

**Charter School for Applied Technologies
2303 Kenmore Avenue, Buffalo NY 14207**

BOARD OF TRUSTEES MEETING 02/13/18

MINUTES

Board Members Present: David Quackenbush, Karen Kelley, Andrea Pasioka, Danielle Salasavage, Michael Keller, Ian Donnelly, Joseph Berti, Kenneth Robinson-*via phone*, Robert Mikulec (*absent*-Lisa Smith and John Cinquino)

Others Present: Efrain Martinez, Garrick Loveria, Fred Carstens, Nadine Williamson, Adam Brignone, Andy Zloty, Derek Mears, Nicole Killion, Tralina Middlebrooks, Tanya Moore, Sue Jurewicz, Andy Lyle, Ann Morgante

MINUTES

Motion to approve the January 9, 2018 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Berti, seconded by Mr. Keller. Minutes approved.

PUBLIC COMMENTS

- None

FOLLOW UP FROM PREVIOUS MEETING(S)

- Fine Arts Chair, Adam Brignone, invite all Board members to attend the upcoming Choir Concert on Wednesday March 7, 2018 at 5:30 p.m.in the middle school gymnasium.

PRESENTATION

- None

PERMANENT BOARD COMMITTEES

- **Quality Assurance** – Director of Academic Interventions, Nadine Williamson, provided a summary of the last Quality Assurance meeting which focused on high school Regents test results with special attention given to the percentage of students who attained Mastery level proficiency. Graduation rate for 2017 is currently pegged at 95% however this number will likely increase over the next few months. Grades 3-8 Action Plans will be the topic of the next Quality Assurance

meeting with Principals, Andy Lyle and Brandon Pafk, presenting. Williamson also reviewed the individual subject breakouts of the 2017 Regents results in the various subjects and how those results compared to other districts and the state as evidenced on pages ten through nineteen (10-19) of the Board packet.

- **Finance** – Chief Financial Officer, Tanya Moore presented the minutes of the last Finance meeting which was held on February 2nd, as which time the committee began discussions into next year’s budget. Also discussed during this meeting were the balance and income statements which when compared to the prior year appear solid. Some assets accrued this year may be moved into investment vehicles. The school teacher’s retirement system contribution is set to increase this coming year and therefore this presents a variable that contributes to conservative budgeting. Additionally, the district’s MOD which is a rate reflective of the organization’s workers compensation insurance premium looks to be decreasing and will result in a savings. Another area of potential savings, the Sale Lease Back agreement, has temporarily stalled with further action residing with the partnering agent however there is every reason to expect that the transaction will eventually be successfully executed. Page twenty-five (25) of the Board packet illustrates an increase in other expenses due to the bond refinancing. Lastly, Moore requested that the Board approve a corporate resolution agreement that will allow for updated signature cards as requested by our bank, Key Bank due to their internal reorganization. Approval of said resolution would not relocate any of our assets kept with Key Bank.

- Motion to approve updated corporate resolution by Mrs. Kelley, seconded by Mr. Keller.
Resolution approved.

Lastly, Moore stated that the committee will turn its attention towards the Board’s request of examining a refined two-signature signoff system for amounts that exceed a specific amount for day-to-day banking transactions.

- **Career Readiness** – Time yielded from the Facilities committee. Mr. Berti distributed copies of the Career Readiness committee’s proposed school mission statement for Board consideration and adoption. As convener and proponent of the revision, Garrick Loveria read the proposal aloud for the Board, “*The Charter School for Applied Technologies prepares students to attain family-sustaining careers by integrating career exploration and a lifelong learning culture.*” Berti went on to suggestion how the updated mission better serves our students and staff as it was something more readily internalized by all stakeholders. Berti also made several suggestions for where the new mission might be incorporated in high visible areas, such as staff paycheck stubs, or official school correspondence/envelopes. Martinez added he felt there were many possibilities for

official integration and that he was please as well with the new mission statement that would serve the school well for many years to come. Motion to approve the new revised district mission statement by Mr. Berti, seconded by Mrs. Salasavage. Mission statement approved.

AD HOC BOARD COMMITTEES

- **Facilities** – Mr. Keller yielded his time to the Mr. Bert and the Career Readiness committee.
- **PAC** – Mrs. Salasavage reported that there was no report and that PAC will convene again in March and then once more in May as per the revised meeting schedule though ongoing email correspondence will continue indefinitely.
- **Appeals** – Mrs. Kelley reported that there have been three appeals since the last Board meeting, two of which from the middle school and one at the high level. All three appeals related to permanent suspensions resulting from drug possession/consumption while on campus. Two of the appeals were denied on their merit while the other was dismissed on procedural grounds by administration as the parent appeal exceeded the appeal deadline.

OLD BUSINESS

- **CSAT Foundation** – Mr. Martinez discussed how he has recently been made aware that the strategy of creating a foundation for the express purpose of tracking of alumni might not be the best vehicle to pursue this objective. Therefore, Martinez has decided to temporarily postpone the legal work necessary to create a foundation while he examines other options for the school.

NEW BUSINESS

- **Enrollment** – Mr. Martinez reviewed the enrollment report which illustrates that the current enrollment of school stands at 2,182 students.
- **Personnel Report** – Mr. Martinez reviewed the personnel report which includes a separation with two part-time cleaners. The school has hired three budgeted part-time cleaners and moved a long-term Spanish substitute into that position permanently. Five new substitute teacher candidates has cleared fingerprint protocol and are eligible to begin service at CSAT. Lastly, is the list of current and anticipated leaves of absences under the FMLA. Motion to approve the personnel report by Mrs. Kelley, seconded by Mr. Keller. Report approved.

ADMINISTRATIVE REPORTS

- Superintendent Martinez outlined his plan for a rigorous teacher recruitment effort at the district level which may involve out-of-state recruitment, partnerships with local colleges or Teach for America. Additionally, should Oracle charter school be closed CSAT will pre-interview teaching candidates with the collaboration of the school.
- Martinez announced an update for the NYSED monitoring site visit including the team's intention to meet with Board Trustees who had availability. The Board decided to meet with the team on March 13, 2018 from 3:30-4:30 p.m. at the board room and then hold the regularly scheduled Board meeting immediately following at 4:30 p.m.
- Lastly, Martinez summarized an email enclosed in the packet updating the Board on what was decided at a recent meeting between charter school representatives and BPS.

AGENDA SETTING

- **Next meeting March 13th at 4:30 p.m.**

ADJOURNMENT

- Motion to adjourn the regular Board meeting and move to executive session at 6:08 p.m. by Mr. Keller, seconded by Mrs. Pasioka. In executive session, the Board discussed matters relating to personnel. No actions requiring Board vote transpired. Motion to leave executive session and adjourn at 6:25 p.m. by Mr. Mikulec, seconded by Mrs. Salasavage, approved. Meeting adjourned.