

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

BOARD OF TRUSTEES MEETING 08/08/17

MINUTES

Board Members Present: David Quackenbush, Karen Kelley, Kenneth Robinson, Andrea Pasieka, John Cinquino, Dr. Eaton Lattman, Ian Donnelly, Danielle Salasavage, Michael Keller.

Others Present: Efrain Martinez, Garrick Loveria, Tanya Moore, Brandon Pafk, Ann Morgante, Bob Shannon.

MINUTES

Motion to approve the June 13, 2017 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mr. Cinquino. Minutes approved.

PUBLIC COMMENTS

- None

ANNUAL MEETING BUSINESS

- **Introductions** – Board President, Mr. Quackenbush, gave a warm introduction to the two newest trustees to join the Board, Andrea Pasieka and Ian Donnelly. Quackenbush described how Pasieka and Donnelly came to join the CSAT family, both having enjoyed successful professional careers to this point and went on to enumerate the personal strengths they will each bring to bear as a trustee. Quackenbush then asked that all Trustees and staff present introduced themselves and their position at CSAT.
- **Election and confirmation of Trustee terms** – Citing page seven (7) of the Board packet Mr. Loveria announced the election of those Trustees whose prior term has expired or bound to expire this year.
 - Loveria announced the candidacy for reelection of Robert Mikulec to an adjusted three-year term to serve on the CSAT Board of Trustees which will expire on September 1, 2019. Motion to ratify by Mr. Quackenbush, seconded by Mr. Cinquino. Three-year term ratified.

- Loveria announced the candidacy for reelection of David Quackenbush to an adjusted three-year term to serve on the CSAT Board of Trustees which will expire on September 1, 2019. Motion to ratify by Mr. Keller, seconded by Mrs. Kelley. Three-year term ratified.
- Loveria announced the candidacy for reelection of Lisa Smith to an adjusted three-year term to serve on the CSAT Board of Trustees which will expire on September 1, 2020. Motion to ratify by Mrs. Kelley, seconded by Dr. Lattman. Three-year term ratified.
- Loveria announced the candidacy for election of Andrea Pasioka to an initial three-year term to serve on the CSAT Board of Trustees which will expire on September 1, 2020. Motion to ratify by Mr. Cinquino, seconded by Dr. Lattman. Three-year term ratified.
- Loveria announced the candidacy for election of Ian Donnelly to an adjusted three-year term to serve on the CSAT Board of Trustees which will expire on September 1, 2020. Motion to ratify by Mrs. Kelley, seconded by Mr. Robinson. Three-year term ratified.
- Loveria announced the candidacy for election of Danielle Salasavage to an adjusted two-year term to serve on the CSAT Board of Trustees which will expire on September 1, 2020. Motion to ratify by Mr. Keller, seconded by Mr. Quackenbush. Two-year term ratified.
- **Election of Officers** – Mr. Loveria presented the proposed list (page eight) of Officers to the Board of Trustees including David Quackenbush as President, Joseph Berti as Vice President, John Cinquino as Treasurer and Karen Kelley as Secretary. Motion to approve the proposed slate of officers by Mr. Robinson, seconded by Mr. Keller. Officers approved
- **Recognition and assumption of roles** – Quackenbush announced with the highest esteem and regard the retirement of Dr. Eaton Lattman from the Board of Trustees following this meeting. The Board president expressed gratitude to Lattman for his seven years of dedication in the service of the Board, staff and especially to the students of CSAT. Quackenbush, stated that during his tenure on the Board Dr. Lattman has acted as a forward-thinking catalyst to ensure CSAT stays at the forefront of educational innovation. Quackenbush presented Dr. Lattman with a small token of appreciation from his fellow Trustees and added that his presence and wisdom on the Board will be missed. Dr. Lattman thanked his colleagues and urged the Board to continue a policy of rigorous academic intervention in which no student is allowed to fall behind academically so that we can continue our push for higher expectations for all students. At this point Dr. Lattman received a resounding ovation from all in attendance.
- **Committee assignment proposal** – Mr. Quackenbush alluded to this year’s Board Committee assignments as illustrated on Board packet pages nine (9) and ten (10).

PRESENTATION

- None

PERMANENT BOARD COMMITTEES

- None

AD HOC BOARD COMMITTEES

- **Facilities** – Mr. Keller, Board lead of the Facilities committee provided an update to the current high school expansion by mentioning the project’s recent construction setbacks attributed to the town who halted construction while an unforeseen building code issue could be resolved. Taking this into consideration, it is doubtful that the high school project will be finish by the official opening of school and therefore the building-level administration and superintendent have set about the task of developing contingency plans which revolve around how to accommodate the current enrollment without the projected classroom space. The high school has optimized its parking layout and has actually gained spaces up to one hundred sixty-one (161) total spots. Additionally, lighting in this area will be powered by solar energy. Keller stated that the construction budget continues to look solid and even though we had to spend more in the parking lot area than anticipated expenses should not exceed the contingency budget cap. When asked about expansion area furnishings, Mrs. Moore replied that the largest orders for the high school have been placed with the exception of some office furniture however there is still sufficient time to have all materials by the opening date. High School principal Ann Morgante confirmed that the parents of all students have been notified of the construction setback and how this will temporarily affect the academic programing.

OLD BUSINESS

- **Bond Closing** – Mr. Martinez officially announced that the refinancing of the bond which facilitated the high school expansion project has been executed. Martinez lauded CFO Tanya Moore’s tireless efforts in preparing for the refinance so that the process could flow smoothly. The only difficulties that presented themselves during the entire process were those of a political nature. The bond will not need to be refinanced for at least another ten (10) years.

NEW BUSINESS

- **Enrollment** – Mr. Martinez reviewed the enrollment report on page eleven (11) which illustrates that the projected enrollment for the first day of school stands at 2162 students which is twenty-eight (28) students shy of the maximum possible enrollment of 2224 students. Martinez added that there are another seventy-two (72) students with registration pending which if all enrolled would exceed our cap by ten (10) students however enrollment history has demonstrated there will be a number of students that do not attend the first week as they have enrolled elsewhere.
- **Personnel Report** – Mr. Martinez reviewed the personnel report on pages twelve through fifteen (12-15) of the packet which includes the hiring of a large number of staff members. Only one position, that of K-5 Dean of Students, is not in the current budget but was added to help support the increased enrollment in that building. This addition will allow Principal Lyle the ability to focus more of his energy on professionally developing the staff. Of note, was the rehiring of former CSAT student Chelsea Kij to the K-5 Band teacher position. Additionally, there were nine (9) resignations and two (2) separations as the competition for a declining hiring pool become more intense in Western New York. Lastly, is the lists of current and impending leaves of absence under DBL/FMLA. Motion to approve the personnel report by Dr. Lattman, second by Mr. Keller. Report approved.

ADMINISTRATIVE REPORTS

- **Superintendent's Report** – Mr. Martinez announced that Ken-Ton has agreed to transport our K-5 students from CSAT first day on which has not been the district's practice in the past. CSAT is appreciative of Ken-Ton's willingness to provide busing.

AGENDA SETTING

- **Next meeting September 12 at 4:30, Family Support Center**

ADJOURNMENT

- Motion to adjourn the meeting at 5:45 p.m. by Mr. Cinquino, seconded by Mrs. Kelley. Meeting adjourned.