

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

BOARD OF TRUSTEES MEETING 10/9/18

MINUTES

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

Others Present: Tanya Moore, Garrick Loveria, Ann Morgante, Gregory Mott, Tralina Middlebrooks, Thomas Sullivan, Brett Lutterbein, Nicole Killian, Sara Martinez, Jessica Johnson, Alec Dube

MINUTES

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

PUBLIC COMMENTS

Music Teachers Jessica Johnson and Sara Martinez appeared before the Board to promote the upcoming musical, Fame, Jr. to be performed at the Middle School, Nov. 1-3. They also discussed the new ceramics program now being offered at the elementary school. A lengthy discussion ensued about the lack of time being offered at the Middle School for band and chorus classes. A handout was given to the Board which detailed the time allotted by other school districts versus what CSAT provides. The teachers asked the school to increase the time 6-8 grade band and chorus receives to a minimum of 40 minutes every other day and that 7 & 8 grade bands combine to fulfill a full instrumentation. Mr. Quackenbush thanked the teachers for their presentation and will look at this issue more in-depth. Mr. Quackenbush asked Mr. Mott to review this request and report back to the Board.

FOLLOW UP FROM PREVIOUS MEETING(S)

- None

PRESENTATION

Mr. Quackenbush introduced the newest member of the Board, Mr. Michael Alexander. He is currently Loan Manager at the Erie County Industrial Development Agency. Mr. Alexander commented: "It is an honor to be a member of the Board and I look forward to being a change agent to improve the lives of our young people". Mr. Quackenbush has assigned Mr. Alexander to the Finance Committee. In addition, Mr. Quackenbush recognized Mrs. Tanya Moore, Chief Financial Officer, who was one of the honorees at the 2018 Business First Women of Influence Awards luncheon.

PERMANENT BOARD COMMITTEES

- **Quality Assurance-**Mrs. Smith shared the results of the committee's work when they met on September 18. Their main focus was on the work done over the summer with curriculum re-alignment. It was clear that the students are underperforming at grade level. In order to work on this, a number of teachers and administrators met this summer to properly align the curriculum. The consensus was to move forward with the new curriculum in conjunction with iReady. The curriculum has been rolled out, and though it has been a bit overwhelming, supports have been put into place to help the teachers. In K-2, a new strategy to address a deficit in phonics has begun. Also at the meeting was a discussion on the school's Strategic Plan. As concerns the new state standards, State Ed is giving schools a three year window to implement, though CSAT is ahead on that front. A concern about the lack of a fully functional PTO was discussed. Mr. Loveria mentioned that Andrew Lyle and Sarah Rohde have been meeting regularly with parents to re-invigorate the PTO. The next QA meeting is October 31.
- **Career Readiness-** Mr. Berti asked Mr. Loveria to report as he was unable to attend. Mr. Loveria noted that a new branding campaign has begun at CSAT. The Pathways Program is going well. A focus is to incorporate the Pathways in all classes. There are new courses being offered at the high school. There is a need to have more engagement at the K-8 level. At the middle school, 3 career based field trips are being planned. The D'Youville Bridge Year Program has taken a different shift in its implementation. We met with Dr. MacVie and Dr. Jegier on Sept. 24. After much discussion, it was the consensus to properly plan this out rather than starting it this year with Gr. 10 students. We will use this year to plan with D'Youville so we can properly introduce the program to Gr. 9 students. Indigo will be used to ascertain student career interest and desire to take part in the Bridge Program. Indigo will be administered in December. A few committee members

met with a group of former educators who have founded a company called Pointii. This program will help us track our current students and may also be of help in alumni career tracking. Lastly, the annual Career Convention will take place on March 27, 2019.

AD HOC BOARD COMMITTEES

- **Facilities-** One item; we have finally received a Certificate of Occupancy from Town of Tonawanda for the high school building.
- **Development-** Mr. Berti said that since the committee has not met in a long time, we need to re-set the start button. He mentioned that the past chair, Dr. Lattman, had experience with fund-raising, which is something we need help with. If any other Board member knows of someone with that background, please let the committee know. We will continue to look at support from Foundations. The Career Pathways could be a recipient of the work we do in Development.
- **Appeals –** None

OLD BUSINESS

- **Superintendent Search-** Mr. Quackenbush mentioned that the Board will discuss this in Executive Session.

NEW BUSINESS

Enrollment – Mr. Loveria reviewed the enrollment report (page 10) which illustrates that the current enrollment of the school stands at 2,265 students, which is 43 short of capacity. Some of the decrease can be traced to more charter schools opening, parents deciding to return to district public schools and the issue of transportation. Mr. Loveria noted that the Enrollment Office continues to contact families on the wait list and will continue to accept applications for those grades that have openings. A meeting was held recently with Buffalo Public Schools concerning transportation, attending from CSAT were Mr. Loveria, Mrs. Moore and Mr. Quackenbush. The Board is well aware of the failure of performance by First Student. There have also been articles in Buffalo News and TV stories about poor performance of First Student. It seems that CSAT is the only charter school experiencing serious issues with First Student. The school is working on possible solutions to the issue, including turning over the routes with the most serious issues to Student Transportation of America (STA).

Personnel Report – Mr. Loveria reviewed the personnel report (pages 11-12). He noted that we have hired one of our graduates, Joseph Cicatello as a PT Parent Liaison. Joseph works at FSC under the

supervision of Sarah Rohde. Mrs. Moore announced the hiring of Elizabeth Canfield as Comptroller. Ms. Canfield spent one year at Tapestry Charter School. Mrs. Kelley asked about employees on Family Leave and how those positions are being filled. Mrs. Moore said that they are being filled by long term subs and flex teachers.

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

Transgender Policy- Mr. Loveria gave an overview on the need for CSAT to have a policy in place so that those students who identify as transgender feel safe and secure during their time at CSAT. The policy in front of members is identical to the one that BOCES uses in a number of school districts. Mr. Berti asked if CSAT provides mental health services. Mr. Loveria replied that we do, citing as examples social workers in each building, retaining Gateway Longview as a partner and services offered through Family Support Center. Mr. Quackenbush made the suggestion that members review the policy before the November meeting and come prepared then to discuss and vote.

Admissions Policy-The policy revision concerns itself with students needing to be in attendance the first five days of school. This is a problem as some students are not in attendance due to a number of factors; i.e. families vacationing or not understating CSAT's August start date. After brief discussion, a motion to approve the revised admission policy was made by Mrs. Pasieka, seconded by Mr. Cinquino. Motion approved

ADMINISTRATIVE REPORTS

Charter School Office Visit- Mr. Loveria announced that Mr. David Frank, Executive Director of New York State Charter School Office will be visiting CSAT on October 17, 2018. Mr. Loveria will inform the members of place/time of the visit and to join in on the visit if your schedule permits.

Celebration of Reading- The annual Celebration of Reading will be held Oct. 23-25, 2018 in the K-5 building. The members are invited and encouraged to participate

ADJOURNMENT

Motion to move to executive session at 6:10 p.m. to discuss issues relating to personnel made by Mrs. Pasieka, seconded by Mr. Keller. Motion approved. No action requiring Board vote arose. Motion to leave executive session and adjourn the regular meeting at 6:40 p.m. made by Mrs. Kelley, seconded by Mr. Berti. Meeting adjourned.

Next Meeting: November 13, 2018, 4:30PM

