate principal into two positions: Associate Principal for Culture and Student Affairs, with laser-like focus on school culture, climate, and grooming students for success (10-month position); and Associate Principal for Academics, with laser-like focus on academics and

				<p>instruction, data trends, and stronger instructional accountability (12-month position). This new leadership model will allow CSI to be less dependent on outside coaches and consultants from BOCES and strengthen our own internal capacity. The person in this new position will engage teachers in discussions on data on a regular basis and allow CSI to use data trends to better identify gaps in instruction.</p>
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 a Level 3 on the NYS Math assessments.</p>	NYS Grade 3-6 Math assessments.	Not Met	<p>The 2021-2022 state assessment data was 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 would increase by 10%</p>

from the 2021-2022 baseline.

Cohort increase in proficiency in Math from 2022 to 2023 was 13.3%.

Grade 3 to 4 15%  
Grade 4 to 5 15%  
Grade 5 to 6 10%.

In 2021-2022, CSI transitioned to a co-teaching model, and the school continues to perfect the use of this model to close gaps in learning and more effectively use data to differentiate instruction.

In the summer of 2023, teams of teachers, administrators, and coaches from BOCES conducted a thorough review of the curriculum using line-item analysis from the 2023 NYS assessments and other sources of data. This process allowed CSI to identify and close gaps in the curriculum.

Following the leadership model of many other successful charter schools, CSI is



				<p>splitting the position of associate principal into two positions: Associate Principal for Culture and Student Affairs, with laser-like focus on school culture, climate, and grooming students for success (10-month position); and Associate Principal for Academics, with laser-like focus on academics and instruction, data trends, and stronger instructional accountability (12-month position). This new leadership model will allow CSI to be less dependent on outside coaches and consultants from BOCES and strengthen our own internal capacity. The person in this new position will engage teachers in discussions on data on a regular basis and allow CSI to use data trends to better identify gaps in instruction more frequently.</p>
Academic Goal 9	Math Comparative Measure	NYS Grade 3-6 Math assessments.	Unable to Assess	This data is not available at this time.

	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.			
Academic Goal 10	<p>Math Growth Measure</p> <p>Students in grades kindergarten through second will demonstrate attainment of age/grade level proficiency benchmarks on the appropriate grade level assessments.</p>	Renaissance Star CBM assessments, Math Expressions Court assessments.	Met	<p>Scale scores increased by 93 points between September 2022 and June 2023.</p> <p>Student growth percentile in math at CSI was 11% higher than the national average from September 2022 to June 2023.</p>

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

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	<p>Math Growth Measure</p> <p>80% of students will meet their end of the year targets generated by the Star Math assessments.</p>	Renaissance Star Math assessments	Met	<p>Grade 1: 82%</p> <p>Grade 2: 94%</p> <p>Grade 3: 80%</p> <p>Grade 4: 81%</p> <p>Grade 5: 82%</p> <p>Grade 6: 81%</p>
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>	Renaissance Star Math assessments	Met	The Student Growth Percentile (SGP) at CSI was 60% compared to the national average of 49% (11% higher).
Academic Goal 13	The percentage of students meeting or exceeding grade-level standards will increase by 15% annually as measured by Star Math assessments.	Renaissance Star Math assessments	Not Met	CSI met goals for student growth; however, the increase in proficiency from 2022 to 2023 fell short of 15%. It is important to note that CSI, like all other schools across the nation, initially saw tremendous gains in proficiency immediately following the return to school after the pandemic. The 2022-2023

school year showed more typical annual growth; however, the student growth percentile at CSI exceeded the national growth percentile.

In 2021-2022, CSI transitioned to a co-teaching model, and the school continues to perfect the use of this model to close gaps in learning and more effectively use data to differentiate instruction.

In the summer of 2023, teams of teachers, administrators, and coaches from BOCES conducted a thorough review of the curriculum using line-item analysis from the 2023 NYS assessments, Star assessments, and Unit assessments. This process allowed CSI to identify and close gaps in the curriculum.

Following the leadership model of many other successful charter schools, CSI is splitting the position of associate principal into two positions:

				<p>Associate Principal for Culture and Student Affairs, with laser-like focus on school culture, climate, and grooming students for success (10-month position); and Associate Principal for Academics, with laser-like focus on academics and instruction, data trends, and stronger instructional accountability (12-month position). This new leadership model will allow CSI to be less dependent on outside coaches and consultants from BOCES and strengthen our own internal capacity. The person in this new position will engage teachers in discussions on data on a regular basis and allow CSI to use data trends to better identify gaps in instruction more frequently.</p>
Academic Goal 14	<p>Science Absolute Measurement</p> <p>50% of all students enrolled for at least two years at CSI will perform at or above Level 3 on the NYS</p>	NYS Science assessment	Unable to Assess	The NYS Science assessment was not administered in 2023.

	Science assessment.			
Academic Goal 15	Science Comparative Measure  The percent of all students in at least their second year at CSI will exceed by 10% BPS student performance.	NYS Science assessment	Unable to Assess	The NYS Science assessment was not administered in 2023.
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 2022-2023 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”.**

**2022-2023 Progress Toward Attainment of Organization Goals**

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

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

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

**7. Do have more financial goals to add?**

(No response)

**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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.



## Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

### Instructions

#### SUNY-Authorized Charter Schools ONLY- 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 Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

## Entry 4 - Audited Financial Statements

Completed - Oct 27 2023

#### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

#### 2023 Financial Statements - FINAL

Filename: 2023\_Financial\_Statements\_-\_FINAL.pdf Size: 538.0 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 Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

**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 - Oct 27 2023

#### 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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

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.

### [CSlauditedfinancialreporttemplate-nysed 063023](#)

Filename: CSlauditedfinancialreporttemplate\_CHH5xSu.xlsx Size: 76.6 kB

## Entry 4c – Additional Financial Documents

Completed - Oct 27 2023

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. 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. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

### [2023 Management Letter - FINAL](#)

Filename: 2023\_Management\_Letter\_-\_FINAL.pdf Size: 228.2 kB

### [CSI M&T Dissolution Bank Stmt - 8821 - 2023](#)

Filename: CSI\_MT\_Dissolution\_Bank\_Stmt\_-\_882\_WScMpqJ.pdf Size: 99.6 kB

### [CSI NYSED Annual Report 11](#)

Filename: CSI\_NYSED\_Annual\_Report\_11.1.2023\_\_UwGp6EM.pdf Size: 147.0 kB

## Entry 4d - Financial Contact Information

Completed - Jul 24 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial 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	<a href="mailto:lmonin@csicharter.org">lmonin@csicharter.org</a>	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	<a href="mailto:PDeSabio@lumsden.com">PDeSabio@lumsden.com</a>	716-856-3300	8

### 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., Buffalo, NY, 14209	<a href="mailto:KarenB@kirisitscpa.com">KarenB@kirisitscpa.com</a>	716-881-0089	8

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 27 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.**

[Charter School of Inquiry 2023-2024 budget](#)

Filename: Charter\_School\_of\_Inquiry\_2023-20\_1JbGBJi.xlsx Size: 36.6 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31, 2023

## **Required of ALL Charter Schools**

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

## **BOT Financial Disclosure forms 7**

Filename: BOT\_Financial\_Disclosure\_forms\_7.2023.pdf Size: 645.2 kB

## **Entry 7 BOT Membership Table**

Completed - Jul 31, 2023

## **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.

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

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**1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Valerie Nolan	[REDACTED]	Chair	Governance, Finance, Academic, Executive	Yes	1	07/6/2021	07/07/2024	12
2	Eric Campbell	[REDACTED]	Vice Chair	Academic, Governance, Executive	Yes	1	07/06/2022	07/08/2025	11
3	Peter Dow	[REDACTED]	Secretary	Academic, Executive	Yes	3	07/12/2023	07/07/2026	8
4	Richard Haydon	[REDACTED]	Treasurer	Finance, Executive	Yes	2	07/12/2023	07/07/2026	9
5	Janet Peters	[REDACTED]	Trustee/Member	Governance, Executive	Yes	2	07/12/2023	07/07/2026	12
6	Nichelle Gray	[REDACTED]	Parent Rep	Finance, Academic	Yes	2	07/12/2023	07/11/2024	6
7	Delano Dowell	[REDACTED]	Trustee/Member	Finance	Yes		07/12/2023	07/07/2026	6

		██████████ ██████████							
8	Ebony Eison	██████████ ██████████ ██████████ ██████████	Trustee/ Member	Academi c, Governance	Yes		07/06/20 22	07/08/20 25	11
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, 2023	8
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2022-2023**

12

**4. Number of Board meetings scheduled for 2023-2024**

12

**Total number of Voting Members on June 30, 2023:**

8

**Total number of Voting Members added during the 2022-2023 school year:**

2

**Total number of Voting Members who departed during the 2022-2023 school year:**

2

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

9

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0



Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

9

Board members attending 8 or fewer meetings during 2022-2023

2

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Jul 24 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

### **BOT Minutes 2022-2023**

Filename: BOT\_Minutes\_2022-2023.pdf Size: 13.7 MB

## Entry 9 Enrollment & Retention

Completed - Jul 31 2023

### **Instructions for submitting Enrollment and Retention Efforts**

#### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

#### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

# Entry 9 Enrollment and Retention of Special Populations

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
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 the Buffalo Public School District.</p> <p>CSI recruits from this demographic by being visibly active in the community. This includes participation in local health fairs, recruitment fairs, and backpack-giveaways. This past year CSI faculty and staff assisted a local church with blizzard relief efforts by distributing and delivering bags of groceries.</p> <p>CSI also recruits at pre-school centers that serve high percentages of economically disadvantaged students, such as Holy Cross and Bethel Head Start.</p> <p>CSI targets social media ads to this demographic, as well as running ads in community newspapers such as the Challenger and on local radio stations such as WBLK. Advertising focuses on free transportation, free breakfast and lunch, and a free extended day program.</p> <p>CSI joined SchoolMinit to simplify the application process for all families and to expand school</p>	<p>In the 2023-2024 school year, CSI will provide free uniforms and school supplies for all students to make a charter school education more accessible to economically disadvantaged families.</p> <p>CSI will continue to be a visible presence on the Eastside of Buffalo by collaborating 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 Director of Recruitment and Family Support to facilitate outreach to subgroups by meeting personally with directors of Head Start 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>choice for all families.</p>	
<p>English Language Learners</p>	<p>This is the fastest growing subgroup at CSI, increasing the percentage of English Language Learners each year, despite students moving on to middle school after our terminal year of sixth grade. In the 2022-2023 school year, 10% of the students at CSI were English Language Learners, with 63% speaking Bengali, 32% Spanish, and 8% Swahili.</p> <p>CSI retained our multi-lingual Bengali recruiter to reach out to families in their home languages. The recruiter is actively involved in the Bengali community and recruits at community centers and special events.</p> <p>Recruitment materials are disseminated in Spanish and Bengali, and tours of the school are provided to families in their home language. Translators are available to assist families with the application and registration process, as well as securing services such as transportation or a referral to the CSE (if needed).</p> <p>CSI continues a weighted lottery to give preference to English Language Learners, which has contributed to the increase in this demographic.</p> <p>Reports are made monthly to the board of trustees on recruitment and retention efforts for this subgroup.</p>	<p>CSI has recently offered and will continue to offer our support and assistance to refugee agencies in Buffalo that are currently experiencing an influx of asylum seekers from New York City. CSI has offered to send our own translators and school personnel to shelters to assist families with applications for school and transportation. CSI has been in direct contact with Jericho Road Refugee Services, International Institute of Buffalo, Journey's End Refugee Services, Jewish Family Services, and Catholic Charities Refugee Services. CSI is providing free school supplies and school uniforms to all refugee children who enroll in our school.</p> <p>CSI will continue to retain multi-lingual recruiters to reach out to families in their home language.</p> <p>CSI will use social media to reach out to families in this demographic.</p> <p>CSI will continue to use the weighted lottery system to give preference to this subgroup.</p> <p>Recruitment materials will be disseminated in Spanish and Bengali.</p> <p>Tours of the school will be provided to families in their home language.</p> <p>Translators will assist families with the application and enrollment process.</p>

<p>Students with Disabilities</p>	<p>CSI continues to invest resources in our special education program to maintain a program that best meets the needs of all learners.</p> <p>The transition to the co-teaching model of delivering special education services is widely communicated to the general public and through the Buffalo CSE.</p> <p>CSI instituted a weighted lottery system that gives preference to this subgroup, and this is widely communicated in the application process through SchoolMint.</p> <p>CSI recruits at Head Start Programs that specialize in serving students with disabilities, mostly notably Holy Cross Head Start.</p> <p>Our full-time Director of Special Education is available twelve months a year to assist parents of prospective students in understanding their rights, explaining how to navigate the referral process, and what services will most benefit their children.</p> <p>Our success with students with disabilities is becoming known throughout the community, which is contributing to parents transferring their children with disabilities to CSI.</p>	<p>At the end of the 2022-2023 school year, 26% of the students in our terminal year of sixth grade had one or more disabilities and were to promoted to other schools for seventh grade. Despite having such a high percentage of students leaving CSI for middle school, we still anticipate increasing the number students with disabilities in the 2023-2024 school year, which shows that our recruitment efforts and weighted lottery are meeting with results.</p> <p>CSI will continue the weighted preference for this subgroup in our annual admissions lottery.</p> <p>CSI will continue to reference special education services in our recruitment materials and recruit at pre-schools that specialize in serving this population of students.</p> <p>CSI will continue to provide parents with information on their rights when going through the referral process and understanding the role of the CSE. When necessary, CSI will continue to inform parents of children with a disability on how to engage the support of a parent advocate when going through the referral process.</p> <p>CSI will continue to work with the BPS CSE to ensure that progress monitoring instruments meet the requirements for referral.</p>
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**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>As noted above, CSI has been successful in attracting and retaining economically disadvantaged students and exceeds the percentage of economically disadvantaged students in BPS.</p> <p>CSI continued its innovative partnership with the Afro American Police Association to expand mentoring opportunities for students and facilitate speakers from the wider community to educate students on social and civic issues.</p> <p>CSI continued to have a specialist from Erie 1 BOCES provide professional development and coaching on creating trauma-sensitive classrooms, crisis intervention, and effects of poverty. This specialist also worked with individual classroom teams to address specific trauma-related behaviors exhibited by some of their students.</p> <p>CSI provided free uniforms and school supplies when necessary.</p> <p>CSI provided all families with a free extended day program that included a wide variety of activities and hot meals at no cost to families.</p> <p>CSI continued its one-to-one technology initiative, ensuring at every student had access to a Chromebook for instructional purposes at school and at home.</p>	<p>In the 2023-2024 school year, CSI will provide all students with free uniforms and free school supplies to make a charter school education more accessible to all families.</p> <p>To better meet the social-emotional and academic needs of students (particularly transfer students new to CSI), the Board of Trustees will add a new leadership position to fill the gap left when the director of student support services position was eliminated.</p> <p>CSI will continue its one-to-one technology initiative to ensure that all students have access to a Chromebook for instructional purposes at school and at home.</p> <p>CSI will continue to offer a free extended day program to all students that will include a hot meal.</p> <p>CSI will expand its partnership with the Afro American Police Association to facilitate speakers from the wider community to educate parents on social and civic issues and how to access community resources.</p> <p>CSI will continue the co-teaching model with two certified teachers and one teaching assistant in every classroom to better meet the needs of all learners.</p> <p>CSI will continue to provide free field trips and free extra-curricular</p>

	<p>CSI continued the co-teaching model with two certified teachers and one teaching assistant in every classroom to better meet the needs of all learners.</p> <p>During the summer of 2022, CSI offered a summer enrichment program at no cost to families.</p>	<p>activities to all students to ensure that students will fully benefit from the educational program regardless of economic status.</p> <p>CSI will continue to utilize the services of Erie 1 BOCES to mentor and train teachers on creating trauma-sensitive classrooms, crisis intervention, and the social-emotional effects of poverty.</p>
<p>English Language Learners</p>	<p>English language learners is the fastest growing subgroup at CSI, having gone from no ELL students in the years 2015-2018, to 27 students in 2022-2023.</p> <p>The largest percentage of ELL students at CSI are from Bangladesh, and their home language is Bengali. CSI has made outstanding efforts to create a welcoming community for these students and their families by creating culturally sensitive classrooms, providing training to all staff members on Bengali culture, designing a prayer space to accommodate parents' request for religious observance during the school day, and ensuring that the cafeteria offers lunches that meet the religious dietary requirements of all students.</p> <p>CSI retained a full-time staff member to serve as a liaison between the school and Bengali families who is fluent in Bangali, Urdu, Hindi, and Arabic.</p> <p>CSI hired Spanish speaking staff members to provide internal translation services as necessary.</p>	<p>CSI will retain a full-time staff member to serve as a liaison between the school and Bengali families who is fluent in Bangali, Urdu, Hindi, and Arabic.</p> <p>CSI will retain staff members to provide internal translation services as necessary.</p> <p>CSI will continue to provide native language support to families when applying to the school, touring the school, and/or registering their children.</p> <p>CSI will continue to recognize Bengali holidays and festivals.</p> <p>CSI will continue to include Bengali culture into the curriculum, including music and the visual arts.</p> <p>CSI will continue its Bengali culture day where Bengali families are able to share their culture and food with each other and CSI staff.</p> <p>If necessary, CSI will have staff from the Bengali Community Center offer training to CSI staff members on Bengali customs, traditions, food, and music.</p>

CSI provided native language support to families when applying to the school, touring the school, and/or registering their children.

CSI acknowledged Bengali holidays and festivals, and students learned Bengali songs in music classes and were able to express their culture and heritage through the visual arts.

CSI instituted an annual Bengali culture day where Bengali families were able to share their culture and food with each other and CSI staff.

Staff from the Bengali Community Center offered training to all CSI staff on Bengali customs, traditions, food, and music.

CSI introduced Bengali culture into the curriculum and gave students the opportunity to share their traditions with their classmates.

CSI hired a Bengali teaching assistant for one of our kindergarten classrooms where 45% of the students spoke Bengali.

School documents have been translated into Spanish and Bengali.

The new school website has a translation feature.

CSI utilized our ENL teacher as a resource for general education teachers to promote strategies to teach Language Arts to English language learners.

CSI utilized our ENL teacher as a resource to assist teachers in creating culturally sensitive

CSI will retain a Bengali-speaking teaching assistant in kindergarten to facilitate communication with Bengali families.

CSI will continue to utilize our ENL teacher as a resource for general education teachers to promote strategies to teach Language Arts to English language learners.

CSI will continue to utilize our ENL teacher as a resource to assist teachers in creating culturally sensitive classrooms for immigrant and refugee students and their families. If necessary, CSI will employ the services of the International Institute of Buffalo.

Teachers will be encouraged to send home written communications to families in their home language, including report card comments.

CSI will maintain an ENL program that includes both a Language Arts instructional component and content area instructional support.

CSI will continue to honor parents' request for religious accommodations during the school day by retaining a supervised prayer space for students.

CSI will ensure that the cafeteria continues to offer food alternatives that meet the dietary requirements of all students.



	<p>classrooms for immigrant and refugee students and their families.</p> <p>Teachers began to send home written communications to families in their home language, including report card comments.</p> <p>CSI continued to cultivate our ENL program that includes both a Language Arts instructional component and content area instructional support.</p>	
<p>Students with Disabilities</p>	<p>Since CSI transitioned to a co-teaching model with one general education and one special education teacher working collaboratively in the classroom, and creating the availability for Resource Room, we have been able to increase the amount of service hours making our program more accessible to more students.</p> <p>We made changes to the Director of Special Education Services, making it a 12-month position and having the director oversee the delivery of RtI services as well as special education services. This change has created greater continuity between RtI services and special education services and has streamlined the referral process.</p> <p>The Director of Special Education was directly involved in creating the master schedule to best meet the needs of all learners and maximizing the effectiveness of early intervention programs.</p> <p>The Director of Special Education Services works closely with general education teachers, intervention</p>	<p>The Board of Trustees and the Administration of CSI are fully committed to supporting the transition to the co-teaching model with one general education teacher and one special education teacher working collaboratively in the classroom, which increases the number of service hours making our program more accessible to more children with disabilities.</p> <p>CSI will continue to offer Resource Room to make our program accessible to more students.</p> <p>CSI will continue to provide professional development and coaching to teachers on the effective use of the co-teaching model, particularly as it relates to special education and students with disabilities.</p> <p>CSI will once again evaluate the merits of outsourcing related services versus bringing these services in-house.</p> <p>The Director of Special Education Services will continue to provide support to all teachers and service</p>

specialists, special education teachers, and related service providers to ensure that they are fully knowledgeable about the needs of students with disabilities.

CSI continued its contract with Buffalo Hearing and Speech to provide all related services.

providers to ensure that they are fully knowledgeable of the needs of students with disabilities.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Jul 24 2023

## **Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> 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. 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](#).

<sup>[1]</sup> 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 24 2023

### **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:

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# Instructions for Reporting Percent of Uncertified Teachers

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.

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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	0.0

**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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	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	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	30

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	32

Thank you.



**Entry 12 Organization Chart**

Completed - Jul 24 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [Organizational Chart 2022-2023](#)

Filename: Organizational\_Chart\_2022-2023\_V1oYnhi.pdf Size: 105.6 kB

## Entry 13 School Calendar

Completed - Jul 24 2023

[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, 2023 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, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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.**

### [Calendar 6-2-23 Final annual 23](#)

Filename: Calendar\_6-2-23\_Final\_annual\_23.24.pdf Size: 249.4 kB

## Entry 14 Staff Roster

Completed - Jul 24 2023

### [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 (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.



TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

### [Faculty and Staff Roster 22-23](#)

Filename: Faculty\_and\_Staff\_Roster\_22-23\_maE7okR.xlsx Size: 22.7 kB

## Optional Additional Documents to Upload (BOR)

Completed - Oct 19 2023

### [2022-2023 NYS Assessment Growth Charts](#)

Filename: 2022-2023\_NYS\_Assessment\_Growth\_Charts.pdf Size: 85.7 kB

### [Subgroup Enrollment](#)

Filename: Subgroup\_Enrollment.pdf Size: 81.1 kB

**CHARTER SCHOOL OF INQUIRY**

**FINANCIAL STATEMENTS**

**JUNE 30, 2023**

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June 30, 2023

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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, 2023 and 2022, 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, 2023 and 2022, 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.

#### *Adoption of ASU No. 2016-02*

As discussed in Note 5 to the financial statements, the School changed its method of accounting for leases of longer than one year, and adopted Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842), effective July 1, 2021. Our opinion is not modified with respect to this matter.

#### *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.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2023 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.

  
October 4, 2023

CHARTER SCHOOL OF INQUIRY

**Balance Sheets**

June 30,	2023	2022
<b>Assets</b>		
<b>Current assets:</b>		
Cash	\$ 3,767,548	\$ 3,693,095
Receivables (Note 2)	197,734	687,037
Prepaid expenses	12,477	9,418
	<u>3,977,759</u>	<u>4,389,550</u>
Property and equipment, net (Note 3)	384,129	383,899
Right of use assets - leases (Note 5)	644,760	704,595
Restricted cash	100,000	100,000
	<u>\$ 5,106,648</u>	<u>\$ 5,578,044</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Current portion of lease liabilities (Note 5)	\$ 34,734	\$ 31,559
Accounts payable	76,492	110,076
Accrued expenses	641,204	319,444
	<u>752,430</u>	<u>461,079</u>
Lease liabilities (Note 5)	1,046,667	1,081,401
<b>Net assets:</b>		
Without donor restrictions (Note 6)	<u>3,307,551</u>	<u>4,035,564</u>
	<u>\$ 5,106,648</u>	<u>\$ 5,578,044</u>

See accompanying notes.

CHARTER SCHOOL OF INQUIRY

**Statements of Activities**

For the years ended June 30,	2023	2022
<b>Support and revenue:</b>		
Enrollment fees:		
Resident students	\$ 3,566,259	\$ 3,772,026
Resident students with disabilities	478,842	431,454
Contributions - federal awards	411,238	1,223,408
Interest and other income	27,007	5,287
<b>Total support and revenue</b>	<b>4,483,346</b>	<b>5,432,175</b>
<b>Expenses:</b>		
Program expenses:		
Regular education	3,256,485	3,102,200
Special education	643,707	572,767
Other program	165,447	267,523
Supporting services:		
Management and general	1,145,720	998,418
<b>Total expenses</b>	<b>5,211,359</b>	<b>4,940,908</b>
<b>Change in net assets</b>	<b>(728,013)</b>	<b>491,267</b>
Net assets - beginning	4,035,564	3,544,297
Net assets - ending	\$ 3,307,551	\$ 4,035,564

CHARTER SCHOOL OF INQUIRY

**Statement of Functional Expenses**

For the year ended June 30, 2023

	Number of Positions	Regular Education	Special Education	Other Program	Management and General	Total
Administrative personnel	6.8	\$ -	\$ -	\$ -	\$ 651,452	\$ 651,452
Instructional personnel	49.5	1,857,227	348,235	-	-	2,205,462
Non-instructional personnel	2.8	-	-	46,141	-	46,141
Total salaries	59.1	\$ 1,857,227	\$ 348,235	\$ 46,141	\$ 651,452	\$ 2,903,055
Salaries		\$ 1,857,227	\$ 348,235	\$ 46,141	\$ 651,452	\$ 2,903,055
Employee benefits and payroll taxes		403,999	75,751	10,037	141,709	631,496
Retirement		174,388	32,698	4,332	61,169	272,587
Staff and student recruitment		-	-	-	20,478	20,478
Classroom supplies and materials		65,176	-	-	-	65,176
Consultants		43,161	153,908	-	-	197,069
Field trips		29,941	-	-	-	29,941
Insurance		44,079	2,755	2,755	5,510	55,099
Interest		93,666	5,854	5,854	11,708	117,082
Nursing services and supplies		-	-	48,745	-	48,745
Office expense		23,374	1,461	1,461	2,922	29,218
Other expenses		11,472	639	639	6,236	18,986
Payroll processing		-	-	-	76,327	76,327
Professional fees		-	-	-	123,398	123,398
Repairs and maintenance		157,583	9,849	9,849	19,698	196,979
Staff development		86,616	-	-	-	86,616
Student activities		-	-	18,539	-	18,539
Student testing and assessment		6,190	-	-	-	6,190
Technology		58,704	-	-	-	58,704
Telephone		4,922	308	308	614	6,152
Transportation		-	-	4,538	-	4,538
Utilities		72,812	4,551	4,551	9,102	91,016
		3,133,310	636,009	157,749	1,130,323	5,057,391
Depreciation and amortization		123,175	7,698	7,698	15,397	153,968
Total		\$ 3,256,485	\$ 643,707	\$ 165,447	\$ 1,145,720	\$ 5,211,359



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
<b>Total salaries</b>	<b>60.5</b>	<b>\$ 1,763,460</b>	<b>\$ 317,828</b>	<b>\$ 134,614</b>	<b>\$ 580,759</b>	<b>\$ 2,796,661</b>
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 and amortization		139,848	8,741	8,741	17,481	174,811
<b>Total</b>		<b>\$ 3,102,200</b>	<b>\$ 572,767</b>	<b>\$ 267,523</b>	<b>\$ 998,418</b>	<b>\$ 4,940,908</b>

CHARTER SCHOOL OF INQUIRY

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**Statements of Cash Flows**

For the years ended June 30,	2023	2022
<b>Operating activities:</b>		
Cash received from enrollment fees	\$ 3,983,097	\$ 4,245,625
Cash received from contributions	962,545	804,191
Cash received from other sources	27,007	5,287
Payments to employees for services and benefits	(3,485,378)	(3,442,949)
Payments to vendors and suppliers	(1,169,814)	(1,117,436)
Interest paid	(117,082)	(118,702)
<b>Net operating activities</b>	<b>200,375</b>	<b>376,016</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(94,363)	(70,636)
<b>Financing activities:</b>		
Principal payments on lease liabilities	(31,559)	(25,672)
<b>Net change in cash and restricted cash</b>	<b>74,453</b>	<b>279,708</b>
Cash and restricted cash - beginning	3,793,095	3,513,387
Cash and restricted cash - ending	\$ 3,867,548	\$ 3,793,095

**Notes to Financial Statements**

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**1. Summary of Significant Accounting Policies:**

**Organization and Purpose:**

Charter School of Inquiry (the School) operates a charter school in the City of Buffalo, New York (the City) authorized by the Board of Regents of the University of the State of New York. The School currently offers classes from kindergarten through sixth grade. The School is chartered through June 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 4, 2023, 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, 2023 and 2022.

**Property and Equipment:**

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided using the straight-line method over estimated useful lives. 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 district where a 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.

As of June 30, 2023, conditional government awards from the Education Stabilization Fund awarded and not yet received amounted to approximately \$457,000 and will be recognized when qualifying expenses are incurred over the next two years.

### 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) corporation exempt from taxation under §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 and amortization, interest, and repairs and maintenance which are allocated based on management's estimate of program benefit.

### 2. Receivables:

	2023	2022
Contributions – federal awards	\$ 100,661	\$ 651,968
Enrollment fees	97,073	35,069
	<u>\$ 197,734</u>	<u>\$ 687,037</u>

Enrollment fees receivable as of June 30, 2023 and 2022 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:

	2023	2022
Leasehold improvements	\$ 546,344	\$ 473,218
Instructional and office equipment	486,525	465,288
	<u>1,032,869</u>	938,506
Less accumulated depreciation	648,740	554,607
	<u>\$ 384,129</u>	<u>\$ 383,899</u>

Depreciation expense amounted to \$94,133 and \$118,532 for the years ended June 30, 2023 and 2022.

### 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, 2023 and 2022.

### 5. Lease Liabilities:

The School leases its building under the terms of a triple net zero financing lease agreement through June 2035 and, beginning in November 2021, certain equipment under terms of a financing lease through November 2026. The building lease 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 on the building held by the landlord 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%.

Accounting Standards Update (ASU) 2016-02, *Leases*, requires for leases longer than one year, a lessee recognize on the balance sheets a right of use asset (ROU), representing the right to use the underlying asset for the lease term, and a lease liability, representing the present value of future lease payments. Additionally, the School elected the practical expedient not to separate any combined lease and non-lease components for the lease contracts. This ASU was adopted as of July 1, 2021 using the retrospective method. As of July 1, 2021 ROU assets and lease liabilities of \$718,200 and \$1,095,958 were recognized. Under previous accounting guidance for leases, these amounts would have been presented on the balance sheet as property and equipment and long-term debt, respectively.

The present value of the School's lease liabilities at transition was calculated using the rate that is implicit in the building lease agreements, which is calculated at 10.8%, and an estimated incremental borrowing rate of 6% for the equipment lease. In determining the incremental borrowing rate, the School considered estimated borrowing data for similar arrangements as of the transition date.

As permitted by guidance, leases with expected durations of less than 12 months from inception (i.e. short-term leases) were excluded from the School's calculation of its lease liabilities and ROU assets.

The following is a summary of the School's total lease costs:

	<u>2023</u>	<u>2022</u>
Financing lease cost:		
Interest on lease liabilities	\$ 117,082	\$ 118,702
Amortization of right of use assets	59,835	56,279
	<u>\$ 176,917</u>	<u>\$ 174,981</u>

The following is a summary of cash paid in 2023 and 2022 for amounts included in the measurement of lease liabilities:

	<u>2023</u>	<u>2022</u>
Operating cash flows used for interest payments	\$ 117,082	\$ 118,702
Financing cash flows used for principal payments	31,559	25,672
	<u>\$ 148,641</u>	<u>\$ 144,374</u>

The following is a summary of the School's maturity of financing lease liabilities:

2024	\$ 148,500
2025	148,500
2026	165,828
2027	160,053
2028	155,928
Thereafter	<u>1,188,937</u>
	<u>1,967,746</u>
Amounts representing interest	886,345
Net liability	<u>1,081,401</u>
Less current portion	<u>34,734</u>
Long-term portion	<u>\$ 1,046,667</u>

## 6. Net Assets:

As of June 30, 2023 and 2022, the Board of Trustees has designated \$350,000 of net assets without donor restrictions for future capital expenditures.

## 7. Retirement Plans:

In 2023, the School began to participate in the New York State Teachers' Retirement System (TRS) which is a cost-sharing multiple employer public employee retirement system. TRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

TRS is administered by the New York State Teachers' Retirement Board and provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and required supplementary information. The report may be obtained from TRS at [www.nystrs.org](http://www.nystrs.org).

No employee contribution is required for those whose service began prior to July 1976. TRS requires employee contributions of 3% of salary for the first 10 years of service for those employees who joined from July 1976 through December 2009. Participants whose service began on or after January 1, 2010 through March 31, 2012 are required to contribute 3.5% of compensation throughout their active membership in TRS. Participants whose service began on or after April 1, 2012 are required to contribute a percentage ranging from 3% to 6% each year, based on their level of compensation.

Pursuant to Article 11 of Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 10.29% of the annual covered payroll for the year ended June 30, 2023. The required contribution for TRS was \$209,203 for the year ended June 30, 2023.

The School also participates in a multiple employer 401(k) pension plan covering essentially all employees. The School contributes 5% of employees' salaries who participate in the plan and are not otherwise eligible to participate in TRS, subject to certain limitations. The School's pension expense was \$63,384 and \$129,884 for the years ended June 30, 2023 and 2022.

**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) and \$350,000 of designated net assets (Note 6), which could be made available, through approval by the Board of Trustees.

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, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Cash available for operations	\$ <b>3,417,548</b>	\$ 3,343,095
Receivables	<b>197,734</b>	687,037
	<u>\$ <b>3,615,282</b></u>	<u>\$ 4,030,132</u>

**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.

In May 2023, the School received payment from the State for the 2019-20 school year recoupment for a total of approximately \$13,000. Management believes the School will receive the remaining funds through the State administrative procedure for the 2020-21 school year as well.

**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, 2023, 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 4, 2023.

**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.



October 4, 2023



## MANAGEMENT LETTER

October 4, 2023

The Board of Trustees and Management  
Charter School of Inquiry

In planning and performing our audit of the financial statements of Charter School of Inquiry (the School) as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing 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.

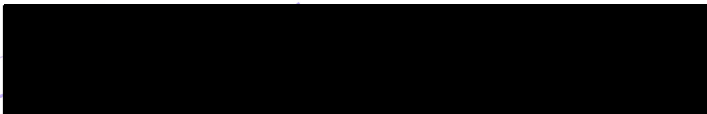
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination 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 reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chances of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

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

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This report is intended solely for the information and use of the Board of Trustees and management of the School and is not intended to be, and should not be, used by anyone other than these specified parties.





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

<b>ACCOUNT TYPE</b>	
M&T ADVANCED BUSINESS CHECKING	
<b>ACCOUNT NUMBER</b>	<b>STATEMENT PERIOD</b>
██████████	06/01/23 - 06/30/23
<b>BEGINNING BALANCE</b>	\$100,000.00
<b>DEPOSITS &amp; CREDITS</b>	0.00
<b>LESS CHECKS &amp; DEBITS</b>	0.00
<b>LESS SERVICE CHARGES</b>	0.00
<b>ENDING BALANCE</b>	\$100,000.00

**ACCOUNT ACTIVITY**

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2023	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

# HOW TO BALANCE YOUR M&T BANK ACCOUNT

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

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

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

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

## TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

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

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

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

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

\$	
----	--

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

\$	
----	--

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

\$	
----	--

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

\$	
----	--

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

\$	
----	--

This amount should be your current account balance.

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



November 1, 2023

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

Very truly yours,

*Karen Burhans*

████████████████████  
Partner

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

**Trustee Name:**

Melvin "Trey" Bankhead, III

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**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

Secretary - Resigned in September of 2022 due to health issues.

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:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ 7/24/23

**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:

PETER B. DOW

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; 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 Firsthand Learning, Inc.  
FLI had a contract with CSI about  
six years ago. FLI is a non-profit  
501(c)3 corporation

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:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted]

7/19/23

**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:**

Eric Campbell

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**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

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.

Teaching Assistant -- Retired 2019



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:**

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**Business Address:**

---

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

pbell

07/24/23

**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:**

Delano Dowell, Sr.

---

**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

Honorary 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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED] 7/14/2023

---

**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:**

Ebony Eison

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**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

My first cousin's daughter is enrolled in Charter School of Inquiry. She is going into the 2nd grade. This is not a family member that I have contact with on any regular basis. She, specifically, does not benefit from my membership on the Board.

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

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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Eison  
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7/24/23

**Signature**

**Date**

Acceptable signature formats include:

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

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

**Trustee Name:**

Nichelle Gray

---

**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

Parent Coordinator

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

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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

[Redacted Signature Area] **7/12/2023**

Signature

Date

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF

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

**Trustee Name:**

Latise Hairston

---

**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

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

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[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

7/14/2023

**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:**

Valerie C. Nolan

---

**Name of Charter School Education Corporation:**

Charter School of Inquiry

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

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.

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





**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

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Yes  No

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

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**None**

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



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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[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED] 6-27-2023  
Signature Date

Acceptable signature formats include:

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

*last revised 04/2022*

**REGULAR MONTHLY BOARD MEETING**

**In-Person**

**Charter School of Inquiry**

**404 Edison Street**

**Buffalo, New York 14215**

**Wednesday, July 6, 2022**

**Time: Immediately following Annual Meeting**

**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  
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  
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, July 6, 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/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 – June 8, 2022 – ***ACTION – APPROVED***  
*Motion to Approve June 8, 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. Academic Committee – May 20, 2022
- b. Finance/Audit Committee – May 24, 2022
- c. Governance Committee – May 24, 2022

**5. Announcements/ Updates: N/A**

**6. Website Design Selection – ACTION – ACCEPTED**

Laquitta gave a comparative between the two web-design companies: *Otherwysz Web Design v. Educational Network*. Otherwysz will design the website & turn it over to us. Whereas Educational Network will re-design our website, provide hosting and maintenance services. Valerie opined that she believed Educational Network was the better choice from their presentation. **A motion was made to accept Educational Networks' proposal to re-design our website.**

*Moved by: Valerie Nolan*  
*Seconded by: Peter Dow*  
*Approved: ALL*  
*Opposed: NONE*  
*Abstained: NONE*  
*Motion: Approved*

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

Valerie gave us a rundown of our financial standings – We remain in “good financial standing.” Peter inquired about us purchasing our building. Valerie is not convinced we need to purchase right now. Karen Burhan was asked to update our building comparison. This will be discussed at our next Finance/Audit Committee Meeting on Tuesday, July 26, 2022 @ 12Noon.

- a. Financial Statements & Narrative for period ending May 31, 2022
- b. Update on Teacher Retirement System (“TRS”) – Karen Burhans has been working with Alcott HR (our HR Company) regarding proper deductions. John alerted us of a “curve-ball” in the TRS Rules. TRS rules requires us to provide membership to Teaching Assistants. It doesn’t really affect the budget; however, it changes how we use TRS for retention purposes.



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

- a. **Student Enrollment** – 289
- b. **Student Fully Registered 2022-23**– 244
- c. **Subgroup Enrollment** – 63
- d. **Staffing** – we lost: one (1) primary TA; one (1) general intermediate teacher, and our Director of Student Services.
- e. **Student Discipline Report** – low student discipline for the month of June.
- f. **Professional Development** – professional development trainings coming up regarding Responsive Classroom & Africana Studies, etc.
- g. **Daily Student Attendance Report** – attendance was good for the month of June. “No real surprises.”
- h. **Summer Program Planning** – we are fully enrolled & staffed. David Hetherly, Summer School Principal has met with staff, confirmed field trips and prepared for the Buffalo Public Schools Lunch Program to commence. Summer program runs from July 11 – August 5, 2022.
- i. **Student Assessment Data Schedule** – Star Reading & Math, End of Year Goal Attainment, F&P Growth Reports and Growth Comparisons will be presented to the Academic Committee.

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

Nichelle let us know that she is working on a new parent event calendar/ meeting schedule for the upcoming school year. She was not able to complete/distribute a parent survey. This survey will provide insight into: How Parents felt about this school year and what they are looking forward to next year?! Eric Campbell is willing to partner with Nichelle to help grow Parent Participation & our Guest Speaker Series.

**10. Academic Committee – Peter Dow**

Peter spoke about our latest Academic Committee Meeting on June 17, 2022. David Hetherly gave us a report on how the Summer School Program is shaping up. Marie Giancarlo gave a report about planned summer field trips & professional development. Next Academic Committee Meeting: **TBD**.

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

- a. **Board Candidate Process** – Nichelle provided a prospective candidate for board membership. Delano Dowell, Assistant Finance Administration. Janet, Peter & Valerie will speak with Mr. Dowell on Monday, July 11, 2022. Valerie believes his financial background will be a great asset to our board.
- b. **Brian Carpenter, Ph.D., - Retreat Update** – Jan reminded everyone of the Board Retreat via ZOOM on July 23 & 30, 2022. Laquitta provided all links via Outlook invite. Next Governance Committee Meeting: Tuesday, July 26, 2022 @ 5PM.

**12. New Business:** N/A

**13. Next Meeting:** Wednesday, August 10, 2022 @ 5PM

14. Adjournment @ 6:43PM

*Motion to adjourn is,*

*Moved by: Peter Dow*

*Seconded by: Eric Campbell*

*Opposed by: NONE*

*Abstained by: NONE*

*Motion: Approved*

Minutes approved:



Peter Dow, Secretary

9/14/02  
Date

**REGULAR MONTHLY BOARD MEETING**

**In-Person**

**Charter School of Inquiry**

**404 Edison Street**

**Buffalo, New York 14215**

**Wednesday, August 10, 2022 @ 5:00PM**

**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  
Ebony Eison  
Eric O. Capmbell  
R. Bruce Haydon

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

Guest: Steven Polowitz, General Counsel

Excused: Latise Hairston  
Melvin Bankhead, III  
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, August 10, 2022 @ 5:07PM. 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. Approve Minutes**

- a. Minutes of Business Meeting – July 6, 2022- *Action – APPROVED*  
Motion to Approve Meeting Minutes of July 6, 2022, was made by,  
*Motion by: Peter Dow*  
*Seconded by: R. Bruce Haydon*  
*Opposed by: None*  
*Abstained by: None*  
*Vote: unanimous*  
*Motion: Approved*

Committee Minutes (FYI):

- a. Finance/Audit Committee, June 28, 2022 – *Accepted*  
b. Governance Committee, June 28, 2022 – *Accepted*  
c. Academic Committee, June 17, 2022 – *Accepted*  
*Motion to accept all committee minutes is made by,*  
*Motion by: Eric Campbell*  
*Seconded by: Janet Peters*  
*Opposed by: None*  
*Abstained by: None*  
*Vote: unanimous*  
*Committee Minutes: Accepted.*

**5. Board Hearing – Complaint Policy Appeal of Administration Decision – Action**

- a. Complaint dated June 30, 2022 – This section was held during Executive Session -  
*No Action Taken.*

**6. Announcement/ Updates**

- a. Website Design Update –
- John stated that a Website Team will be created when Staff & Faculty are back in the building.
  - Staff returns on August 22, 2022, for Professional Development.
- b. Board Member Approval & Recruitment Process – New Member, Ebony Eison
- i. New 3-year Board Term: Ebony Eison – *Action*  
*Motion to Approve Ebony Eison for 3-yr board term is,*  
*Motion is made by:*

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

- a. Draft Financial Statements & Narrative for year ending June 30, 2022  
b. Update on Teacher Retirement System

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

- a. Projected Student Enrollment:
- 256 enrolled.
  - 37 registration forms that have not been returned.



- 16 students will not be returning with 2 others possibly leaving.
- 6% attrition rate, which is lower than our usual 8-12% attrition rate.

b. Staffing:

- we lost one teacher in July.
- There will be a couple more that we'll lose in August.
- We hired an Intermediate RTI Co-Teacher to replace the teacher we lost in June.

c. Professional Development (“PD”):

- Next Gen Learning Standards with Erie 1 BOCES.
- CPR Training from Red Cross.
- Responsive Classroom with Dr. Andy Steck.
- Joe Peek, Associate Principal & his team will be looking at our next steps with our Africana Infusion Program.
- Successful Co-teaching.
- Upcoming PD (to be scheduled) – Open Court Reading, Sexual Harassment, ADASA (A Dignity for All Students Act) Training & FRPA (Family Rights Protection Act) Training.

d. End of the Year Assessment Data

- *F & P Data* – consistent growth among students from September to June.
- Every grade level exceeded the three-(3) reading levels.
- *Star Assessments* – we met or exceeded year end targets except for 6<sup>th</sup> grade.
- We fell short of our ELA goal with students with disabilities.
- ELL students did extremely well.

e. Other announcements:

- School Camera System will be upgraded this month.
- New Tech Company: Station 28 - has started getting everything ready for the beginning of the school year.
- Annual Report – 1<sup>st</sup> part of Annual Report was filed.
- Second part will be filed on November 1, 2022.

**9. Parent Association Report – Nichelle Gray (*update topics*) – *discussion tabled until next month***

- Increasing Parent Participation
- 2022-23 Event/Calendar

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

- Year-end Performance Data – F& P Data and STAR Assessments trendlines are very positive. Curriculum changes and co-teaching are attributed to higher test scores. *See HOS Dashboard Report for more details*

- Summer School – there were some attendance issues because of transportation, so it wasn't quite as large as anticipated.
- There was an integration between what's going on in the enrichment part of the summer program, which is in the afternoon and the involvement of the cultural institutions and so on.
- The program overall was a success given the school ran the program without the Boys & Girls Club partnership.
- Congratulations to David Hetherly, Summer School Principal for running a successful summer program.

## 11. Governance Committee – Jan Peters, Chair

### a. Board Candidate Process:

- Melvin (“Trey”) Bankhead, III, suggested potential candidate, Kristen Elmore-Garcia for board membership. Jan will reach out to Trey for contact information.
- John suggested P.J. DiPirro, of Ameritrust Financial for board membership.
- Delano Dowell is completing onboarding paperwork.
- Eric will reach out to him for a progress update.

### b. Brian Carpenter, Ph.D., - Retreat Update:

- Do we engage Brian Carpenter's services in the future?
- Committee Chairs are welcome to call him to discuss issues.
- Brian will be a great tool for new board members training.

### c. Head of School Evaluation:

- John provided the SUNY Evaluation Instrument, and it was sent to Kathy Adams for her opinion.
- Kathy Adams presented her data-gathering summary with her “GLOWS & GROWS.”
- Kathy's overall assessment was good with some corrective suggestions.
- Kathy will meet with John in August/September & again with the Governance Committee in October.

## 12. Other Business: Attendance Policy Review

John stated that all our policies were submitted to the state for approval during our charter renewal and there was no issue with our Attendance Policy. Mr. Peek is the head of our Attendance Team, and he does not believe there is anything we need to change. Steve suggested that we add a section for attendance during remote learning.

## 13. Next Meeting: Wednesday, September 14, 2022 @ 5:00PM

14. **Adjournment:** *Motion to adjourn was made by: R. Bruce Haydon. Seconded by Janet Peters. Motion carried. Vote unanimous. Meeting adjourned @ 6:24PM .*

Minutes Approved:



Peter Dow, Secretary for Board of Trustees'

9/14/22  
Date



**REGULAR MONTHLY BOARD MEETING**

**In-Person**

**Charter School of Inquiry**

**404 Edison Street**

**Buffalo, New York 14215**

**Wednesday, September 14, 2022 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/84240130182?pwd=YkpQYmwrcGFYMFhK0xwY1ExV1psZz09>

Meeting ID: 842 4013 0182

Passcode: 807912

*Meeting Minutes taken by Laquitta Reid*

Trustees Present: Valerie Nolan, Chair  
Peter Dow  
Janet (“Jan”) Peters  
Ebony Eison  
Eric O. Campbell  
R. Bruce Haydon (*via ZOOM*)

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

Guest: Steven Polowitz, General Counsel  
WGRZ – (*Unnamed Representative*)  
Delano D. Dowell, Sr., proposed Board Member

Excused: Latise Hairston  
Melvin Bankhead, III  
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 in-person quorum being present on Wednesday, September 14, 2022 @ 5:09PM at the 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 September 7, 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 – August 10, 2022- **Action – APPROVED**  
Motion to Approve Meeting Minutes of August 10, 2022, was made by,  
*Motion by: Peter Dow*  
*Seconded by: Eric Campbell*  
*Opposed by: None*  
*Abstained by: None*  
*Vote: unanimous*  
*Motion: Approved*

Committee Minutes (FYI):

- a. Finance/Audit Committee, July 26, 2022 – *Accepted*
- b. Governance Committee, July 26, 2022 – *Accepted*
- c. Academic Committee, July 27, 2022 – *Accepted*  
*Motion to accept all committee minutes is made by,*  
*Motion by: Eric Campbell*  
*Seconded by: Ebony Eison*  
*Opposed by: None*  
*Abstained by: None*  
*Vote: unanimous*  
*Committee Minutes: Accepted.*

**5. Executive Session: - ACTION – APPROVED**

- a. **Confidential:** Review minutes of 8/10/22 Executive Session (*received under separate cover.*)  
A motion to accept the Executive Committee Minutes of August 10, 2022, was made by,  
*Motion made by: Janet Peters*  
*Seconded by: Eric Campbell*  
*Opposed by: None*  
*Abstained by: None*  
*Vote: Unanimous*  
*Minutes: Approved*

**6. Announcements/ Updates:**

- a. Safety Plan Update: 30-days after Public Comment – **Action- APPROVED**  
*Motion by: Eric Campbell*  
*Seconded by: Ebony Eison*  
*Opposed by: None*  
*Abstained by: None*  
*Vote: unanimous*  
*Safety Plan: Approved.*
- b. Resolution to Approve Delano D. Dowell, Sr., for CSI Board Membership (pending SED approval.) – **Action – APPROVED**

At a Regular Meeting of the Board of Trustees of the Charter School of Inquiry (“School”) held on the 14th day of September 2022 at the Charter School of Inquiry, 404 Edison Avenue, Buffalo, NY 14215 and via Zoom video conferencing (meeting id 868 8959 2436), a lawful quorum being present, the following Resolution was adopted by the Board of Trustees:

- Motion #5b. – September 14, 2022. The Charter School of Inquiry Board of Trustees, having conducted a thorough criminal history record check via fingerprinting, which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, has voted to select DELANO D. DOWELL, Sr., as a member to its Board of Trustees, with a term expiring on July 1, 2022, pending approval by NYSED. The resolution approving DELANO D. DOWELL, Sr., is adopted upon NYSED’s approval.

*Motion was made to approve resolution for Delano D. Dowell, Sr., for CSI Board Membership (pending SED approval), was made by,*

*Motion was made by: Janet Peters*

*Seconded by: Ebony Eison*

*Opposed by: None*

*Abstained by:*

*Vote: unanimous*

*Resolution: **Approved.***

- c. Board Member Resignation: Latise Hairston – **Action – ACCEPTED**

*Motion to accept CSI Board of Trustees’ Member, Latise Hairston resignation was made by,*

*Motion made by: Peter Dow*

*Seconded by: Ebony Eison*

*Opposed by: None*

*Abstained by: None*

*Vote: unanimous*

*Resignation: **Accepted.***

- d. Open Law Meeting Resolution – **Action – APPROVED**

*Motion to approve Open Meeting Law Resolution was made by,*

*Motion made by: Ebony Eison*

*Seconded by: Eric Campbell*

*Opposed by: NONE*

*Abstained by: NONE*

*Vote: unanimous*

*Resolution: **Approved.***



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

Bruce stated that our August Finance Meeting was cancelled, however, our finances remain in “good standing.”

Next Finance/Audit Committee Meeting: **Tuesday, September 27, 2022 @ 12PM.**

**8. Head Of School Report**

- a. 2022-2023 Enrollment Update
  - 284 enrolled
  - 20 Students did not return.
  - 7% decrease in enrollment (normal: 10%)
- b. 2022-2023 Staffing Update
  - Staff resignations consist of:
    - Social Worker
    - SPED Teacher
    - Intermediate RTI Co-Teacher
    - Intermediate General Education Teacher
    - Teaching Assistant
    - Teaching Assistant
  
  - We have filled most of those positions with the following staff:
    - Anne Landrigan, 6<sup>th</sup> grade General Education Co-teacher
    - Jillian Ribakove, 5<sup>th</sup> grade General RTI Teacher
    - Jessica Green, Kindergarten RTI Co-teacher
  
  - There are still a few positions that we will fill on an as needed basis.
- c. Professional Development Calendar - “robust” professional development calendar.
- d. Upcoming Events in September 2022
  - Supply Drop-off, September 2, 2022
  - First Day of School, September 6, 2022
  - STAR Benchmark Assessments, September 7-16, 2022
  - F&P Assessments, September 7-30, 2022
  - Setting Expectations - Nicole Kramer of Erie 1 BOCES, September 12, 14, 19, & 21, 2022
  - Meet-the-Teacher Night, September 15, 2022 @ 5:30pm – 7:00pm
- e. 2022-2023 Instructional Schedule –  
*see August 2022 Dashboard Report for Instructional Schedule attachment.*
- f. 2022-2023 Organizational Chart

- Additions to the Organizational Chart include of the following positions:
  - Administrative Coordinator of Governance Affairs, Laquitta Reid
  - Literacy Coach, Tracey Herlan
  - Lead Social Worker, Kerry Conway
- g. Title I, II and IV Budget Summaries and Narratives
  - **Title I:** Professional Salaries of three (3) FTE RTI specialists for improvement as well as early identification and support to students with learning and behavioral needs.
  - **Title II:** Professional Development for Instructional Coach to work with Staff to improve instructional skills.
  - **Title IV-** .25 FTE Social Work to provide mental health services, social and emotional coping, bullying prevention initiatives, etc.
- h. August 2022 Federal Entitlement Grants and ESSER III Public Meeting Agenda – *see August 2022 Dashboard Report*

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

- a. Website: Ideas for Parent Participation Page (*last updated 9/2020.*) – John has been working with Educational Network to schedule the Website Photographer, and compiled a Web Team based off the previous Website Task Force of 2021.
- b. New School Year: Parent Association Planned Events 2022-23 – Eric Campbell with partner with Nichelle to come up with things that benefit parents that incorporate the Russell Bell Academy, Young Divas Etiquette & Gentlemen’s Club.

#### **10. Academic Committee – Peter Dow, Chair**

- a. **Charter School Conference, October 19, 20, & 21** - We (CSI) have been invited by the Charter School Office to make a presentation at this year’s Charter School Conference.
- b. **Africana Infusion Team – Joseph Peek** – Peter spoke about Mr. Peek’s Africana Infusion presentation and went on the say, “It’s not just a program of exposing kids to African American history & culture, but it’s also a program dedicated to character building.” Mr. Peek let us know that we may have more than 5 mins., for our presentation but we will know more in the coming days.
- c. **Next Academic Committee Meeting:** *Friday, September 23, 2022 @ 1PM*



## 11. Governance Committee – Jan Peters, Chair

- a. **Board Candidate Update** - John will send Jan contact information for prospective board member, P.J. Dipirro, of Ameritrust. Additionally, Jan will contact prospective board member, Kristen Elmore -Garcia for an interview.
- b. **Dr. Brian Carpenter** - How can we best utilize Dr. Carpenter? We should use him as a resource for new board members. We are going to figure out how we can continue utilizing his services, as we have retained his services for a year.
- c. **Head of School Evaluation** – Kathy Adams will assess John with his Head of School Evaluation using the SUNY Evaluation Instrument. Kathy & John will have their last meeting regarding his evaluation on September 21, 2022.
- d. Next Governance Committee Meeting: **Tuesday, September 27, 2022 @ 5pm.**

## 12. New Business: *Mask Mandate: Re-opening Plan Revised* – ACTION – APPROVED **Mask Mandate reads:**

Based on guidance from the New York State and Erie County Department of Health, wearing masks at CSI will become optional effective Monday September 12, 2022.

- Students, staff and visitors may choose to wear a mask or not wear a mask (masks are available at school upon request.)
- Neither student nor staff will be allowed to impose wearing a mask on another person.
- All students and staff members must be respectful of an individual’s choice regarding wearing or not wearing a mask at school.
- If a child is feeling ill, parents should keep the child home from school and administer a COVID-19 antigen test (available from school nurse upon request.)
- Students or staff returning to school after having had COVID-19 **MUST** be fever and symptom-free for twenty-four (24) hours before returning and **MUST** wear a mask for 10-days beginning with the first day of their return.
- CSI strongly urges parents and staff members to consult with their healthcare provider regarding eligibility and merits of the COVID -19 vaccination.
- CSI strongly urges parents and staff members to consult with their healthcare provider regarding the benefits of the flu vaccination.

*A motion was made to revise the Re-opening Plan to remove the Mask Mandate effective September 12, 2022, was made by:*

*Motion made by: Ebony Eison*

*Seconded by: R. Bruce Haydon*

*Opposed by: None*

*Abstained by: None*

*Vote: Unanimous*  
*Motion: APPROVED*

**13. Next Meeting:** *Wednesday, October 12, 2022 @ 5PM*

**14. Adjournment:** *Motion to adjourn was made by,*  
*Motion made by: Peter Dow*  
*Seconded by: Eric Campbell*  
*Opposed by: None*  
*Abstained by: None*  
*Motion to adjourn: Approved @ 6:06PM.*

**Minutes Approved:**

**REGULAR MONTHLY BOARD MEETING**

**In-Person**

**Charter School of Inquiry**

**404 Edison Street**

**Buffalo, New York 14215**

**Wednesday, October 12, 2022 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/84240130182?pwd=YkpQYmwrcGFYMFhK0xwY1ExV1psZz09>

Meeting ID: 842 4013 0182

Passcode: 807912

*Meeting Minutes taken by Laquitta Reid*

Trustees Present: Valerie Nolan, Chair  
Peter Dow  
Janet (“Jan”) Peters  
Ebony Eison  
Eric O. Campbell  
R. Bruce Haydon (*via ZOOM*)

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

Guest: Steven Polowitz, General Counsel  
Karen Burhans, Accountant  
Delano D. Dowell, Sr., proposed board member

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 in-person quorum being present on Wednesday, October 12, 2022 @ 5:10PM at the 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 October 5, 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 – September 14, 2022- **ACTION- APPROVED**  
Motion to Approve Meeting Minutes of September 14, 2022, was made by,  
*Motion by: Ebony Eison*  
*Seconded by: Janet Peters*  
*Opposed by: NONE*  
*Abstained by: NONE*  
*Vote: Unanimous*  
*Motion: APPROVED*

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

- a. Academic Committee, August 19, 2022 – **ACCEPTED**  
b. Governance Committee, August 30, 2022 – **ACCEPTED**  
*Motion to accept all committee minutes is made by,*  
*Motion by: Eric Campbell*  
*Seconded by: Ebony Eison*  
*Opposed by: NONE*  
*Abstained by: NONE*  
*Vote: Unanimous*  
*Committee Minutes: ACCEPTED*

#### 5. Announcements / Updates

- a. Board Member Approval & Recruitment Process – Delano D. Dowell, Sr., completed the last step of the onboarding process on October 11, 2022. Once we have Mr. Dowell’s fingerprinting results, Laquitta will send his application for CSI Board Membership to the State Education Department for approval.

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

- a. Draft Financial Statement & Narrative for month ending July 31, 2022 – Bruce let us know we have some differences in “Payments vs. Expenses,” but that is to be expected before the school year begins.
- b. Draft Financial Statement & Narrative for month ending August 31, 2022
- Favorable variance of \$105K.
  - Issues with the Clawback from 2019: Bruce explained that these were Special Ed., Recruitment payments that the district held back. However, based on reports in September 2022-- the clawback will be 100% collectible.
  - Per Karen Burhans, lack of revenue for July & August is due to district per pupil revenue does not start until school is in-session (September.)
  - Some things we will have to keep an eye on: We made certain assumptions in the budget for specific targets such as: Enrollment & Fundraising. Bruce states, “It behooves us, as a Board, to keep an eye on these to make course corrections as they are needed.”
  - John, Karen & Steve agree that Enrollment is a “universal issue.”
  - John attributes some of our enrollment issue on:
    1. More children being homeschooled; and

2. City of Buffalo rent increases - causing kids to move out of the district or too far for bussing.

- c. Audit Report – Karen Burhans – ***ACTION – APPROVED***  
Karen Burhans took us through the Audit Report, as follows:
  - Lumsden McCormick, LLP certified public accountants completed the audit.
  - Audit results were reviewed & accepted by the Finance/Audit Committee on October 4, 2022.
  - Finalized audit results are due by **November 1, 2022**.
  - Per Karen, this was a “clean audit.”
  - There were **no** adjustments, findings, material weaknesses, etc.
  - “There is nothing remarkable here.”
  - ESSER II & III are still being spent.
  - In addition to ESSER II & III spenddowns, John opined that we have additional grants/funding that remain unused.
  - Karen recommended the Board accept the final audit.

*A motion was made to accept the Audit Report by,*

*Motion made by: Ebony Eison*

*Seconded by: R. Bruce Haydon*

*Opposed by: None*

*Abstained by: None*

*Vote: unanimous*

*Motion: ACCEPTED*

- d. ***Next Finance/Audit Committee Meeting: Tuesday, November 29, 2022 @ 12NOON.***

7. **Head of School Report – John Sheffield**
  - a. 2022-2023 Student Enrollment Report
    - 271 Students.
  - b. Staff Diversity Report
    - 50% Caucasian
    - 48% Black/African American
    - 2% Bengali
  - c. New Hires/ Vacant Positions
    - We did lose a Primary TA in September
    - That position has been filled
    - Open positions:
      1. Special Education Co-Teacher
      2. Intermediate Co-Teacher.
    - Of the two positions, John would really like to find a Special Education Co-Teacher.
    - We have a new Building Custodian starting next week.
  - d. Student Discipline Report –
    - Three (3) suspensions in the month of September.



- e. Professional Development Report
    - Open Court Reading – September 1, 2022
    - Co-Teaching – September 2, 2022
    - Establishing Classroom Expectations – September 12, 14, 19 & 21, 2022
  - f. Meet-the-Teachers Night Participation
    - Great participation.
    - We had 119 families attend
  - g. Report on Website Progress –
    - Committee of five (5) Staff Members
    - Students & Staff were polled for input.
    - Topics include - School color, logo, motto, mascot, etc.
  - h. Upcoming Events – October 2022:
    - Parent Teacher Conferences October 12 & 13.
    - Russell Bell Academy Luncheons for Girls & Boys
    - Field Trips for K & 2<sup>nd</sup> Grade
    - Spirit Week (planned by 6<sup>th</sup> Grade).
    - School Picture Day – October 26, 2022
  - i. Benchmark Data Report:
    - F&P Benchmark Assessment – in comparison to September 2021, John sees growth & believes we did not have as much “summer slide” this year.
    - State data has not been released yet.
- 8. Parent Association Report – Nichelle Gray (*on hold*)**
- a. Increasing Parent Participation
  - b. 2022-2023 Event/Speaker Calendar
- 9. Academic Committee – Peter Dow, Secretary & Chair**
- a. Impact of COVID-19 – John pointed out that it has had a huge impact on new students coming to CSI. Many are coming in with serious delays or deficiencies. Peter believes the Board needs to address Enrollment.
  - b. Charter School Conference Presentation – we were invited by our authorizer to present on Africana Infusion & the significance of this program.
  - c. Relationship with Parents (Parent Night) - Parent events should be planned to bring parents back into the building. Parent Nights are always successful.
  - d. Problem of Enrollment – Peter believes the Board *needs* to tackle this issue. He believes problems with enrollment will trickle down to being able to pay Faculty & Staff. Per Peter, “our success rides on the quality of the faculty we have in our school.” John believes getting Parents back into the school will bring back the word-of-mouth factor that will create a jump in enrollment. Ebony, Peter & Eric would like to start a Recruitment Task Force.
- e. *Next Academic Committee Meeting: Friday, October 18, 2022 @ 1PM***

**10. Governance Committee – Jan Peter, Chair**

a. Board Candidate Process

- Kristen Elmore-Garcia Interview – recently interviewed with the Governance Committee and it went “really, really well.”
- Ms. Elmore- Garcia will schedule a walk-through at CSI when she returns from her trip.

b. Head of School Evaluation – Kathy Franklin-Adams, has completed her portion of the HOS Evaluation. The Board will be presented with the evaluation instrument to give their input. Last step will be retaining Ms. Franklin-Adams for the 2022-23 HOS Evaluation. Jan will distribute the Evaluation tool to all Board Members.

c. *Next Governance Committee Meeting: Tuesday, October 25, 2022 @ 5:00PM*

**11. Board Development:**

a. Africana Infusion Program – Joseph Peek – gave us a preview of his Charter School Presentation on Africana Infusion.

- The slideshow explained how we are still dealing with many race-related issues that were prevalent 60+ years.
- The concept of Ubuntu: “I am because we are” teaches inclusion through compassion & humanity that exceeds race or ethnicity.
- Adinkra symbols – symbolized royalty & were worn on clothes to important events.
- Charter School Presentation will be Thursday, October 20, 2022 @ 10:45am at the Hyatt Regency. Mr. Peek will provide further details.

**12. New Business:** Roosevelt Park Project – Steve believes the plans that was presented raised some critical liability & indemnification issues that the school may not want to get involved with. Peter would like to see us have a renovated park. This matter will be further discussed at our next Board of Trustees Meeting.

**13. Next Meeting:** Wednesday, November 9, 2022 @ 5:00PM

**14. Adjournment @ 6:37pm**

*Motion to adjourn was made by,*

*Motion made by: Ebony Eison*

*Seconded by: Eric Campbell*

*Opposed by: None*

*Abstained by: None*

*Vote: Unanimous*

*Motion: Approved.*



**REGULAR MONTHLY BOARD MEETING**

**In-Person Quorum  
Charter School of Inquiry  
404 Edison Street  
Buffalo, New York 14215**

**Wednesday, November 9, 2022 @ 5:00PM**

**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  
Ebony Eison  
Eric O. Campbell  
Delano D. Dowell, Sr.  
R. Bruce Haydon - *via ZOOM.*

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

Guest: Steven Polowitz, General Counsel

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 in-person quorum being present on Wednesday, November 9, 2022 @ 5:12PM at the 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 November 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 – October 12, 2022- **Action- APPROVED**  
**Motion to Approve Meeting Minutes of October 12, 2022, was made by,**  
*Motion by: Peter Dow*  
*Seconded by: Eric Campbell*  
*Opposed by: NONE*  
*Abstained by: NONE*  
*Vote: unanimous*  
*Motion: APPROVED*

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

- a. Academic Committee, September 23, 2022
- b. Governance Committee, September 27, 2022  
**Motion to accept all committee minutes is made by,**  
*Motion by: Ebony Eison*  
*Seconded by: Janet Peters*  
*Opposed by: NONE*  
*Abstained by: NONE*  
*Vote: unanimous*  
*Committee Minutes: APPROVED*

**5. Announcement/Updates:**

- a. **Welcome NEW Board Member, Delano D. Dowell, Sr.** – Congratulations to Mr. Dowell on being seated as a CSI Board Member.
- b. **Committee Meeting Times**
  - i. Changing time of Academic & Finance Committee Meetings.
    - Val would like to make it easier for all Trustees & Community Members to attend the committee meetings.
    - Committee meeting times will change to 5:00PM on their respective days.
    - We can poll Faculty & Staff for their availability. John does not believe it is unreasonable to ask them to attend one meeting per month at 5PM.
    - 3<sup>rd</sup> Wednesday of the month at 5pm is the prospective new date for Academic Committee Meeting.
    - Bruce will have to check his schedule for an appropriate date & times to change the Finance/Audit Committee.

**6. Finance/Audit Committee – R. Bruce Haydon, Chair**

Bruce let us know that we did not have a meeting last month. There isn't much to report on currently.

**Our next Finance/Audit Committee Meeting: Tuesday, November 29, 2022 @ 12PM. Pending time change.**

- a. Resolution to add Eric O. Campbell as an Authorized Check Signer – ***ACTION-APPROVED.***

*A motion was made to add Eric O. Campbell as a Bank Signatory was made by,*

*Motion made by: Ebony Eison*

*Seconded by: Peter Dow*

*Opposed by: NONE*

*Abstained by: NONE*

*Vote: unanimous*

*Motion: APPROVED*

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

- a. Annual Report-
- First part of the annual report was reviewed & submitted July 2022.
  - On November 1<sup>st</sup> we submitted the 2<sup>nd</sup> part of the Annual Report with all financial requirements.
  - *See the full Annual Report on CSI's website.*
- b. Enrollment – 271
- c. ELL – 9% --"doing well
- d. Students with IEP – 16%
- e. Discipline – very low
- f. Attendance – 87%. Lower due to RSV, FLU & COVID
- g. Staff Resignations/Terminations – None
- h. New Staff: Ms. Aktar, Substitute Teacher
- i. Open Positions –
- Special Ed Co-Teacher,
  - Intermediate Co-Teacher
  - Intermediate TA.
- j. Staff Diversity – “very strong.”
- k. Parent Teacher Conference – 127 Families attended.
- l. Professional Development – “robust”
- Classroom Management Support, October 5, 2022
  - Student-led investigations, October 12
  - ELA NYS Assessment Data, October 22
- m. Website Update – Photographer took photos and new mock-up was approved.
- n. Recruitment Fairs – Several fairs scheduled for November & CSI will be represented at each of them.
- o. Data Assessments - F&P and STAR goals are aligned with our Action Plan from March of 2022.

## **8. Parent & Family Involvement – Nichelle Gray & Eric Campbell**

- Recruitment Fair – November 2022 (several dates.)
- Laquitta, Ms. Shireen & Ms. Eaton will be attending our recruitment fairs.
- Open House – scheduled for February & March 2023.

- Enroll Buffalo is not a viable recruitment source for us.

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

- Africana Presentation - Peter spoke about the Charter School Conference we attended & Mr. Peek presented on our Africana Infusion Program. Peter would like to see us share this program throughout the district. We also discussed using the presentation for recruitment & open houses. In March, AM Buffalo will be filming here and that will give us another opportunity to share our Africana program.
- Benchmark F& P and Barton Program: We are catching those students who still need interventions with reading & math. Freckle program is doing well with upper grades but has some fundamental deficiencies in the lower grades.

*Next Academic Committee Meeting: Wednesday, November 16, 2022 @ 5PM.*

**10. Governance Committee – Jan Peters** – we are still looking for new Board Candidates to bring on-board. Peter would like the Roosevelt Park Project to be presented to the Governance Committee. Mr. Dowell will investigate Roosevelt Park regarding who is responsible for this park. It was decided that Peter & Delano will attend the next Governance Committee Meeting.

*Next Governance Committee Meeting: Tuesday November 29, 2022 @ 5PM*

**11. New Business: N/A**

**12. Next Meeting: Wednesday, December 14, 2022 @ 5:00pm**

**13. Adjournment @ 6:17PM**



**REGULAR MONTHLY BOARD MEETING**

**Charter School of Inquiry**

**In Person: 404 Edison Avenue**

**Buffalo, New York 14215**

**Wednesday, January 18, 2023 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/84240130182>

Meeting ID: 842 4013 0182

Passcode: 807912

*Meeting Minutes taken by V. Nolan*

Trustees Present: Valerie Nolan, Chair  
Peter Dow  
Jan Peters  
Ebony Eison  
Eric O. Campbell  
Bruce Haydon - *via ZOOM*

Excused: Delano D. Dowell, Sr.  
Nichelle Gray

CSI Staff: John Sheffield, Head of School (“HOS”)

Contracted Services: Steven Polowitz, Esq.

- 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, on Wednesday, January 18, 2023 @ 5:10PM at the Charter School of Inquiry, 404 Edison, Buffalo New York 14215, in accordance with New York State Legislation. An in-person quorum was established.
- 2. Proof of Public Notice of Meeting:** Public Notice was sent to all media outlets via electronic mail on/about January 13, 2023, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry.
- 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:**  
Minutes of Business Meeting – November 9, 2022; with a motion from Peter Dow and a second from Ebony Eison, the minutes were unanimously approved.

Committee Minutes: - with a motion from Jan Peters, seconded by Eric Campbell, the committee minutes of the October 26, 2022 Governance Committee; the October 21, 2022 Academic Committee; and the October 4, 2022 were unanimously accepted.

**5. Announcement/Updates:**

Roosevelt Park Outreach: Valerie Nolan discussed her email correspondence with Rose Harvey (Executive Director, New City Parks) and said that she and members of her team would attend the February 8, 2023 BOT meeting to discuss the plans for park renovation.

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

Bruce Haydon shared a summary of a discussion of options regarding the lease or purchase facility options. One outcome of the discussion was the decision to investigate banking options to increase interest earnings.

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

Mr. Sheffield discussed the following items:

- a. 2022-2023 Student Enrollment Report: 273
- b. English Language Proficiency Report: Level 1: 20%; Level 2: 16%; Level 3: 32%; Level 4: 20%; and Level 5: 12%
- c. Student Discipline Report: one short term suspension in December
- d. Attendance Report: Attendance averaging 85% school wide
- e. School Closure Report: one weather-related school closure in December, remote instruction was provided
- f. New Hires/Vacant Positions: None
- g. Staff Diversity Report: 45% minority
- h. Professional Development Report: PD December includes math instruction, inquiry strategies, social/emotional learning, student-led investigations, and effective co-teaching. Upcoming PD includes social/emotional learning, data analysis, effective co-teaching, NYS assessment data, website training.
- i. School Events: December events included CSI Chorus performance at Missionary Baptist Church, Kwanzaa celebration, holiday gingerbread building with parents and guests, classroom holiday celebrations, CSI staff volunteering for blizzard relief at Faith Bible Tabernacle Church. Upcoming events include field trips to the Botanical Gardens, Challenger Learning Center, and Buffalo Museum of Science; CSI staff holiday party,
- j. Report on Website Progress: Staff training on the new website scheduled for 1/10/2023.
- k. Recruitment Report: social media ads, info at the Bengali Community Center; Mr. Peek added to the recruitment team.
- l. Family Engagement Report: 230 family members attended Kwanzaa celebration; 60 family members participated in the holiday gingerbread event.
- m. Data Dashboard, F&P Benchmark Report. Mr. Sheffield discussed the F&P benchmark report, and compared it to the Star benchmark results. There is a marked improvement from 2021.

**8. Parent Engagement Report –**



Eric Campbell and Ebony Eison discussed plans to increase perception of the school as integral to the community, by providing programming for parents and students. They are working with Nichelle Gray on this initiative and expect to coordinate with student recruitment efforts.

**9. Academic Committee**

Peter Dow said that the academic committee had discussed the F&P benchmark data, as summarized by John Sheffield.

**10. Governance Committee**

Jan Peters requested referrals for candidates for the board of trustees; the last candidate has had to drop out of contention and it is good to have qualified people with diverse talents in the pipeline. She also discussed setting up another board training session with Dr. Brian Campbell, who is under contract to provide board development. Trustees agreed that such training would be valuable, especially for new members.

**11. New Business**

There was no new business.

**12. Executive Session: Confidential Personnel Matters**

Motion to go into executive session to discuss a confidential personnel matter: Motion by Jan Peters; seconded by Ebony Eison; unanimously approved.

Motion to end executive session: Motion by Peter Dow, seconded by Eric Campbell; unanimously approved.

Valerie Nolan noted for the record that the trustees had agreed on the annual evaluation and compensation for the Head of School and that she had been charged with communicating that to John Sheffield.

**13. Next Meeting: Wednesday, February 8, 2023 @ 5:00pm**

**14. Adjournment @ 6:32PM**

Motion to adjourn made by Jan Peters, with a second from Peter Dow. The motion was unanimously approved.

**REGULAR MONTHLY BOARD MEETING**

**Charter School of Inquiry**

**In Person: 404 Edison Avenue**

**Buffalo, New York 14215**

**Wednesday, February 8, 2023 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/84240130182>

Meeting ID: 842 4013 0182

Passcode: 807912

*Meeting Minutes taken by*

Trustees Present: Valerie Nolan, Chair  
Peter Dow  
Janet (“Jan”) Peters  
Eric O. Campbell  
Nichelle Gray  
Bruce Haydon - *via ZOOM*

CSI Staff: John Sheffield, Head of School (“HOS”)

Guests: Rose Harvey, Executive Director, New City Parks  
Chanda Bennett, New City Parks  
Greg Leonard, Mathews, Nielson Landscape Architects

Excused: Delano D. Dowell, Sr.  
Ebony Eison

- 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 in-person quorum being present on Wednesday, February 8, 2023 @ 5:12PM at the 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 February 1, 2023, and meeting announcement was posted on the door, for public display, at Charter School for Inquiry.
- 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. Roosevelt Park Project Presentation & Discussion**

- a. New City Park’s mission is to create parks in small, underserved cities.
- b. Drainage issues and unkept landscaping in three target areas in Buffalo, NY
- c. Budget of \$5.2M
- d. Master plan is to reorganize the structure of the parks, sculpt topography, enhance vegetation, and change the overall atmosphere to a more inviting one.

**5. Approve Minutes:**

- a. Minutes of Business Meeting – January 18, 2023 – *ON HOLD*
- b. Committee Minutes (FYI): - *ON HOLD*

**6. Announcement/Updates:**

- a. L. Reid Resignation

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

- a. Lease/purchase discussion updates
  - i. We are waiting for updates from Steve.
- b. Banking options
  - i. Met with one financial institution; looking into options for little to no interest.
  - ii. Ease of access is a priority.

**Our next Finance/Audit Committee Meeting: Wednesday, March 1st @ 5PM.**

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

- a. Enrollment – 273
- b. Subgroup enrollment
  - a. ELL – 26%
  - b. Students with IEP – 16%
- c. Discipline – low
- d. Attendance – 83%; lower due to illnesses (Strep throat, RSV, etc)
- e. Staffing Updates: “Stable”
  - a. Resignations/Terminations – None
  - b. New Staff: None
- f. Staff Diversity – “stable”
- g. Professional Development –
  - Social Emotional Learning - January 11, 2023
  - Inquiry Learning - January 11, 2023
  - Math Instruction - January 12, 2023
  - Assessment Preparation - January 13, 2023
  - Writing Instruction – January 17, 2023
  - Co-teaching – January 18 & 24, 2023
  - Math Coaching – January 19, 2023
  - Data Analysis – January 24, 26 & 31, 2023
  - Responsive Classroom Coaching – January 17-26, 2023



- h. Events & Activities
  - a. January Events:
    - i. 6<sup>th</sup> grade field trip – Botanical Gardens & Buffalo Museum of Science
    - ii. 6th grade field trip – Challenger Learning Center
    - iii. 3<sup>rd</sup> grade field trip – Botanical Gardens
    - iv. CSI Faculty/Staff Holiday Party
  - b. Upcoming February Events:
    - i. PD on Math Instruction
    - ii. PD on Co-teaching
    - iii. PD on Social-Emotional Learning
    - iv. 100<sup>th</sup> Day of School Celebrations
    - v. February Break
    - vi. Violin & Drumming Performance
  - i. Website Update – Mr. Sheffield is currently making pre-launch corrections and edits and meeting with the web designer and website committee regularly.
  - j. Student Recruitment –
    - a. Social media ads
    - b. Two ads in Challenger
    - c. New online application unique to CSI sent out and available via social media and website
    - d. Direct outreach to the following agencies:
      - i. Journey’s End Refugee Services
      - ii. International Institute of Buffalo
      - iii. Jewish Family Services Refugee Services
      - iv. Catholic Charities Refugee Services
      - v. Jericho Road Refugee Services
  - k. Family Engagement – Digital Equality Survey sent out to all families to assess technology resources at home
  - l. Academic Data Report – Star mid-year benchmarking assessments administered between January 23 and 30. Data is currently being disaggregated and will be reported to the Academic Committee.

**9. New Business**

- a. School sign replacement – *Action – APPROVED*  
*Motion to approve school sign replacement:*  
*Motion by: Janet Peters*  
*Seconded by: Eric Campbell*  
*Opposed by: NONE*  
*Abstained by: NONE*  
*Vote: unanimous*  
*Motion: APPROVED*

**10. Executive Session: Confidential Student Information**

a. *Motion to go into executive session:*

*Motion by: Eric Campbell*

*Seconded by: Nichelle Gray*

*Opposed by: NONE*

*Abstained by: NONE*

*Vote: unanimous*

*Motion: APPROVED*

*Motion to come out of executive session:*

*Motion by: Peter Dow*

*Seconded by: Eric Campbell*

*Opposed by: NONE*

*Abstained by: NONE*

*Vote: unanimous*

*Motion: APPROVED*

**11. Next Meeting: Wednesday, March 8, 2023 @ 5:00pm**

**12. Adjournment @ 7:16PM**

a. *Motion to adjourn*

b. *Motion by: Peter Dow*

c. *Seconded by: Nichelle Gray*

d. *Opposed by: NONE*

e. *Abstained by: NONE*

f. *Vote: unanimous*

g. *Motion: APPROVED*

**REGULAR MONTHLY BOARD MEETING**

**Charter School of Inquiry**

**In Person: 404 Edison Avenue**

**Buffalo, New York 14215**

**Wednesday, March 8, 2023 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

**<https://us02web.zoom.us/j/84240130182>**

Meeting ID: 842 4013 0182

Passcode: 807912

*Meeting Minutes taken by Shianne Cooke*

Trustees Present: Valerie Nolan, Chair  
Peter Dow  
Janet (“Jan”) Peters  
Eric O. Campbell  
Delano D. Dowell, Sr. – *via ZOOM*  
Ebony Eison

CSI Staff: John Sheffield, Head of School (“HOS”)  
Joseph Peek, Associate Principal – *via ZOOM*

Guests: Louisa Nevins  
Steven Polowitz, General Counsel – *via ZOOM*

Excused: Nichelle Gray  
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 in-person quorum being present on Wednesday, March 8, 2023 @ 5:13PM at the 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 March 1, 2023, 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 18, 2023 – **DELAYED**
- b. Minutes of Business Meeting – February 21, 2023 - **Action- APPROVED**  
*Motion to Approve Meeting Minutes of February 21, 2023:*  
*Motion by: Eric Campbell*  
*Seconded by: Peter Dow*  
*Opposed by: NONE*  
*Abstained by: NONE*  
*Vote: unanimous*  
*Motion: APPROVED*
- c. Committee Minutes (FYI): - **DELAYED**

**5. Announcement/Updates:**

- a. Board Assistant Replacement Process: L. Nevins has accepted the position of Board Administrative Assistant.

**6. Finance/Audit Committee – Valerie Nolan**

- i. Banking options update: A few meetings were held; a few more meetings are scheduled for the nearby future before any final decisions are made.
- ii. Draft Financials January 2023
- iii. Draft 2022 Form 990: Forms distributed; no changes made by Kirisits; any comments/questions can be directed to them.

**Our next Finance/Audit Committee Meeting: Wednesday, March 29, 2023 @ 5PM.**

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

- a. Enrollment – 273
- b. Subgroup enrollment - “stable”
  - a. ELL – 10%
  - b. Students with IEP – 16%
- c. Discipline – low
- d. Attendance – 80%; lower due to illnesses (Strep throat, RSV, COVID, etc)
  - a. School closures
    - i. February 3, 2023 (staff reported, remote instruction provided) – extreme cold
- e. Staffing Updates: “Stable”
  - a. Resignations/Terminations – None
  - b. New Staff: None
- f. Staff Diversity – “very good”
- g. Professional Development



- a. Planning math instruction – February 2, 9, & 16
- b. Co-teaching – February 3, 2023
- c. ELA Data – February 7, 2023
- d. Socio-emotional learning – February 10, 2023
- h. Events & Activities
  - a. February Events:
    - i. Violin & Drumming Performance – February 3, 2023
    - ii. 100<sup>th</sup> Day of School Celebration – February 8, 2023
    - iii. Mid-winter break – February 20-24
  - b. Upcoming March Events:
    - i. 5<sup>th</sup> & 6<sup>th</sup> grade field trip to Kleinhan’s Music Hall
    - ii. Karima Amin – Storyteller Assembly
    - iii. Math Data PD for Instructional Staff
    - iv. Open House and Enrollment Event – March 3, 2023 @ 5PM
    - v. A.M. Buffalo Photoshoot at CSI – March 9, 2023 @ 12PM
    - vi. ELA PD for Targeted Classroom Teams
    - vii. Scholastic Book Fair
    - viii. Grades 1-4 Field Trip to Kleinhan’s Music Hall
    - ix. Spring Picture Day
    - x. SEL PD for Targeted Classrooms
    - xi. Workshop on Motivating Students (select faculty members)
    - xii. Charter School Recruitment Fair
  - i. Website Development – The website was launched at the end of February, but it is still under construction. John is looking for someone to help him manage it.
  - j. Student Recruitment –
    - i. Social media ads (blitz)
    - ii. One ad in Challenger
      - 1. Contests for the return of re-enrollment packets by current families
  - k. Academic Data Report – Mid-year data shows steady progress towards end-of-year benchmark goals and reduction of percentage of students requiring Tier III intervention services.

## **8. Parent Engagement Report – Eric Campbell**

- a. Increasing Parent Participation
  - i. Parent surveys for feedback
- b. Event/Speaker Calendar

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

- a. Discussed mid-year data results; we are on track to meeting our year-end goals.
  - b. Discussion of extending classroom into the parks
- Our next Academic Committee Meeting: Wednesday, March 15, 2023 @ 5PM.**

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

- a. School Leader Evaluation Form 2022-23
- b. Board Candidate Process
- c. Board Member Development, Dr. Brian Carpenter
  - i. Looking to secure a date for meeting

**Our next Governance Committee Meeting: Tuesday, March 28, 2023 @ 5PM.**

**11. Next Meeting: Wednesday, April 12, 2023 @ 5:00pm**

**12. Adjournment @ 7:15PM**

*Motion to adjourn:*

*Motion by: Ebony Eison*

*Seconded by: Janet Peters*

*Opposed by: NONE*

*Abstained by: NONE*

*Vote: unanimous*

*Motion: APPROVED*

**REGULAR MONTHLY BOARD MEETING**

**Charter School of Inquiry**

**In Person: 404 Edison Avenue**

**Buffalo, New York 14215**

**Wednesday, April 12, 2023 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/85680349869?pwd=N0s1dVg5NXc0ZUxNXNzcWZVRh1dz09>

Meeting ID: 856 8034 9569

Passcode: 268136

*Meeting Minutes taken by Lisa F. Nevins*

Trustees Present: Valerie Nolan, Chair  
Eric Campbell  
Ebony Eison  
Nichelle Gray  
Janet ("Jan") Peters

Trustees Attending Via Zoom due to Extenuating Circumstances:

Peter Dow  
Delano D. Dowell, Sr.

Trustees Excused: Bruce Haydon

CSI Staff: John Sheffield, Head of School  
Joseph Peek, Associate Principal  
Lisa F. Nevins, Administrative Assistant

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful in-person quorum being present on Wednesday, April 12, 2023, at 5:26 PM at the Charter School of Inquiry, 404 Edison Avenue, 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 5, 2023, and meeting announcement was posted on the door, for public display, at Charter School of Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest – Affirmation of Policy:** Valerie Nolan reminded trustees that 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 18, 2023 – **Action – APPROVED**

Motion to approve Meeting Minutes of January 18, 2023

Motion by: Ebony Eison

Seconded by: Eric Campbell

Opposed by: NONE

Abstained by: NONE

Vote: Unanimous

Motion: APPROVED

**b. Minutes of Business Meeting – March 8, 2023 – *Action- APPROVED***

Motion to approve Meeting Minutes of March 8, 2023

Motion by Janet (“Jan”) Peters

Seconded by: Ebony Eison

Opposed by: NONE

Abstained by: NONE

Vote: Unanimous

Motion: APPROVED

**5. Committee Minutes:**

**a. Minutes of Governance Committee Meeting February 28, 2023 – *Action – ACCEPTED***

Motion to approve Meeting Minutes of February 28, 2023

Motion by: Nichelle Gray

Seconded by: Eric Campbell

Opposed by: NONE

Abstained by: NONE

Vote: Unanimous

Motion: *APPROVED*

**b. Minutes of Academic Committee Meeting – No meeting held during the month of March 2023.**

**c. Minutes of Finance Committee Meeting – March 29, 2023 – *Action – ACCEPTED***

Motion to approve Meeting Minutes of March 29, 2023

Motion by: Nichelle Gray

Seconded by: Eric Campbell

Opposed by: NONE

Abstained by: NONE

Vote: Unanimous

Motion: *APPROVED*

**6. Announcements/Updates:**

**a. School Sign Replacement:** The sign on the front lawn of the Charter School of Inquiry is temporary until the permanent sign is ready for installation.

**b. Delano Dowell, Sr.,** has agreed to join the Finance Committee.

**c. Ebony Eison** has agreed to join the Academic Committee.



## **7. Finance/Audit Committee – Bruce Haydon, Treasurer and Chair**

In the absence of Bruce Haydon, Valerie Nolan briefly discussed Finance/Audit Committee report.

- a. Charter School of Inquiry Financial statement discussion and analysis for the eight months ended February 28, 2023.
- b. Banking options
  - J. Sheffield and L. Monin have met with both Northwest and M&T Banks
  - Meetings are scheduled with Evans and Key Bank
  - Ease of access is priority
  - Involvement in the community also a factor to consider
  - Better interest rates
  - Bank participation with regards to Community Support

The next Finance/Audit Committee Meeting will be held on Wednesday, April 26, 2023 @ 5:00 PM.

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

- a. Enrollment Stable at – 272
- b. Subgroup Enrollment
- c. ELL Slight increase – stable at 10%
- d. Students with one or more disabilities – slight increase - 17%
- e. Discipline - Suspensions up a bit in March
- f. Attendance – Average daily attendance 82%
- g. Staffing Updates: “Stable”
- h. Resignations/Terminations – None
- i. New Staff – Lisa Nevins (Admin. Assistant)
- j. School Closures – No school closures in March
- k. Staff Diversity – “Stable”
- l. Professional Development
  - Math Instruction – March 3, 2023
  - ELA Instruction – March 16, 21, and 28, 2023
  - Brian Mendler Workshop (motivating/engaging difficult students) March 28, 2023
  - Social Emotional Learning – March 29, 2023
  - NYS Assessment (accommodations, protocols, etc.)
- m. Events and Activities
  - Grades 1 –6: Field Trip – Kleinhan’s Music Hall
  - Kindergarten: Field Trip – Botanical Gardens
  - Grade 1: Field Trip – Museum of Science
  - Grades K – 6: Assembly – Karima Amin (storyteller)
  - Grades K – 2: Assembly – Healthy Choices Magic Show
  - Open House: New and current families
  - Scholastic Book Fair: All students and families. CSI exceeded the goal set for this event

- Parent Teacher Conferences: March 22 – March 23, 2023
  - Easter Egg Hunt: Kindergarten Students
  - Spring Pictures: All Students
  - Buffalo Prep Meeting with Administrators, 5th and 6th Grade Teachers
  - AM Buffalo Filming: Aired March 23, 2023
  - Lottery Registration Training: Members of Admin. Team
  - Budget Meetings: Members of Admin. Team
  - Annual Fire Inspection: Granted C of O
  - Africana Infusion Next Steps: Professors from Buffalo State met with Admin and Africana Infusion Committee to discuss next steps in building the relationship with CSI
  - Ramadan Mubarak: Recognized the start of Ramadan
  - All County Chorus: Two CSI students have been selected to participate in All-County Chorus
  - 3rd Grade Student Presentations: African American Past, Present and Future Changemakers
- n. Upcoming April Events:**
- Spring Break April 3<sup>rd</sup> through April 10, 2023
  - Social Emotional Education Training, specifically for Teaching Assistants - April 12, 2023
  - Enrollment Lottery – April 12, 2023
  - NYS ELA Assessments April 19 and 20, 2023
- o. Website Update:**
- John Sheffield shared a letter from Empire Charter Consultants, congratulating Charter School of Inquiry for having every item on the website that is necessary for compliance.
- p. Student Recruitment March 2023**
- Recruitment Fair at True Bethel CAO (Ferry Street location)
  - Recruitment Fair at Holy Cross CAO (Niagara Street location)
  - Social media ads
  - CSI Open House
  - WNY Charter School Recruitment Fair at Buffalo Museum of Science
- q. Data Report**
- F&P benchmark assessments were administered in March, and data will be presented to the Academic Committee on April 19, 2023.
- r. Report on Key Design Element – Responsive Classroom**
- Overview of the model
  - Four Domains of Responsive Classroom
  - The 3Rs of Responsive Classroom
  - Relevant Consequences
  - Professional Development on Responsive Classroom
  - Building Internal Capacity by sending staff to be formally trained as trainers

**9. Parent Engagement Survey:**

- Eric Campbell is awaiting the survey and letter that will be mailed out to parents. John Sheffield will distribute the Parent Engagement Survey to CSI families.

**10. Governance Committee – Janet (“Jan”) Peters, Chair**

- Jan Peters informed the Board of Trustees (BOT) that the Governance Committee members endorse the School Leader Evaluation form, which was included in the (BOT) packet. It was determined that this evaluation form did need a Board vote to be used. **(I believe there was a vote?)**
- The Governance Committee welcomes new members. Anyone interested in joining the Governance Committee, please reach out to Jan so that she can add you to the meeting notification list.

**11. Board Development Training:**

Board Development Training with Brian Carpenter will be held on Saturday, May 20, 2023, at the Charter of Inquiry, 404 Edison Avenue, Buffalo, NY 14215, at 9:45 AM through 12:00 PM. **Please note:** 9:45 AM through 10:15 AM.

**12. Upcoming Committee Meetings:**

- Governance Committee: Tuesday, April 18, 2023, 5:00 PM
- Academic Committee: Wednesday, April 19, 2023, 5:00 PM
- Audit/Finance Committee: Wednesday, April 26, 2023, 5:00 PM

**13. Next Board Meeting: Wednesday, May 10, 2023, 5:00 PM**

**14. Meeting adjourned @ 6:23 PM**

- Motion by: Janet (“Jan”) Peters
- Seconded by: Nichelle Gray
- Opposed: NONE
- Abstained: NONE
- Vote: Unanimous
- Motion: *APPROVED*

**Minutes Approved:**

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Peter Dow, Board Secretary

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Date



**REGULAR MONTHLY BOARD MEETING**  
**Charter School of Inquiry**  
**In Person: 404 Edison Avenue**  
**Buffalo, New York 14215**  
**Wednesday, May 10, 2023 @ 5:00PM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/84801174689?pwd=UGpKb0p4MUF0Y290QU9LcmJnenJKZz09>

**Meeting ID: 848 0117 4689**  
**Passcode: 995046**

*Meeting Minutes taken by Lisa F. Nevins*

Trustees Present: Valerie Nolan, Chair  
Eric Campbell  
Peter Dow  
Ebony Eison  
Janet ("Jan") Peters

Trustees Attending Via Zoom due to Extraordinary Circumstances:  
Delano D. Dowell, Sr.  
Bruce Haydon

Guests: Steven Polowitz

CSI Staff: John Sheffield, Head of School  
Joseph Peek, Associate Principal - via zoom  
Lisa F. Nevins, Administrative Assistant

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful in-person quorum being present on Wednesday, May 10, 2023, at 5:26 PM at the Charter School of Inquiry, 404 Edison Avenue, 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/about May 2, 2023, and meeting announcement was posted on the door, for public display, at Charter School of Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest – Affirmation of Policy:** Valerie Nolan reminded trustees that 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 – April 12, 2023 – *Action* – APPROVED**

Motion to approve Meeting Minutes of April 12, 2023, with the following corrections:

1. Change the word “extenuating” to “extraordinary” when referring to trustees attending the meeting via zoom, to conform with legislative language.
2. Change the word “approve” to “accept” when referring to committee meeting minutes.
3. Add the word “not” when referring to the School Leader Evaluation form not needing Board of Trustee approval to be used.

Motion by: Janet Peters

Seconded by: Ebony Eison

Opposed by: NONE

Abstained by: NONE

Vote: Unanimous

Motion: APPROVED

#### **5. Committee Minutes:**

- a. Committee meeting minutes from March 2023 are moved to the May 20 Board of Trustees meeting agenda.
- b. Committee meeting minutes from April 2023 will be accepted and discussed at the June 14 2023, Board of Trustee Meeting.

#### **6. Announcements/Updates:**

- a. Susan Gibbons, NYS Charter School Liaison, will visit CSI on Wednesday, May 24, 2023, from 9:00 AM through 12:00 PM. This is considered an informal visit and is a great opportunity to showcase all the great things happening at CSI. Any Board of Trustee member that can attend is welcome.
- b. School Sign Replacement: Installation of The Charter School of Inquiry permanent school signage has begun. No date given as to when is installation will be complete.

#### **7. Finance/Audit Committee – Bruce Haydon, Treasurer and Chair**

##### **a. Banking options**

- Proposals were requested from Evans, Northwest, and Key Bank.
- Proposals are being compared to what these banks have to offer vs. M&T Bank where accounts are currently housed.
- M&T has increased the interest rate for CSI accounts and the last bank statement shows that increase.
- A recommendation will be made after the proposals have been reviewed.

- An insured sweep account will allow CSI to receive an approximate 4% interest rate without risk as accounts will be FDIC insured.
- CSI continues to be under enrolled. Revenue is below budget by approximately \$663,000.00 for the year.
- CSI Staff (J. Sheffield and L. Monin) have done an admirable job of managing expenses and \$150,000.00 has been made up by not filling positions that are not needed and watching expenses.
- CSI took a hit as the district was billed for anticipated enrollment. When enrollment numbers were not met, monies were taken out of the second payment due to CSI.
- Budget discussions are underway and close to finalization.
  - CSI is budgeting for 315 students. Looking to boost attendance.
  - Free Uniforms
  - Free School Supplies
  - Online application
  - Reached out to all refugee agencies.
  - Ad campaigns
  - CSI open house was very well attended.
- Resolution to move M&T escrow checking account to an M&T escrow savings account to gain interest.  
 Motion to approve resolution to move escrow account to a savings account.  
 Motion by: Bruce Haydon  
 Seconded by: Ebony Eison  
 Opposed by NONE  
 Abstained by: NONE  
 Vote: Unanimous  
 Motion: APPROVED

The next Finance/Audit Committee Meeting will be held on Wednesday, May 31, 2023 @ 5:00 PM.

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

- a. Enrollment Stable at – 272
- b. Subgroup Enrollment
- c. ELL Slight increase
- d. Students with one or more disabilities
- e. Discipline - Normal level
- f. Attendance – Level improved in March
- g. Staffing Updates: “Stable”
- h. Resignations/Terminations – None
- i. School Closures – No school closures in April
- j. Staff Diversity – “Stable”



**k. Professional Development**

**l.** April 12 - Social-Emotional Learning Teaching Assistants

**m.** April 13 - Math Instruction Targeted Classroom Teams

**n.** April 21 - Inquiry Learning/Investigations Targeted Classroom Teams

**o.** April 25 - Writing Instruction Targeted Classroom Teams

**p. Events and Activities**

- Grade 2 Field Trip Buffalo Museum of Science
- K Field Trip Buffalo Zoo
- Chorus Field Trip UB Center for the Arts
- Grade 3-6 Assessments NYS ELA Assessments
- Spring Break April 3-10

**q. Upcoming Events May 2023:**

- NYS Math Assessments Grades 3-6
- Grade 2 Field Trip to Botanical Gardens
- Early Dismissal on 5/11/23 for Professional Development Kindergarten Painting with Parents (family event)
- Computer-based Field Testing (grade 5)
- Chorus and Strings Concert (family event)
- Grade 2 Field Trip to Tiff Nature Preserve
- Grade 3 Field Trip to Tiff Nature Preserve
- Kindergarten Field Trip to Tiff Nature Preserve
- Bengali Food Festival

**r. Website Update:**

- All sections of the website are fully functional.
- The Website is in full compliance with NYS Regulations.

**s. Student Recruitment April 2023**

- Social media ads
- Challenger ad Progress

**t. Progress toward Teaching Assistant Certification**

- Total Tas: 16
- Total Completed Requirements for Cert.: 6
- In Process: 5
- Not Currently in Process: 4
- TAs Pursuing Teaching Certification: 3
- Anticipated Number of Certified TAs 23-24: 11 (65%)
- Certified TAs increase their annual salary by \$2,000.
- All new TAs are hired with the expectation that they will begin to work toward their TA certification.
- CSI reimburses TAs for the expense of the workshops and exams required for certification.

**u. Benchmark Data**

- Progress towards growth goals is on track.
- Progress towards achievement goals is on track.
- At or above grade level expectations is on track
- Schoolwide progress towards end of school year is on track

**v. Report on the Dignity for All Students Act (DASA) at CSI**

- Included in the Board Packet
- DASA Legislation
- Components of DASA
- How DASA is implemented at CSI
- CSI is in compliance with the law.

**9. Parent Engagement Survey:**

- The Parent Engagement Survey response is going very well.
- A high percentage of parents responded.
- 75% of parents spend time with their children weekly.
- 60% Of parents do not have concerns regarding their child's use of social media.
- 50% of parents responded (no) regarding arguments caused by technology use.
- 58% of parents have talked with their child regarding safe use of the internet.
- 91% of parents have attended at least one parent teacher conference.
- 66% of parents have not had a problem getting their child to school.
- 100% of parents feels their child has benefited from the African culture and history.
- 87% of parents are pleased with the upcoming school year, free uniforms and school supplies.
- Parents responded that the amount of homework that is given to their child is the right amount for their child's grade level.
- Parents would like to see a Basketball Team organized for the older students.
- Parents would like to see the Halloween Party organized again for the students.

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

- Fountas & Pinnell (F&P) Benchmark Data is a tool for teachers to better understand what is going on with students. One on One assessment with teacher and student.
- Computer based testing. One May 24, 2023, CSI's 5th Grade class will complete the Computer Based Field Test. In the coming school years, all students will be required to complete Computer Based Testing.
- Joseph Peek, Associate Principal, is working with Buffalo State College to put together a course on Africana studies that will be available for CSI staff to take. Program should be ready during the summer of 2024.
- Responsive Classroom. Five CSI faculty members will attend Responsive Classroom Training. The training will put them in the position to be Teacher Leaders at CSI building, faculty can turn-key this learning to the CSI faculty and ensure that Responsive Classroom principals are kept in the school.
- Upgrades/Updates to FOSS Science Curriculum
- FOSS has streamlined and upgraded the Science curriculum program based on teacher feedback.
- CSI is doing a great job helping students deal with anxiety. Children feel safe at CSI.



**11. Governance Committee – Janet (“Jan”) Peters, Chair**

- Will discuss the Board Evaluation process with Dr. Carpenter during the May 20, 2023, Board of Trustees training, to get some direction/ideals on what tools can be used to become a more cohesive board, getting everyone on the same page.
- Once questions have been developed, L. Nevins will set up a questionnaire in Survey Monkey.
- Survey questions will be discussed with Board of Trustee members.

**12. Board Development Training:**

Board Development Training with Brian Carpenter will be held on Saturday, May 20, 2023, at the Charter of Inquiry, 404 Edison Avenue, Buffalo, NY 14215, at 9:45 AM through 12:00 PM. **Please note: 9:45 AM through 10:00 AM, will be a brief Board of Trustees meeting (to make up for the December 2022 meeting that was cancelled for lack of a quorum).**

**The following Board of Trustee Members and CSI confirmed their attendance:**

- Eric Campbell
- Peter Dow
- Delano Dowell, Sr.
- Ebony Eison
- Lisa Nevins
- Valerie Nolan
- Janet Peters
- John Sheffield

**13. Upcoming Committee Meetings:**

- a. Governance Committee: Tuesday, May 23, 2023, 5:00 PM
- b. Academic Committee: Wednesday, May 18, 2023, 5:00 PM
- c. Audit/Finance Committee: Wednesday, May 31, 2023, 5:00 PM

**14. Next Board Meeting: Saturday, May 20, 2023 @ 9:45 AM**

**15. Meeting adjourned @ 6:45 PM**

- a. Motion by: Janet (“Jan”) Peters
- b. Seconded by: Ebony Eison
- c. Opposed: NONE
- d. Abstained: NONE
- e. Vote: Unanimous
- f. Motion: *APPROVED*

**Minutes Approved:**

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Peter Dow, Board Secretary

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Date

**REGULAR MONTHLY BOARD MEETING**

**Charter School of Inquiry**

**In Person: 404 Edison Avenue**

**Buffalo, New York 14215**

**Saturday, May 20, 2023 @ 9:45 AM**

**Optional: ZOOM Videoconferencing**

<https://us02web.zoom.us/j/82323974856?pwd=UWc4NDFRUzhFeHJvSEFSMGJYXVqQT09>

Meeting ID: 823 2397 4856

Passcode: 379591

*Meeting Minutes taken by Lisa F. Nevins*

Trustees Present: Valerie Nolan, Chair  
Eric Campbell  
Peter Dow  
Ebony Eison  
Janet ("Jan") Peters

CSI Staff: John Sheffield, Head of School  
Lisa F. Nevins, Administrative Assistant

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful in-person quorum being present on Saturday, May 20, 2023 @ 9:51 AM at the Charter School of Inquiry, 404 Edison Avenue, 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 11, 2023, and meeting announcement was posted on the door, for public display, at Charter School of Inquiry. A notarized affidavit stating such is available upon request.
- 3. Conflict of Interest – Affirmation of Policy:** Valerie Nolan reminded trustees that 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 – May 10, 2023 – **Action – APPROVED**  
Motion to approve Meeting Minutes of May 10, 2023, no additions/corrections.

Motion by: Janet Peters  
Seconded by: Peter Dow  
Opposed by: NONE  
Abstained by: NONE  
Vote: Unanimous  
Motion: APPROVED

**5. Committee Minutes:**

- a. Minutes of Governance Committee Meeting held on March 28, 2023 – **Action - ACCEPTED**  
b. Minutes of Audit and Finance Committee Meeting held on March 29, 2023 – **Action – ACCEPTED**

Motion by: Peter Dow  
Seconded by: Janet (Jan) Peters  
Opposed by: NONE  
Abstained by: NONE  
Vote: Unanimous  
Motion: ACCEPTED

6. The next Board Of Trustee (BOT) Meeting will be held on Wednesday, June 14, 2023 @ 5:00 PM.

7. The meeting adjourned at 9:57 AM.

- a. Motion by: Peter Dow  
b. Seconded by: Eric Campbell  
c. Opposed: NONE  
d. Abstained: NONE  
e. Vote: Unanimous

# REGULAR MONTHLY BOARD MEETING

Charter School of Inquiry  
In Person: 404 Edison Avenue  
Buffalo, New York 14215  
Wednesday, June 14, 2023  
5:00 PM

Optional: ZOOM Videoconferencing

*Meeting Minutes taken by Lisa F. Nevins*

Trustees Present: Valerie Nolan, Chair  
Eric Campbell  
Peter Dow  
Ebony Eison  
Janet ("Jan") Peters

Trustees attending via zoom due to extraordinary circumstances:  
Bruce Haydon  
Nichelle Gray

CSI Staff: John Sheffield, Head of School ("HOST")  
Joseph Peek, Associate Principal (via zoom)  
Lisa F. Nevins, Administrative Assistant

Guests: Angel Beiter  
Steven Polowitz

- 1. Call to Order:** The regular meeting of the Board of Trustees (the "Board") of the Charter School of Inquiry (the "School") was called to order by Valerie Nolan, the presiding officer, a lawful in-person quorum being present on Wednesday, June 14, 2023, at 5:25 PM at the Charter School of Inquiry, 404 Edison Avenue, 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 5, 2023, and meeting announcement was posted on the door, for public display, at Charter School of 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. Finance/Audit Committee Banking Report, Bruce Haydon, Treasurer & Chair:** Angel Beiter, CPA, Kirisits & Associates, reported information for CSI Banking.

- a. CSI Management looked at banking options from Northwest Bank, Key Bank, Evans Bank and M&T Bank and reported their findings to the Finance/Audit Committee.
- b. The Finance/Audit Committee decided to accept the Key Bank proposal based on their offer of an insured sweep account, 4% interest rate and great customer service.
- c. CSI accounts at both M&T Bank and Evans Bank will be closed and monies will be moved to Key Bank.
- d. The Key Bank account will be opened immediately and will not influence CSI operations.

**Motion to Transfer Accounts to Key Bank by: Bruce Haydon**

**Seconded by: Ebony Eison**

**Opposed by: NONE**

**Abstained by: NONE**

**Vote: Unanimous**

**Motion: APPROVED**

**5. Finance/Audit Committee 2023/2024 Budget, Bruce Haydon, Treasurer & Chair:** Angel Beiter, CPA, Kirisits & Associates, reported information for the CSI Budget.

- a. One page budget summary was given to committee.
- b. \$500,000 remains in ESSER funds. Monies will be used in the 2023/2024 school year. This will be the last year that these funds will be available.
- c. A competitive package will be offered to staff considering the raises that the City of Buffalo proposed in their teacher's contract.
- d. Larger items will be budgeted in detail as the information becomes available, to include health insurance rates, salaries, number of students and maintenance contracts.
- e. NYS has increased the tuition rate to 4.1%. This is the biggest increase in the last 8 years.
- f. Expecting approximately \$40,000 interest income from banking change.
- g. Staff will receive a 6% - 7% salary increase due to the competitive package offer along with the offered pre-raise bump.

- h. Summer school has been eliminated, estimated savings of \$84,000.
- i. The outside cleaning contract has been eliminated, estimated savings of \$50,000.
  - Total revenue for the 2022/2023 year – 5.6 million
  - Salaries and Benefits – 4 million
  - Operation expenses – 1 million
  - Facilities expenses - \$200,000
  - Depreciation expenses - \$237,000
  - Total expenses – 5.6 million
  - Balanced budget - \$6,000
- j. Students currently enrolled in the 2022/2023 school year.
  - 272 students
- k. Students budgeted for in the 2023/2024 school year
  - 317 students

**Motion to approve 2023-24 Budget by: Bruce Haydon**

**Seconded by: Peter Dow**

**Opposed by: NONE**

**Abstained by: NONE**

**Vote: Unanimous**

**Motion: APPROVED**

**6. Finance/Audit Committee 2023/2024 Budget, Bruce Haydon, Treasurer & Chair:** Angel Beiter, CPA, Kirisits & Associates, reported information for the April 2023 Financials.

- a. Revenues are down 1 million.
- b. \$540,000 down from budgeted income number as of April 2023.
- c. Special Education is over budget by approximately \$10,000.
- d. Maintenance contracts are over budget due to snow removal expenses and cleaning.
- e. Utility expenses have risen.
- f. Insurance premiums have risen.
- g. Professional fees have risen.
- h. TRX fees have risen.
- i. Working on changes that were requested regarding Intercept. Paperwork reflecting those changes will be submitted by the end of June 2023.

**Motion to accept the April 2023 Financials by: Bruce Haydon**

**Seconded by: Peter Dow**

**Opposed by: NONE**

**Abstained by: NONE**

**Vote: Unanimous**

**Motion: APPROVED**

**7. Approve Minutes:**

- a. Minutes of Business Meeting – May 20, 2023 – **Action – APPROVED**

**Motion to approve minutes By: Janet Peters**

**Seconded by: Eric Campbell**

**Opposed by: NONE**

**Abstained by: NONE**

**Vote: Unanimous**

**Motion: APPROVED**

- b. Minutes of Governance Committee Meeting - 4/18/2023 - **ACCEPTED**  
c. Minutes of Academic Committee Meeting – April 19, 2023 - **ACCEPTED**  
d. Minutes of Finance/Audit Committee Meeting – April 26, 2023 - **ACCEPTED**

**Motion to accept committee minutes by: Ebony Eison**

**Seconded by: Eric Campbell**

**Opposed by: NONE**

**Abstained by: NONE**

**Vote: Unanimous**

**Motion: ACCEPTED**

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

**a. 2023/2024 Calendar**

- Half days during the school have been cut down by about half. Co-teaching model was changed and ½ of teachers are now able to attend Professional Development sessions in the morning and the other half of teaching staff can attend in the afternoon.
- Staff normally worked on Election Day, attending Professional Development Training. The Parent Teacher Conference will now be held on Election Day. April 8, 2024, will also be scheduled as Parent Teacher Conference Day. No school for students due to the anticipated eclipse.
- Buffalo Public Schools will start on September 8, 2023. CSI will start on September 5, 2023, which will result in CSI being responsible to pay for approximately (4) additional days for buses.
- Last day of school for CSI will be June 24, 2024.
- 2023/2024 will include 183 Student days and 196 Staff days.

**Motion to approve the 2023-24 School Calendar by: Eric Campbell**

**Seconded by: Peter Dow**

**Opposed by: NONE**

**Abstained by: NONE**

**Vote: Unanimous**

**Motion: ACCEPTED**

**b. Safety Plan**



- All COVID protocols were removed from the Safety Plan.
- Smart Button protocols were added.
- Updated Staff names with position titles.
- There will be both a Public document (for the CSI Website only) and a Confidential document (for CSI Staff).
- All staff are trained on the basic protocols for emergency procedures in August of each year.
- Each classroom teacher has access to a “red” folder if additional information is needed for an emergency.
- Safety Plan will need to be voted on during the August 2023 Board of Trustee Meeting, as this plan must also be approved by NYS.

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

- Student Enrollment - 272
- Subgroup Enrollment – 47
- Staffing – Two staff members left in May 2023, Custodian, and 1<sup>st</sup> Grade Teacher
- Discipline Report – stable
- Professional Development – we continue to have a “robust” professional development schedule.
- Daily Student Attendance Report – stable, still below 90% pre covid
- Staff Not Returning in 2023-2024 School Year (3) positions. Needed to fill (4) positions. As of this meeting, (3) of (4) staff positions have been filled.
- Events May 2023, Grade 2 Field Trip Botanical Gardens Teacher Appreciation Week Kindergarten Painting with Parents Mothers’ Day Event Grade 6 Field Trip Niagara Power Vista CBT Field Testing (gr. 5) Chorus and Strings Concert Bengali Food and Culture Celebration Grade 2 Field Trip Tiff Nature Preserve, Grade 3 Field Trip Tiff Nature Preserve K Field Trip Tiff Nature Preserve Upcoming Events June 2023 Student Retention Meetings June 1- June 6 End of the Year Conferences with all Staff Members Evening of the Arts Kindergarten Donuts for Dudes (Fathers’ Day event) End of Year Benchmark Assessments Grades 4 and 1 Field Trip to Buffalo Zoo Second Grade Field Trip to Buffalo Zoo Responsive Classroom Coaching for all Staff June 5-9 Field Day for CSI Students June 16 (all day) Kindergarten Moving Up Day June 15 (10:00 a.m.) Sixth Grade End of Year Picnic at Roosevelt Park No School in Honor of Juneteenth June 19 Grade Sixth Commencement June 21 (10:00 a.m. Last Day of School for Students June 22 Last Day of School for Staff June 23.

### **10. Parent Engagement Report, Eric Campbell**

- a. CSI Art Show and School Musical were very well attended. An estimated 200 people attended.



- b. Flyers were distributed at the University Festival with information about CSI.
- c. Parent Engagement wording will be changed, as committee members feel parents are very engaged with the activities at CSI.
- d. Changes will be discussed once a new name has been decided.

**11. Academic Committee Report, Peter Dow, Chair**

- a. Article on Student Mental Health due to COVID was presented to the Academic Committee members at the last meeting by John Sheffield.
- b. CSI Staff are doing all that they can to support students through this issue by engaging students in social/emotional learning techniques, art, and music programs. Article has been posted on CSI Website.
- c. Data collection at CSI. Pointed out were growth in the number of students with disabilities and the increase in ELA numbers. Peter Dow expressed the committee's appreciation for the nuanced data presented.
- d. CSI has created an informational booklet explaining the 2<sup>nd</sup> Grade Students journey of gathering, comparing, and writing about people on the Buffalo Freedom Wall.

**12. Governance Committee Report, Janet "Jan" Peters, Chair**

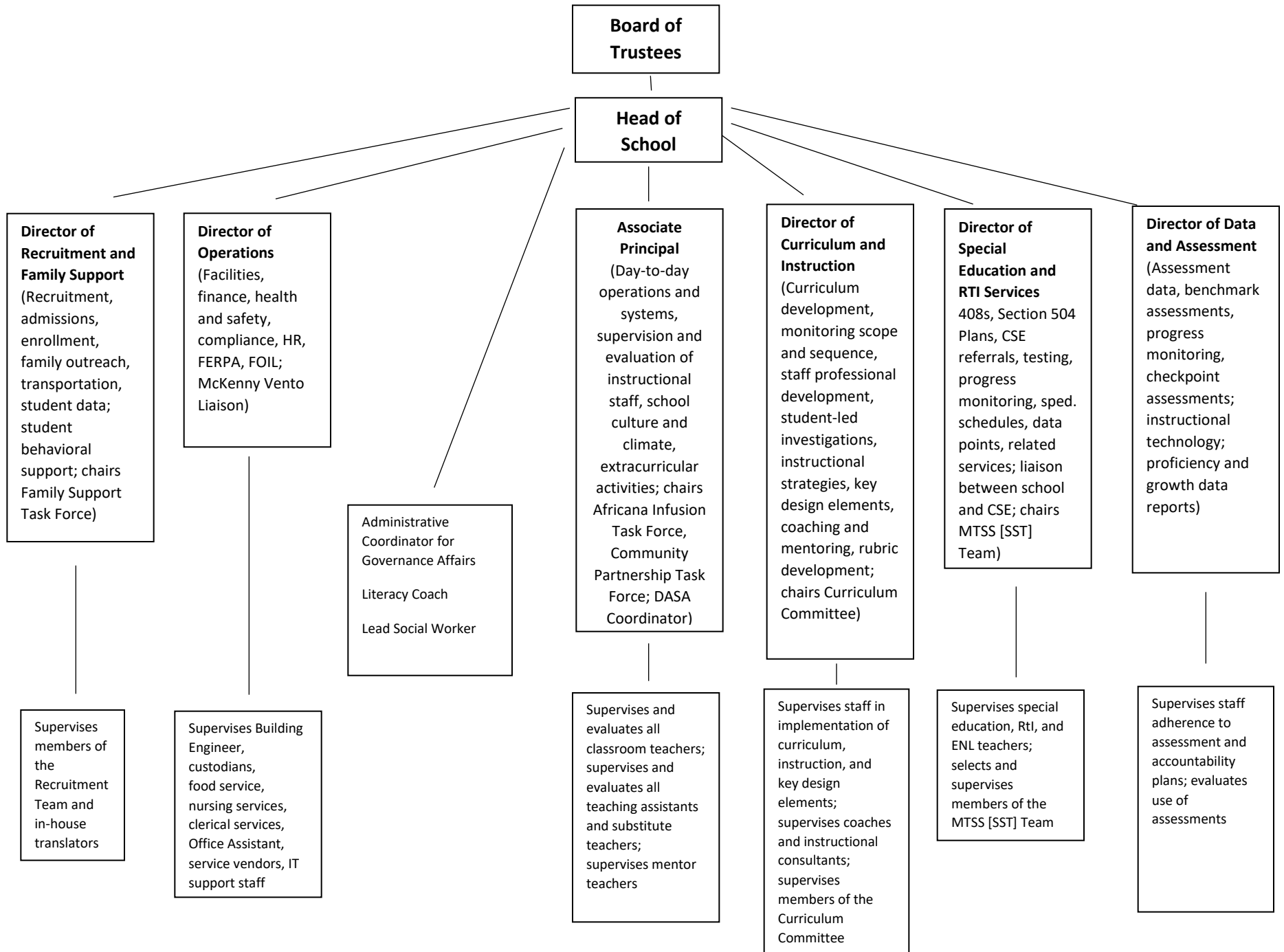
- a. Board Self Evaluation will be completed as a Board developmental project. Board members will complete and discuss the evaluation together.
- b. Ebony Eison has an outline of the Board Self Evaluation and will have a sheet of questions available for the July 12, 2023, Board Meeting.
- c. At each Board of Trustee Meeting beginning in August 2023, a portion of the Board Self Evaluation will be completed. The Board Self Evaluation should be complete in November 2023.

**13. Summer 2023 Committee Meetings**

- a. The Finance Committee will continue as scheduled monthly.
- b. The Governance Committee will cancel the June 2023 Committee Meeting and resume monthly meetings in July 2023.
- c. The Academic Committee will be on hiatus until staff return. They will resume in August 2023

**14. Next meeting: Wednesday, July 12, 2023 @ 5:00 PM Annual Meeting  
Wednesday, July 12, 2023 @ 5:30 PM Business Meeting**

**15. Adjournment: 6:43 PM.**



	M	T	W	Th	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18

## Charter School of Inquiry 2023-2024

21-31 Staff Report

	M	T	W	Th	F
				1	2
	5	6	7	8	9
	12	13	14	15	
	26	27	28	29	

16 12:30pm Dismissal (no extended day) – Staff PD  
19-23 Mid-Winter Recess  
No School

	M	T	W	Th	F
			6	8	
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

1 Staff Report  
4 Labor Day – School Closed  
5 First Day of School  
7 Meet the Teacher Night 4:00 – 6:00 p.m.

	M	T	W	Th	F
					1
	4	5	6	7	
	11	12	13	14	15
	18	19	20	21	22
	25	26	27		

8 12:30pm Dismissal (no extended day) – Staff PD  
Open House 5:00 – 6:30 p.m.  
28 12:30pm Dismissal (no extended day) – Staff PD  
29 Good Friday – No School

	M	T	W	Th	F
	2	3	4	5	6
		10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

9 Indigenous Peoples/Italian Heritage Day – School Closed

	M	T	W	Th	F
		9	10		
	15	16	17	18	
	22	23		25	26
	29	30			

1-5 Spring Recess – No School  
8 No School for Students  
Staff Report  
Parent-Teacher Conferences 7:30 a.m. to 5:00 p.m.  
11-12 NYS ELA Assessments Grades 3-6  
19 Third Marking Period Ends  
24 NYS Science Assessment

NOVEMBER 23						
S	M	T	W	Th	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	

7 Election Day – No School  
Staff Report  
Parent-Teacher Conferences 7:30 a.m. to 5:00 p.m.  
9 First Marking Period Ends  
10 Veterans' Day – School Closed  
22 12:30pm Dismissal (no extended day) – Staff PD  
23-24 Thanksgiving Recess  
School Closed

MAY 24						
S	M	T	W	Th	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

8-9 NYS Math Assessment Grades 3-6  
27 Memorial Day – School Closed

DECEMBER 23						
S	M	T	W	Th	F	S
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

25-29 Winter Recess – No School

JUNE 24						
S	M	T	W	Th	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30					

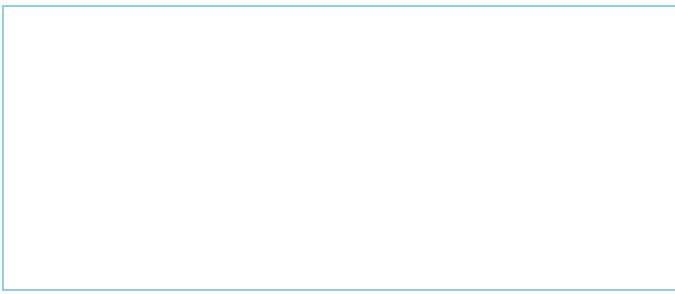
19 Juneteenth – School Closed  
20 Fourth Marking Period Ends  
21 12:30pm Dismissal (no extended day)  
Last Day of School for Students  
24 Teacher Recording Day (no school for Students)

JANUARY 24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

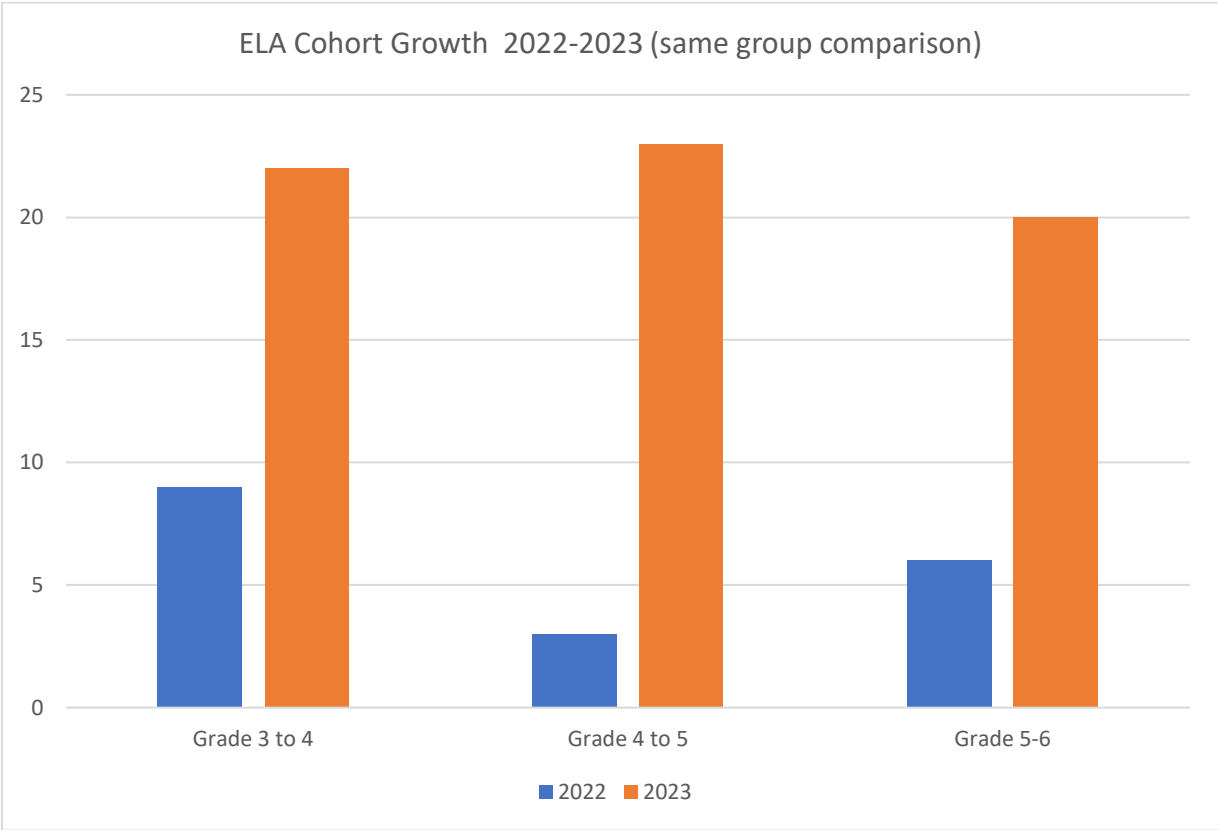
1 New Year's Day – School Closed  
15 No school in honor of Rev. Dr. Martin Luther King, Jr.  
26 Second Marking Period Ends

August T-9 S-0  
September T-20 S-19  
October T-21 S-21  
November T-19 S-18  
December T-16 S-16  
  
Total: T-196 S-183  
6.1.23

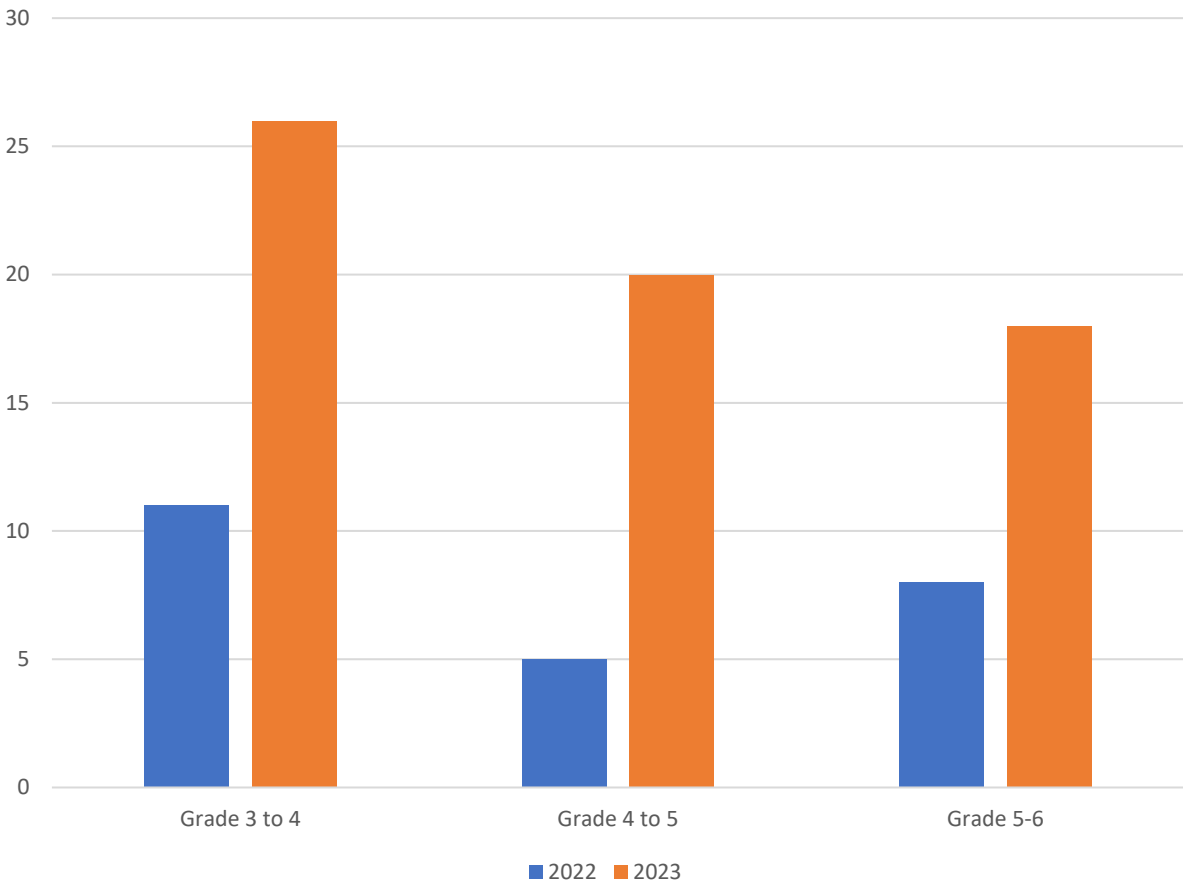
January T-21 S-21  
February T-16 S-16  
March T-20 S-20  
April T-17 S-16  
May T-22 S-22  
June T-15 S-14



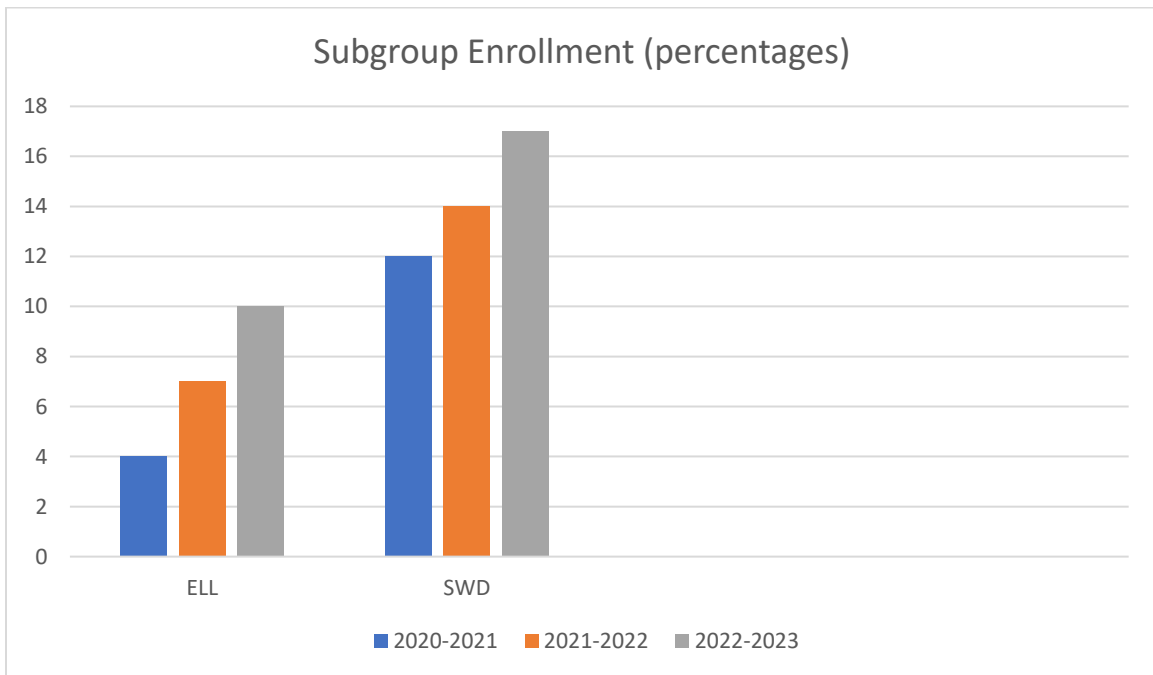
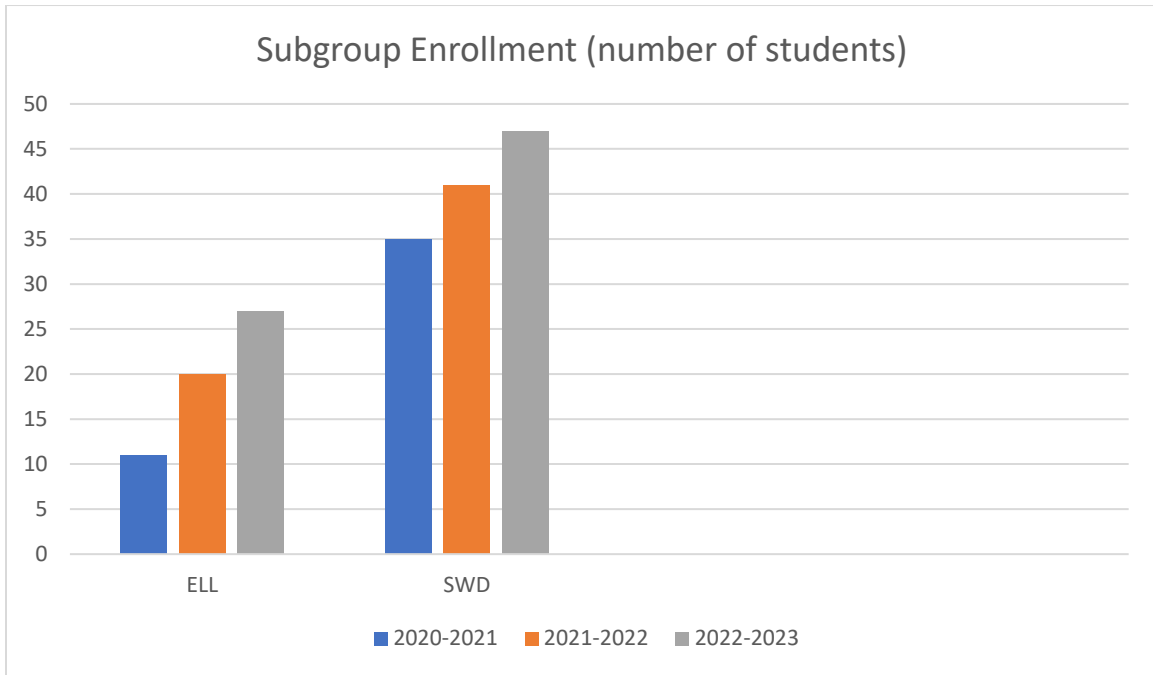
### New York State Cohort Growth Between 2022 and 2023



Math Cohort Growth 2022-2023 (same group comparison)



## Subgroup Enrollment







## Part I: General Information and Fire/Life Safety History

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Inspection Date

**Note : Please insert the date the actual inspection took place.**

*The Inspection Date cannot be earlier than 45 days before the Due Date.*

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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  
 ELLICOTT Development

Address \*  
 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 \*

Address \*

Telephone # \*

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

nearest whole ten feet:

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	9/20/21	X	<input type="radio"/>
2	9/27/21	X	<input type="radio"/>
3	10/18/21	X	<input type="radio"/>
4	10/14/21	<input type="radio"/>	X
5	11/16/21	<input type="radio"/>	X
6	12/2/21	<input type="radio"/>	X
7	11/8/21	X	<input type="radio"/>
8	12/14/21	<input type="radio"/>	X
9	1/19/22	X	<input type="radio"/>
10	2/2/22	X	<input type="radio"/>
11	3/18/22	X	<input type="radio"/>
12	4/28/22	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:



**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					
					11A-2					16D-2					24A-3					
04A-2					11B-1					17A-3					25A-1					
04B-2					11C-2					17B-2					25B-1					
04C-1					11D-2					17C-2					25C-1					
					11E-1					17D-2										
05A-3										17E-1										
05B-2					12A-1					17F-3										
05C-2					12B-3					17G-1										
					12C-2					17H-2										
06A-1					12D-2					17I-2										
06B-1					12E-1					17J-1										
06C-1					12F-1					17K-1										
06D-2					12G-1					17L-1										
06E-3					12H-1					18A-2										
06F-1					12I-1					18B-2										
06G-1					12J-1					18C-2										
06H-2					12K-1					18D-2										
					12L-1					19A-3										
07A-3					12M-1					19B-2										
07B-2					12N-1					19C-1										
07C-2					12O-2					19D-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  No

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

**Initial Inspection:**  
 Fire Safety Inspector: Name MARVIN SPATES  
 Date 3/29/23

Registry # 1020-0840 (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 #: (716) 851-5707

Title: Lieutenant

Certification # 1020-0340  
(as designated by the NYS Department of State)

Email: mlspates@bfdny.org

#### 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 3/29/23 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: MARK ROTHLOSS

Telephone #: (716) 833-3250

Title: MAINTENANCE ENGINEER

Email: MROTHLOSS@CSLCHUCKLE.COM

Signature X 

#### 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@CSLCHUCKLE.COM

Signature X 

org 7

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:** March 30, 2023

**Effective Date:** March 01, 2023

**Expiration Date:** March 01, 2024

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED