

Charter School for Applied Technologies
317 Vulcan Street, Buffalo NY 14207

BOARD OF TRUSTEES MEETING 01/08/2019

MINUTES

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

Others Present: Andrew Lyle, Tanya Moore, Garrick Loveria, Robert Shannon, Susan Jurewicz, Ann Morgante, Gregory Mott, Brett Lutterbein, Thomas Sullivan, Nicole Killian, Jessica Johnson

MINUTES

Motion to approve the December 11, 2018 Minutes including permanent committee reports and those submitted under ad hoc committee made by Mr. Berti, seconded by Mr. Mikulec. Minutes approved.

PUBLIC COMMENTS

Music Teacher Jessica Johnson informed the Board that the high school mixed Chorus performed at Fox Run Senior Center in December. The students and residents participated in caroling. Upcoming field trips include the Albright Knox Art Gallery and the Buffalo Philharmonic, both trips are for K-5 students.

Mr. Quackenbush congratulated fellow Board member Ian Donnelly on the recent birth of his son Hendricks; Mr. Donnelly reports that baby and mom are doing well.

PRESENTATION

None

FOLLOW UP FROM PREVIOUS MEETING(S)

- None

PERMANENT BOARD COMMITTEES

- **Quality Assurance**-Ms. Lindsey Dust gave the QA presentation. Ms. Dust referred to the Social/Emotional Check Point. The QA Committee looked at CSAT's out of school suspension rate, comparing the historic view and noted it is a bit higher as our alternatives are unlike that of public schools. The committee looked at the disproportionality of the suspension rates, specifically at sub-groups and noted that while the suspension rate for our African-American students is high, it is below Ken-Ton's average for the same sub-group. This information will be shared with staff at all three buildings. The committee also reviewed the high school's 2018 regents data with that of previous years. The trend is that while the passing rate for regents exams is good, there is still work to do in order for our students to reach mastery level, which is a score of 85 or higher on regents exams. The major focus now is on literacy. The school hired a Literacy Specialist to work with ELA teachers in order to increase reading levels and skills. This in turn will help CSAT increase the mastery level on regents exams. The next meeting will focus on those areas the principals feel are needed in order to increase academic performance.
- **Finance**-The Board heard a presentation from Ms. Donna Gonser and Mr. Robert Torella, from Lumsden McCormick CPA on the results of the school's audit. The audit found no difficulties or disagreements with management nor any significant audit adjustments, as well as no material weaknesses or significant deficiencies. In addition, the team referenced other observations and comments and believe with the addition of a Controller position at CSAT, most concerns may be addressed with this new hire. The major highlights from the audit are; a decrease of net assets from \$3.9 million to \$1.13 million; interest savings on bonds; increase in personnel costs and one time increase in equipment, mostly related to high school expansion; revenue growth of \$2 million (enrollment increase); healthy and strong balance sheet (cash & investments). Mr. Quackenbush asked the auditors if they've been contacted by NYS auditors. They responded they were not contacted recently but have been in the past. Lumsden's team also noted new professional standards and compliance items beginning in 2019, 2020 and 2021. Mr. Cinquino indicated to the Board that recording of the middle school lease may be affected, but he felt that overall the audit was very positive for CSAT. It was noted that Lumsden is the auditor of choice for a number of schools in Western New York.

Career Readiness- Mr. Berti recapped the committee meeting held on November 15. The committee discussed the marketing and branding of CSAT, particularly the update to the web-site. There is still an interest in alumni tracking. Mr. Berti suggested the Career Readiness and Development committees work together to find funding for that effort. A flyer on Say Yes was distributed. The current senior class will be the first class that is eligible for the Say Yes scholarship and other wrap around services that are offered; @75% of the seniors are eligible. Mr. Robinson asked that accurate messaging on this program be given to the students as Say Yes is a last dollar in program. That means that the students must apply to Pell & TAP to receive Say Yes dollars. Mr. Sullivan gave an update on the Bridge Year Program with D'Youville College. At this point, D'Youville knows of our concerns on the proper roll out of the program, which would begin with the incoming freshmen in 2019. We will meet again with D'Youville after the first of the year and begin promoting the program to the current 8th graders. A reminder that the Career Convention is set for March 27, 2019. We are considering a venue change to Northland Training Center.

Development- Mr. Robinson said that there was a spirited discussion among the committee members. The meeting highlights included dual credit learning opportunities with various colleges, interventions on both the academic and behavioral side, marketing the school with colleagues and business contacts and revisiting and reviving the Mission Statement. Mrs. Moore suggested we identify people who have fundraising experience to join the committee. Mr. Quackenbush asked the committee to establish a list of goals and present them to the Board at a future meeting.

AD HOC BOARD COMMITTEES

- **Appeals** – Mr. Loveria reported on three appeals, two for illegal drug possession and one for attendance; all three appeals were denied.
- **Transportation-**Mr. Loveria informed the Board that late buses are still an issue with the elementary school, citing one recent incident in which a child did not return home until after 6pm. Mr. Loveria will contact Mr. Al D'Amico, Director of Transportation for Buffalo Schools to discuss the alternative of having STA transport our students on certain routes.

OLD BUSINESS

- **Superintendent Search-** Mr. Quackenbush distributed a packet to Board members only that contained an activity time line for the selection of the new CEO. There are 25 applicants for the CEO position. The Search Committee will do an analysis of those applicants to see which individuals would be a good fit for CSAT. The list will be reduced to @7; those 7 will have a skype interview; at which time the Search Committee will select 3 finalists to visit the school. The new CEO will be selected late January or early February 2019, with a start date @July, 2019.

NEW BUSINESS

Enrollment – Mr. Loveria reviewed the enrollment report which indicated a slight decrease in student enrollment; total enrollment now stands at 2273. The elementary and middle schools are at/near capacity, with the high school being a bit lower. However, the total should increase as the high school will begin accepting new students for the second semester.

Personnel Report – Mr. Loveria reviewed the personnel report; there were no major changes. One elementary teacher is still undecided on her return, Mrs. Jurewicz will be in contact with the teacher shortly. The district will actively participate in teacher recruitment.

A motion to accept the Enrollment and Personnel reports was made by Mr. Berti, seconded by Mr. Keller.
Motion approved

ADMINISTRATIVE REPORTS

Principals Report- Mr. Lutterbein gave a brief update on activities taking place at the high school.

ADJOURNMENT

Motion to adjourn at @ 6:25 p.m. made by Mr. Berti, seconded by Mr. Cinquino. Meeting adjourned.

Next Meeting: January 8, 2019, 4:30PM