

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 12/08/2020

MINUTES

BOARD MEMBERS PRESENT: In person, David Quackenbush, John Cinquino, Joseph Berti, Michael Keller, Michael Stevens **Via Teleconference:** Lisa Smith, Ian Donnelly, Karen Kelley, Kenneth Robinson, Steve Kottakis, Andrea Pasieka

UNABLE TO ATTEND: Danielle Salasavage

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Sue Jurewicz, Anthony Favata, Thomas Sullivan
Via Teleconference: Ann Morgante, Brett Lutterbein, Derek Mears, Nicole Killian, Daniel Scholze, Donna Gonser, Robert Torella (Lumsden & McCormick)

MINUTES

Motion to approve the November 10, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Keller. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

None

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle reported that schools in Erie County are now permitted to use the Erie County Department of Health's testing license with one caveat, that schools must be able to find their own medical director to oversee the testing. This has been the missing piece for CSAT and other charters. However, thanks to Mr. Loveria's persistence, the Kenmore-Town of Tonawanda UFSD has agreed to serve as our medical director. We will be meeting with Debra Carey, Ken-Ton's medical director, this week to work on the logistics of testing, which is 20% of students and staff each month. At this point, it may not be feasible to have this completed prior to January 4, so we are now looking at January 25 as our re-opening date. Mr. Donnelly asked what happens when a person tests positive. Mr. Lyle replied that the person must isolate for 10 days, reach out to their personal physician and be re-tested as negative. Mrs. Kelley asked what if a

parent refuses to permit their child to be tested. Mr. Lyle said the student will be allowed to return to school.

At the conclusion of the board reports, Mr. Lyle showed a slide presentation of how COVID-19 has impacted CSAT this year and most importantly, the great work of faculty, staff and board to keep the school moving forward. Some of the highlights include:

*The March 13 shutdown of the school

*The outstanding work of all faculty and staff, most especially in the packet distribution

*Meal pick-up, and local vendors who donated food (thanks to Pizza Bella & More)

*Laptop distribution and the great work of Bob Shannon and his team (1852 devices)!!!

*Communication with parents and students, especially with the social-emotional needs.

*Class of 2020 and Moving Up Day (Class of 2024) signs

*HS Graduation, a 3-day event went wonderfully!

*Start of Hybrid learning on Nov.2, only to be halted Nov. 13 with Orange Zone designation

*Faculty & Staff Food Drive to benefit the Delevan-Grider Center...over 7500 food items!

*And finally, so long and farewell to 2020, CSAT looks forward to 2021!!!

Principals Report-

K-5: Mrs. Jurewicz mentioned the collaborative work that is taking place between faculty and parents, which is very encouraging. Kudos to the Technology department, in particular Alie Kuitems, technology integration specialist. The short two weeks that we had with the K-2 students were wonderful and hopefully we can have them return as well as Grades 3-5 sometime in January. We have been working with day care centers to assist them in understanding the expectations we have for the students, as many local centers have a number of our students with them on a daily basis.

6-8: Mr. Favata saluted the faculty and staff at the Middle School for their outstanding work during this remote learning experience. One of the top priorities has been communication with students and parents and that has gone very well. The attendance has also been outstanding. We are averaging a daily rate of over 98%, so we are very pleased.

9-12: Ms. Morgante also mentioned the great work the High School teachers and staff are doing to continue to engage with parents and students. The 5-week quarter grade reports will be mailed shortly. The teachers have been recording two, 90-minute lessons that require a great deal of student interaction. We continue to reach out to small groups of students, especially our ELL and Special Ed students. We have a number of activities to engage with the students, such as NEST Challenge, Spirit Week and Christmas Miss You messages. We are hopeful to have students return after Christmas. A board member asked how we are testing students. Ms. Morgante said that students are taking Unit Tests and will take Mid-Term tests. The teachers design several versions of the tests so students will not be able to copy and they have a 24-hour window to complete the test.

PERMANENT BOARD COMMITTEE

Finance-Mr. Cinquino used a series of slides to review CSAT's June 30, 2020 Audited Financial Statement along with a review of the school's historic financial condition. The audit, performed by Lumsden & McCormick, required no significant adjustments or found any material deficiencies or weaknesses in CSAT finances. Highlights of the audit included the following:

- Long Term Debt (ECIDA bonds) has a balance of \$20m with our annual principal obligation @\$1 million per year.
- Debt to net worth ratio shows an improvement.
- Days Cash on Hand, which measures an organizations strength in meeting expenses, shows CSAT has 300 days cash on hand vs. other charters who have an average of 200 days cash on hand.
- Current ratio, which shows an organizations ability to meet short term obligations, rates CSAT at a score of 2.5 In terms of rating, an organization that falls between 1.5-3.0 indicates strength.
- Revenues to Expenses shows our revenues slightly outpaced expenses.
- Total Compensation & Vendor payment breakdown, for the year ended were as follows: 54% salary, 18% benefits, 23% vendors and 5% retirement.
- Enrollment trends have increased during past years but are now flat.
- COVID-19: CSAT received Erie County CARES Act funding and has applied for similar funds through NYS. The school decided not to participate in the Paycheck Protection Program.
- Revenue Challenges: With the student population now at its maximum number, no additional seats are scheduled to be added. This will become critical when budgeting for future years.

The auditors from Lumsden & McCormick, Ms. Goner & Mr. Torella said that CSAT continues to show a strong performance and thanked Mrs. Moore and her staff for their assistance during the audit. All reports were filed on a timely basis.

AD HOC COMMITTEES

Appeals- No report

CSAT Foundation, Inc.- Mr. Quackenbush distributed a hand-out to those members present in person regarding the Early College Career Pathway Program. Members who are joining via Zoom will receive theirs shortly. We will be sending this out to three local foundations (John R. Oishei, Cullen and M & T) along with a cover letter to introduce them to the Early College Program and to gauge their interest in meeting to discuss and hopefully support the effort.

OLD BUSINESS

None

NEW BUSINESS

Enrollment- Mr. Loveria noted that we are at our maximum enrollment of 2365. The challenge continues to be in our Kindergarten, where we are under-enrolled by 18. Our marketing efforts continue to be directed at improving that number for next school year. Mr. Lyle indicated that while we are near the number of ELL and Special Ed students compared to Kenmore, we are not matching Buffalo's numbers and the great majority of our students are from Buffalo. We addressed the issue in our renewal application and since we heard nothing from CSO Office we felt it was addressed. Just today, the CSO Office indicated that we needed to show a more concerted effort to recruit ELL and Special Ed students to CSAT. In order to show a good faith effort, a resolution has been prepared for Board approval. The resolution reads as follows:

The Board of Trustees hereby ratifies the resolution to revise the existing student application for the 2021-2022 school year to reflect the inclusion of a one-point preference granted in the lottery for applicants that have an Individual Education Plan (IEP) and receive special education services. Additionally, students classified as English Language Learners (ELL) will receive a two-point preference in the lottery. Applicants who receive special education services or are classified as an English Language Learner are not required to submit this information on the application.

A motion to accept the resolution was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Personnel- Mr. Lyle reviewed the personnel report, noting no new hires, re-hires or resignations. We have a few employees who are on leave as per COVID and those on Family Leave

A motion to accept the Enrollment and Personnel report made by Mr. Keller, seconded by Mrs. Pasioka. Motion approved.

ADJOURNMENT

A motion to move to Executive Session at 6:25pm was made by Mr. Keller, seconded by Mr. Cinquino. Motion approved. No action requiring Board vote arose. A motion to adjourn the regular meeting at 6:40pm was made by Mr. Stevens, seconded by Mr. Keller. Motion approved.

Next Meeting: January12, 2021, 4:30pm