

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 10/08/2019**

**MINUTES**

**Board Members Present:** David Quackenbush, John Cinquino, Michael Keller, Karen Kelley, Andrea Pasieka, Joseph Berti, Lisa Smith, Danielle Salasavage, Robert Mikulec, Ian Donnelly, Kenneth Robinson, Michael Stevens

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Robert Shannon, Susan Jurewicz, Ann Morgante, Gregory Mott, Brett Lutterbein, Nadine Williamson, Carrie Shannon, Thomas Sullivan, Keith Banas, Daniel Scholze

**MINUTES**

Motion to approve the September 10, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Keller, seconded by Mrs. Smith. Minutes approved.

**PUBLIC COMMENTS**

Mr. Quackenbush welcomed new Board Member Michael Stevens to the CSAT Board. He also referenced the most recent issue of Buffalo Business First which featured a story on Mr. Lyle.

**PRESENTATION**

Nadine Williamson presented an overview regarding the Renewal Visit, Nov. 13 & 14. She reminded the Board that the visiting team may attend the Nov. 12 Board meeting. In the presentation, Mrs. Williamson stated that the visit is intended to review the school's academic record, its organizational and fiscal operations and faithfulness to its charter. The benchmarks will be the main focus (#1 Student Performance, #2 Teaching & Learning, #3 Culture, Climate and Family Engagement, #4 Financial Condition, #5 Fiscal Management, #6 Board Oversight & Governance, #7 Organizational Capacity, #8 Mission & Key Design Elements, #9 Enrollment, Recruitment & Retention and #10 Legal Compliance.) The Benchmarks were submitted to SED in August. The Charter School Office will review the findings of the visit and make a

recommendation to the Board of Regents on the length of the renewal. We expect that CSAT will receive a 5 year renewal. Mrs. Williamson reviewed the Sample Renewal Site Visit activities page as to where the visiting team will be going during their visit. There was discussion on the Open Meeting Laws and the Key Contractual Performance Areas which is something we need to report on at each Board meeting (enrollment of SWD's, ELL/MLL and Special Education students in the school). The visiting team may conduct a Closing Meeting at the end of the visit. We will receive a copy of the site visit report with a summary of the findings on each of the Benchmarks regarding the school's performance. CSAT will have an opportunity to review it only for factual accuracy. The Board will be given interview topics for their meeting with the visiting team. Mr. Lyle will provide exact dates and times once he hears back from the visiting team. It's likely the visiting team will consist of 2-3 people.

### **PERMANENT BOARD COMMITTEES**

**Career Readiness-** Mr. Berti referenced the magazine Milepost, and the article on page 8 about CSAT's new Logistics Club. Mr. Berti also highlighted the recent state conference, held in Niagara Falls which was attended by a number of CSAT students. There was a panel discussion at the conference in which 3 of our Logistic Club students spoke. It was well received by the attendees. Mr. Berti asked Mr. Sullivan to give an update on the Bridge Program with D'Youville College. Mr. Sullivan indicated that it continues to be a work in progress. The important issues concern curriculum, number of students in initial cohort, staffing concerns, and cost. We are exploring a partnership with Health Science Charter. We are awaiting materials from D'Youville to review. We are tentatively scheduled to have D'Youville visit in December to explain the program to interested 9<sup>th</sup> graders. This is a great opportunity for our school, but we need to be sure it's the right fit for our students and cost effective. Mr. Berti concluded his report by commenting on the importance of supporting the internship and job shadowing programs and staff that with a full time person.

### **AD HOC BOARD COMMITTEES**

**Appeals** – None

**Facilities-**Mr. Keller commented on three projects that are in process. The surface lot has been rezoned, thanks to the efforts of Mr. Lyle, Mr. Shannon and Mr. Sullivan. The permit office will do a final review and if they sign off, work can start week of Oct. 21 and open for use mid-November. If not, the entire project is postponed until Spring 2020. Cost is still within budget. The high school crosswalk is still on track for completion by mid-November. The new PLTW

classroom in middle school is moving along well and should be completed first week of November. Mrs. Jurewicz inquired about the elementary school playground. Mr. Shannon commented that there have been delays, notably a gas line issue. Hopefully the playground will be ready for use in 2-3 weeks.

**Development**-Mr. Robinson provided an update on the Foundation. The Mission and Vision statements have been established and we are ready now to impanel a design team. We are asking all Board members to recommend members for the design team. At the last development meeting the committee discussed the legal work that needs to be completed, membership of the Foundation Board, i.e. number of members and contacting the local chapter of Association of Fundraising Executives to assist us in our efforts. Once IRS Form SS-4 and Articles of Incorporation are complete, we can begin to solicit funds.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 12); the current enrollment is 2,347. We are currently working on increasing the number of 9<sup>th</sup> graders. As you see from the report, we will now be reporting students with special needs, English language learners, etc... Mr. Stevens asked why the high school numbers are lower from last month. Mr. Lyle explained the reasons for the fluctuation in that number.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 13-15). The report is self-explanatory with three new hires, a list of new substitutes and position changes. There are several resignations and those with Family Leave requests. A motion to accept the Enrollment and Personnel reports was made by Mrs. Salasavage, seconded by Mr. Berti. Motion approved

**Policy Vote**- Mr. Quackenbush noted that the policy votes that are needed are all items that the members are aware of as most were discussed at previous meetings. These are mainly updates to our current policies. Mr. Loveria presented the following for a Board vote:

Civil Rights Officer: Motion to accept the Civil Rights Officer made by Mr. Keller, seconded by Mr. Donnelly. Motion approved

District Safety Plan: Motion to accept the District Safety Plan made by Mr. Berti, seconded by Mrs. Pasioka. Motion approved

Code of Conduct: Motion to accept the Code of Conduct made by Mrs. Pasioka, seconded by Mrs. Smith. Motion approved

DASA regulations: Motion to accept the DASA regulations made by Mrs. Salasavage, seconded by Mr. Mikulec. Motion approved

Admissions/Lottery: Motion to accept the Admissions/Lottery made by Mrs. Smith, seconded by Mr. Donnelly. Motion approved

By-Laws: Motion to accept the By-Laws made by Mr. Keller, seconded by Mrs. Salasavage. Motion approved

Comptroller Response: Motion to accept the Comptroller Response made by Mr. Berti, seconded by Mr. Donnelly. Motion approved.

**Principals Report-** No Report

### **ADMINISTRATIVE REPORT**

**Cabinet Report-** No Report

### **ADJOURNMENT**

Motion to adjourn the meeting @3:20 pm was made by Mr. Mikulec, seconded by Mrs. Salasavage. Motion approved

**Next Meeting: November 12, 2019, 4:30 pm.**