

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

BOARD OF TRUSTEES MEETING 01/09/18

MINUTES

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

Others Present: Efrain Martinez, Garrick Loveria, Andy Zloty, Andy Lyle, Nicole Killion, Tralina Middlebrooks, Ann Morgante, Brandon Pafk, Tanya Moore, Robert Torella (*Lumsden & McCormick*)

MINUTES

Motion to approve the December 12, 2017 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Mikulec, seconded by Mr. Keller. Minutes approved.

PUBLIC COMMENTS

- None

FOLLOW UP FROM PREVIOUS MEETING(S)

- None

PRESENTATION

- Independent Audit Presentation – Mr. Cinquino introduced Robert Torella, an accountant with Lumsden & McCormick, who was present to provide the Board the annual independent audit. Cinquino reviewed several materials that were distributed amongst Trustees including Lumsdens & McCormick’s along with internal financial reports designed to illustrate the organization’s overall trending history. Cinquino, further lauded the school’s financial piloting, which can be greatly attributed to the CFO, Tanya Moore’s, execution and oversight within her department. Lastly, Cinquino reflected on the previous year’s performance which he characterized as one of strong balance sheets leaving the school in a solid position due to changes in net assets totaling \$1.5 million and expenses falling short of projections. Expense savings were a result of decreased state teacher retirement contributions in addition to decreased transportation costs

- Mr. Torella began his overview of the independent audit by explaining the scope of his firm's work which was to review the school's financial statements and express an opinion on the consolidated financial statements. The statements reviewed are prepared by the school's administration. Initially, Torella stated that there were no disagreements with the administration/management and no audit adjustments or material weaknesses. Other observations of note, during a single audit of the Child Nutrition Program, there were six (6) incomplete applications out of a sample size of sixty (60) students which was statistically significant. Moving forward, long-term leases will need to be noted on the balance sheets and Lumsden & McCormick will work with management to address this issue in subsequent years. Overall, the audit provided by Torella was positive in nature however several Trustees expressed the need for further fiscal restraint as the audit clearly illustrates that the school's revenue streams are intimately tied to the prevailing political currents in the state government.
 - The Board moved to executive session on the motion of Mrs. Kelley, seconded by Mr. Cinquino at 5:10 p.m. to allow trustees sometime in private with the auditor. At 5:25 p.m. the Board left executive session and returned to the regular Board meeting, no actions requiring Board vote transpired in executive session.

PERMANENT BOARD COMMITTEES

- **Quality Assurance** – Mr. Lyle reported out committee minutes in Ms. Smith's absence. Included in his report of the last QA meeting Lyle discussed how the committee was preparing to develop action plans to address the concerns relayed by parents via the recent parent survey. Included in these plans was a discussion of how to possibly fund the hiring of bus aides on yellow bus transportation which was a major concern of parents. In terms of addressing the variety and quantity of food items served by the cafeterias, Tanya Moore is planning to meet with the Food Service department to problem solve some of the perceived parental concerns. The committee further brainstormed ideas to expand the current extracurricular offerings, especially in the areas of the most popular sports in order allow more students to participate in athletics. One thought by the committee was to collaborate with local colleges/universities to bring in additional coaching resources. Lastly, the committee discussed how to go about providing parent survey feedback to our stakeholders in multiple languages. The next meeting will focus on the topic of Regents data review.

- **Career Readiness** – Mr. Berti asked that Work-based Coordinator, Laura Errington, provide the Board with copies of her newly developed promotional materials that highlight CSAT’s Career Pathways development that has been the focus of much work over the past two years.

AD HOC BOARD COMMITTEES

- **PAC** – Mrs. Salasavage reported that there was no report from the most recent PAC meeting as there has been minimal parent attendance though occasionally Salasavage fields parent questions via email. The Board entered into a discussion as to whether or not they should attempt to augment parent participation via this communication vehicle to which the superintendent interjected by citing that he felt the decrease in PAC participation was due primarily to parents understanding and utilizing the traditional chain of command within the organization. For example, parents have become accustomed to utilizing administrative contacts within the building in which they had questions and if unsuccessful there they might contact the district-wide staff (CIO, Student Services, Family Support Center), before finally reaching out to the superintendent. Given this situation and the minimal PAC attendance the Board discussed how it might better utilize Mrs. Salasavage’s time and investigate the charter to determine whether a PAC meeting was necessary. Superintendent Martinez suggested that PAC not be dissolved but the number of meetings decreased. The Board decided that it would move to a PAC schedule that would feature two advertised meetings a year with a parent representative (Salasavage). Motion to revise the current PAC schedule to two meetings per annually by Mrs. Kelley, seconded by Mr. Cinquino. Motion approved.
- **Appeals** – Mrs. Kelley reported that there have been two appeal decisions since the last Board meeting. A middle school permanent bus suspension appeal was denied for persistent riotous behavior. Another middle school permanent suspension for drug possession/consumption was denied on its merit. Lastly, one appeal at the middle school is still pending.

OLD BUSINESS

- **Policy Approval** - None

NEW BUSINESS

- **CSAT Foundation** – Mr. Martinez requested that the Board entertain and approve a proposal to begin the legal process of necessary to create a Charter School for Applied Technologies

Foundation with the express purpose of supporting operational activities at the school. Specifically, one of the core functions of the foundation would be to track alumni progress in the workplace. Martinez referenced other educational institutions like KIPP that have successfully approached the Gates Foundation to execute similar alumni tracking programs. The cost for this legal work will not be derived from school operational funds but rather as a gift from eDoctrina. Cinquino inquired as to whether the function of the foundation could be expanded to include other necessary programs to which Martinez replied affirmative with the caveat that its core focus would be on tracking career outcomes to inform our future practices at the K-12. Motion to allocate funds of no more than \$5,000 to begin the legal work necessary to create a CSAT Foundation by Mr. Quackenbush, seconded by Mr. Robinson. Motion approved.

- **Enrollment** – Mr. Martinez reviewed the enrollment report which illustrates that the current enrollment of school stands at 2,166 students. Additionally, Martinez added that the high school will be admitting more students directly after the Regents examination week has concluded.
- **Personnel Report** – Mr. Martinez reviewed the personnel report which includes a separation with one part-time cleaner along with the resignation of the greenhouse keeper due to medical reasons thought the school has identified a good replacement. Another Copy Center Specialist has been hired to replace Ida Runge who moved to another clerical position in the PSR. One new substitute teacher candidate 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 Mr. Mikulec, seconded by Mr. Keller. Report approved.

ADMINISTRATIVE REPORTS

- Mr. Martinez recounted the topic of a recent proposal by the Business First publication to meet and discuss areas of collaboration with BPS for the purpose of improving area outcomes for local students. The meeting is scheduled to take place at CSAT.

AGENDA SETTING

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

ADJOURNMENT

- Motion to adjourn the regular Board meeting and move to executive session at 6:07 p.m. by Mr. Mikulec, seconded by Mr. Cinquino. In executive session, the Board discussed several issues relating to personnel. No actions requiring Board vote transpired. Motion to leave executive session and adjourn at 6:35 p.m. by Mr. Berti, seconded by Mrs. Kelley, approved. Meeting adjourned.