

Charter School for Applied Technologies

Board Meeting Minutes

May 13, 2025



Public Comments (5 minutes)

Minutes (5 minutes)

- Minutes from 04.08.2025
 - Motion to approve – Bryan Carlo
 - Second – John Cinquino
 - Minutes approved.

Presentation: Bob Shannon – NYSED Audit Overview

- Memo – School Boards and Student Data
 - Student privacy is important; NYS is asking that student names not be divulged in an open forum such as a board meeting.
 - NYS is trying to keep privacy to a maximum
 - Looking for an acknowledgement on this
- NYS Cybersecurity Audit
 - We received feedback
 - Cybersecurity reviews for all K-12 schools in NY, EdLaw2D compliance, etc.
 - Overall we are well informed and have effective policies
 - Need to shift/add –
 - Social Media Policy (we do not have one currently – need to revisit)
 - Current Password Policy – meets approval but we could enhance this by new State recommendation
 - Great implementation of layered authentication and password policies/controls
 - Proper process for monitoring security training for staff and admin.
 - We review this constantly with all staff – test phishing alerts, awareness of scams, etc.
 - Our staff is diligent about these processes
 - EdLaw 2D – we are good with this
 - We have a “proactive stance on cybersecurity” according to the State
- AI is up and coming – we can use Copilot because we are EdLaw 2D compliant
- Some discussion about how as CSAT we are ready and prepared for this audit where many districts are still in the preparation mode – we are ahead!

Administrative Reports (10 minutes)

- **Administrative Report** – Mr. Lyle
 - Tanya is working on insurance – Independent Health wanted a 28% increase, Highmark came back at NO increase. We are moving forward with Highmark. Union has all the information to compare at no increase to cost for CSAT. Will present on Friday and teachers will vote.
 - Reflections by Leadership Team on the 4-year renewal:
 - We need to go back and revisit PLC, culture, and data roots
 - We have brought Solution Tree for a consortium – this was a positive event
 - Leadership Team is meeting tomorrow to discuss on next steps
 - Comments on renewal in Corrective Action Plan
 - **Uncertified teachers:** 3 entry errors, 5 flex teachers used in long-term subbing, 8 in process of certification (in the monitoring process), 5 teachers in prep programs BUTF, 5 non-renewals --- by next year 12 uncertified teachers --- in good shape moving into next year
 - Some discussion about professional learning hours (CTLE) that needs to be updated in TEACH
 - HR is responsible for this here at CSAT
 - Some discussion about the renewal being a result of the number of uncertified teachers
 - Andy has conference call with Susan Gibbons on Friday 5/16 – discussion of corrective action plan for uncertified teachers and wants rubric for student achievement

- Some discussion about state testing and successes

Permanent Board Committees

- **QA - None** – Discussion about how we can create a report for the board that is concise and hits the bullet points requested by the board. We are considering a data-at-a-glance report starting in the fall.
- **Finance – Mr. Cinquino**
 - **6-month numbers** were presented. Balance sheet is in excellent shape, great liquidity, and our assets exceed our liabilities by about \$35 million, includes property and equipment. Strong balance sheet built over time.
 - **Income statement:** at midyear (\$19 million) – up \$4 million than the year before, expense side is up by \$3 million, we are running at a small loss compared to our total overall size, we are on a good pace to finish out the year in a good position.
 - Ms. Moore explained that we do not start to earn revenue until students return each year. Mr. Berti asked for our reimbursement for this year; this should be completed in the next few days.
 - Discussion about how there could be constraints based on reimbursement rate, health care, pension, transportation, and payroll. Mr. Lyle stated that the budget will hopefully be ready for the board by June. Discussion about the negotiations for the insurance costs.
- **Career Readiness – Mr. Kottakis**
 - Notes from CR – Ms. Gress and Mr. Bigouette discussed some experiences students have had and trips they have taken. Use of Zello to determine student interest. Internship – 62 students with potential for 102 next year (need transportation!). Concern regarding cut in funding for the Summer Academy – Mayor Summer Youth is having funding issues. Only 25 spots this year for CSAT students (not 95 as in last few years) because of budget cuts from NY. Looking for alternate funding means, especially from Erie County funding – they have not yet released their application.
 - Mr. Berti requested a dollar amount for remaining students - \$112,500 for the summer for those students.
 - Discussion about the timelines for setting up this program. There is a window for Erie County, but less flexible for Mayor Summer Youth. Applications have already been filled out, but the process for application is extensive. High school is enrolling everyone, but the program starts in the second week of July and by mid-June we should know whether the students are accepted or not.
 - May 21 – Senior Signing Day for students – all board members are invited – 8:30-10:00am
 - Middle School Expo on June 11 – 5:00-7:00pm – all are invited
 - Discussion about possibility of second van for internship transportation (around 92 for next year). Van was extremely positively received, especially by students. Drivers were enthusiastic and very helpful. Used both van AND bus this year. Great feedback from employers regarding our students.

Ad Hoc Board Committees

- Appeals – Mr. Donnelly
 - Two appeals – Mr. Cornacchio denied one of them; the other appeal was granted under special circumstances. That student will finish as a CSAT student but will remain offsite and participate in no senior activities.
 - Now there are two new appeals – one to Mr. Cornacchio and one to Mr. Donnelly to be decided soon.

Cell Phones – discussion regarding ban and actions that will be taken starting in the fall. Mr. Loveria is actively working on this policy whether it is pouches or other ways and means. There is money from NYS in the budget to pay for this. Some ideas about “suspending the cell phone” in school. There are a lot of logistics to managing this in the schools. Administration will need to be heavily involved with the management of this. Communication with parents and the messaging are key to the success of this operation.

Old Business

Transportation (concluded) – Mr. Lyle (10 minutes)

- Signed contract for another 5 years

New Business

- **Enrollment/Lottery Results** – Mr. Loveria **(5 minutes)**
 - We do not add students after April 1
 - We have projected enrollment at 2374 – we are lower in some areas. Kindergarten screening is this Thursday and Friday, and recruitment is still in progress for upcoming spring and summer events and festivals.
- **Personnel report** – Mr. Lyle **(10 minutes)**
 - Mr. Lyle reviewed new hires, terminations, fellows teachers (BUTF), leave and disability
 - Steve Kottakis - motion
 - Jina Gentry – second
 - Motion approved
- **Policy Addition** - Discussion regarding addition of “probation in lieu of permanent suspension”
 - Steve Kottakis - Motion
 - Ian Donnelly - Second
 - Motion approved

Agenda Setting

Next meeting is **June 10, 2025**

- - Motion to end the meeting: John Cinquino
- - Second: Joseph Berti

Attendance in person: Joseph Berti, Gina Gentry, Steve Kottakis, Bryan Carlo, John Cinquino, Ian Donnelly, Andrea Pasioka

Others: Andy Lyle, Tanya Moore, Bob Shannon, Patrick Heyden, Ann Morgante, Dara Seeley, Brett Lutterbein, Chris Bigouette, Lindsay Gress, Tara Jefferson, Shane Lynch, Nicole Killion, Tara Puff