

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 8/16/2022**

**MINUTES**

**BOARD MEMBERS PRESENT: In person,** Joseph Berti, Michael Keller, John Cinquino, Ian Donnelly, Danielle Salasavage, Jina Gentry, **Via Teleconference:** Steve Kottakis

**UNABLE TO ATTEND:** Lisa Smith, Andrea Pasioka, Michael Stevens, Kevin Cornacchio

**OTHERS PRESENT: In person:** Garrick Loveria, Robert Shannon, Susan Jurewicz, Patrick Heyden, Brett Lutterbein, Ann Morgante, Jandre Kincannon (parent)

**MINUTES**

Motion to approve the June 21, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

The parent of a student Jandre Kincannon spoke to the Board regarding his dissatisfaction with the K-5 principal's communication with the family about his child's academic progress. His concerns specifically related to communication regarding the possible grade retention for his child. This lack of communication has led him to the decision to transfer his child out of CSAT.

**PRESENTATION**

None

**ANNUAL MEETING BUSINESS-** Mr. Loveria presented the names of trustees for ratification and confirmation as per the Annual Meeting Business for the 2022-2023 school year.

- Joseph Berti's adjusted three-year term will now expire on Sept. 1, 2025. A Motion to accept the new term for Mr. Berti was made by Mr. Cinquino, seconded by Mrs. Salasavage. Motion approved.

- Michael Keller requested an adjusted one-year term to expire on Sept. 1, 2023. A Motion to accept the new term for Mr. Keller was made by Mr. Cinquino, seconded by Mr. Berti. Motion approved.
- Michael Steven's adjusted three-year term will now expire on Sept. 1, 2025. A Motion to accept the new term for Mr. Stevens was made by Mr. Donnelly, seconded by Mrs. Salasavage. Motion approved.

Election of Officers: Mr. Loveria presented the following individuals for election as Board officers:

President: Joseph Berti. A motion to accept the nomination of Joseph Berti as president made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Vice-President: Lisa Smith. A motion to accept the nomination of Lisa Smith as Vice-President was made by Mr. Berti, seconded by Mr. Donnelly. Motion approved.

Treasurer: John Cinquino. A motion to accept the nomination of John Cinquino as Treasurer was made by Mr. Berti, seconded by Mrs. Gentry. Motion approved.

Secretary: Andrea Pasieka. A motion to accept the nomination of Andrea Pasieka as Secretary was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Committee Assignments: Mr. Loveria referenced pages 7 & 8 of the Board packet regarding tentative committee assignments for Board Members. If any changes are needed, please notify Mr. Berti and Mr. Loveria.

By-Laws/Open Meetings Law: Mr. Loveria asked that the Board members to review the By-Laws and Open Meetings Law at their earliest convenience.

## **ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Loveria provided the Board with NYSED Charter School Office's report following last year's visit by School Liaison Susan Gibbons. The report from the interim visit was positive in tone citing that CSAT meets 9 out of 10 state Performance Framework benchmarks. The school fell short only in meeting the enrollment of SPED and ELL students, although it has aggressively marketed toward those subgroups while also revising lottery procedure to provide these subgroups a substantially increased chance of being chosen.

### **Principals Report**

**K-5:** Mrs. Jurewicz reported that the Elementary School preparations are going well. The school is working through several hiring challenges but she was confident the positions would be filled in the next few days. This year the K-5 plans to start a new welcoming event for families and students before school begins. Families will be able to meet their child's teacher and bring in any needed classroom supplies on August 30. This new event will hopefully help parents meet staff while also decrease long lines on the first day of school.

**9-12:** Mr. Berti announced that Brett Lutterbein had now taken over the leadership of the building but that former principal Ann Morgante would continue to provide transitional support for the first half of the year as the new K-12 Director of Curriculum and Instruction. Mr. Lutterbein began his report by citing that physical building preparation were moving along rapidly and gave kudos to the maintenance staff for their hard work to date. Additionally, he discussed the hiring of several new staff and noted further interviews continue as several positions remain difficult to fill given the current teacher shortage. Lastly, the Summer Bridge at the SUNY Buffalo State campus will be concluding in two days with initial indications for the 100 students being quite positive overall. Lutterbein distributed a supplement illustrating some of the July Early College and Career Pathways data which demonstrates how effective the program has been to date.

**6-8:** Middle School Principal Patrick Heyden, introduced himself to the Board and provided background about his career and his reasons for joining the CSAT family. Heyden also spoke to the difficulty in hiring but did announce some good news in that he had just appointed former Counselor Eryn Morris as the new assistant principal. His first order of business was to conduct individual staff interviews to determine a priority list for the year. He lauded the Middle School maintenance staff's efforts to date as the physical preparations for the new year were moving along well.

#### **PERMANENT BOARD COMMITTEE**

None

#### **AD HOC COMMITTEES**

**Appeals-** Mr. Donnelly reported out that there was an appeal granted over the summer break. The appeal stemmed from a permanent suspension relating to physical aggression that occurred last June. A student that was on probation was involved in an off-campus incident which subsequently led to a permanent suspension. Following consideration with the both the family and High School staff the Appeals committee decided to grant the appeal on the basis that the student will receive increase supports and that no similar behavioral misconduct will be exhibited over the next two years.

**Facilities-**Mr. Shannon announced that the Town of Tonawanda has approved the High School crosswalk however the Town and the Erie County still have a few agreements that work through before ground is broken. Equipment has been ordered so foundational work can begin. The project is likely to be completed in the Spring of 2023 though a November completion is possible depending timely delivery of supplies

#### **OLD BUSINESS**

None

## **NEW BUSINESS**

**Policy on Code of Conduct**-Mr. Loveria presented the CSAT Student Code of Conduct that was distributed as a supplemental packet but also available to read on the school's website. Loveria asked the Board to consider reaffirming the Code of Conduct as it needed to be voted upon by the Board annually. As there were no changes requested from the prior year, the Board decided to vote to reaffirm the documents as presented.

A motion to reaffirm the CSAT Student Code of Conduct was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

**Enrollment**-Mr. Loveria reviewed the current 2022-2023 enrollment which currently stands at 2413 students or 48 over maximum enrollment. Loveria reiterated that the school always over enrolls at the outset of each year knowing there will be families that will drop out as per historical attrition.

**Personnel**-Mr. Loveria reviewed the personnel report which included a long list of new hires. He highlighted two new hires that are also former alum of CSAT. Additionally, the report included the hiring of a new two high school assistant principals, Michelle Kenneth and former HS Counselor Sarah Monaco. There were several resignations and one termination as well as the usual leave of absence and family leave of absence. Other than that, the report is self-explanatory.

A motion to accept Personnel report made by Mr. Donnelly, seconded by Mrs. Gentry. Motion approved.

Before adjourning, Board President Mr. Berti announced that the monthly Board meetings will now rotate between buildings so that trustees will have an opportunity to stay in touch with the schools. It is his hope that he can initially setup quick tours for board members at 4 p.m. prior to each meeting.

A motion to adjourn at 5:50 p.m. was made by Mr. Cinquino, seconded by Mrs. Salasavage. Meeting adjourned.

**Next Meeting: September 13, 2022 at 4:30 p.m. – High School building  
(2245 Kenmore Avenue, Buffalo, New York 14207)**