

# Application: Charter School for Applied Technologies

TANYA MOORE - tmoore@csat-k12.org  
Annual Reports

## Summary

**ID:** 0000000268  
**Status:** Liaison Review  
**Last submitted:** Dec 3 2020 04:56 PM (EST)  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### [Instructions](#)

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES 142601860031

**a1. Popular School Name**

CSAT

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

KENMORE-TONAWANDA UFSD

**d. DATE OF INITIAL CHARTER**

1/2001

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2001

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The Charter School for Applied Technologies prepares students to attain family sustaining careers by integrating career exploration and a lifelong learning culture.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Focus on Learning is evident upon visits to teaching teams during their common planning time and examination of the curriculum maps.
KDE 2	A school organized for interdependent and collaborative work of staff and students is also evident through curriculum and team documentation.
KDE 3	A better use of time is evidenced by an analysis of calendars, schedules, and documentation on extracurricular, as well as curricular afterschool and summer offerings.
KDE 4	A rich and challenging curriculum is evidenced by the Next Generation Standards aligned curriculum maps.
KDE 5	Professional development in the context of the teamwork is evidenced by professional development documentation and via teacher testimonials.
KDE 6	Assessment that provides accountability (assessment for learning) is evidenced by the universal and expert use of eDoctrina® to inform instruction.

KDE 7	A focus on Applied Technologies is evident by our course offerings, curriculum maps, specialized programs and facilities inspection.
KDE 8	A partnership with families is evidenced by parent satisfaction surveys and conferences documentation
KDE 9	A school tailored to the community is evidenced by the extraordinary number of partners that support the school and provide services.
KDE 10	(No response)

#### Need additional space for variables

No

#### h. SCHOOL WEB ADDRESS (URL)

[www.csat-k12.org](http://www.csat-k12.org)

#### i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

2365

#### j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

2341

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
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**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No
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## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

Yes, 3 sites
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**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2303 Kenmore Avenue, Buffalo, NY 14207		Kenmore-Tonawanda	K-5	

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle			
Operational Leader	Susan Jurewicz			
Compliance Contact	Garrick Loveria			
Complaint Contact	Andrew Lyle			
DASA Coordinator	John Bresnock			
Phone Contact for After Hours Emergencies	Andrew Lyle			

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[COO1\\_3522041451-C of O - K-5.pdf](#)

**Filename:** COO1\_3522041451-C of O - K-5.pdf **Size:** 206.9 kB

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**Site 1 Fire Inspection Report**

[1487\\_001nysinsp es19.pdf](#)

**Filename:** 1487\_001nysinsp es19.pdf **Size:** 456.7 kB

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**School Site 2**

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## m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	2245 Kenmore Avenue, Buffalo, NY 14207		Kenmore-Tonawanda	9-12	No

### m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle			
Operational Leader	Ann Morgante			
Compliance Contact	Garrick Loveria			
Complaint Contact	Andrew Lyle			
DASA Coordinator	Joshua Koszuta			
Phone Contact for After Hours Emergencies	Andrew Lyle			

**m2b. Is site 2 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 2 Certificate of Occupancy (COO)**

[m2dco\\_3522049035-C of O - High School.pdf](#)

**Filename:** m2dco\_3522049035-C of O - High School.pdf **Size:** 142.0 kB

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**Site 2 Fire Inspection Report**

[1488\\_001nysfire\\_inspshs19.pdf](#)

**Filename:** 1488\_001nysfire\_inspshs19.pdf **Size:** 445.3 kB

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**School Site 3**

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### m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3	24 Shoshone St, Buffalo, NY 14214		Buffalo	6-8	No

#### m3a. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle			
Operational Leader	Gregory Mott			
Compliance Contact	Garrick Loveria			
Complaint Contact	Andrew Lyle			
DASA Coordinator	Matthew Lebeda			
Phone Contact for After Hours Emergencies	Andrew Lyle			

**m3b. Is site 3 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m3d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 3 Certificate of Occupancy (COO)**

[m3dco\\_3522055728-C of O - Middle School.pdf](#)

**Filename:** m3dco\_3522055728-C of O - Middle School.pdf **Size:** 97.3 kB

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**Site 3 Fire Inspection Report**

[1493\\_001msnys\\_fire\\_insp19.pdf](#)

**Filename:** 1493\_001msnys\_fire\_insp19.pdf **Size:** 387.4 kB

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**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

## **ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Tanya Moore
Position	CFO
Phone/Extension	
Email	

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## **Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Aug 3 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Aug 3 2020 Hidden from applicant

### **Instructions**

#### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## **Entry 2 NYS School Report Card Link**

## NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000051942>

## Entry 3 Progress Toward Goals

Completed Dec 3 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	90% of students will read on grade level by the end of 3rd grade as measured by The Fountas & Pinnell End of Year Benchmark	N / A	Unable to Assess	N / A
Academic Goal 2	Student Achievement on Grade 3-8 NYS Math Assessments will meet or exceed the state average	N / A	Unable to Assess	N / A

Academic Goal 3	Student Achievement on all Grade 3-8 NYS ELA Assessments will meet or exceed the state average	N / A	Unable to Assess	N / A
Academic Goal 4	The graduation rate will meet or exceed the state average	N / A	Unable to Assess	N / A
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

## 2. Do have more academic goals to add?

No

## 3. Do have more academic goals to add?

No

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

##### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	None	N / A		
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

No

## 6. FINANCIAL GOALS

### 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	None	N / A		
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

#### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

#### **BOT Financial Interest Forms**

**Filename:** BOT Financial Interest Forms.pdf **Size:** 2.0 MB

## Entry 8 BOT Membership Table

**Completed** Aug 3 2020

### Instructions

## Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.







### **Entry 8 BOT Table**

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

#### **CHARTER SCHOOL FOR APPLIED TECHNOLOGIES 142601860031**

##### **1. 2019-2020 Board Member Information (Enter info for each BOT member)**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	David Quackenbush / 	Chair	ex-officio member of all committees	Yes	6	09/01/2019	09/01/2022	11
2	Joseph Berti / 	Vice Chair	Development, Career Readiness, Facilities	Yes	3	09/01/2018	09/01/2021	12

3	John Cinquino / 	Treasurer	Finance, Ancillary Services	Yes	6	09/01/2018	09/01/2021	10
4	Karen Kelley / 	Secretary	Negotiations, Appeals, Career Readiness	Yes	6	09/01/2018	09/01/2021	10
5	Robert Mikulec / 	Trustee/Member	Nominations, Quality Assurance, Development, Career Readiness	Yes	6	09/01/2019	09/01/2022	10
6	Michael Keller / 	Trustee/Member	Finance, Facilities, Nominations	Yes	6	09/01/2019	09/01/2022	12
7	Kenneth Robinson / 	Trustee/Member	Development, Quality Assurance, Ancillary Services, Appeals	Yes	2	09/01/2019	09/01/2022	7
8	Lisa L. Smith / 	Trustee/Member	Quality Assurance, Negotiations	Yes	2	09/01/2017	09/01/2020	10

			ons					
9	Andrea Pasieka / [REDACTED]	Trustee/M ember	Quality Assuranc e, Develop ment, Negotiati ons	Yes		09/01/20 17	09/01/20 20	11

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Ian Donnelly / [REDACTED]	Trustee/Member	Quality Assurance, Career Readiness, Appeals, Ancillary Services	Yes		09/01/2017	09/01/2020	11
11	Danielle Salasavage [REDACTED]	Trustee/Member	Quality Assurance	Yes		09/01/2017	09/01/2020	10
12	Michael Stevens / [REDACTED]	Trustee/Member		Yes				9
13								
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?**

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	12
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	12

### 3. Number of Board meetings held during 2019-2020

12

### 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

**Completed** Aug 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

## Minutes - 2019-20

Filename: Minutes 2019 20.pdf Size: 606.9 kB

### Entry 10 Enrollment & Retention

Completed Aug 3 2020

#### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

### Entry 10 Enrollment and Retention of Special Populations

#### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**CHARTER SCHOOL FOR APPLIED TECHNOLOGIES 142601860031**

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	The Charter School for Applied Technologies continues to comply with §2854(2) and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful. Admission of students	

Economically Disadvantaged

is not limited to the basis of intellectual ability, creed, gender, national origin, religion, or ancestry.

CSAT engages in extensive efforts to inform families in its neighboring communities about its enrollment process and target dates for each new school year with a focus on recruiting additional ENL learners and students with special needs, including:

- Radio advertisements promoting Open Enrollment are aired on a local urban contemporary FM station in Buffalo.
- Recruitment efforts also include broadcast television commercials, with specific programming air times chosen to reach a diverse audience (based on station demographic data).
- These radio and broadcast ads reach a geographical area containing 10 schools for students with special needs.
- Enrollment documents are translated into multiple languages including English, Spanish, Burmese and Arabic.
- Open Enrollment is promoted using newspaper advertisements in local community papers, including a Spanish language paper, which are available in print and on-line.
- Additionally, distributed materials state that CSAT is open to all residents, that we have no admission exams and that children of all needs are welcomed by the school.

For the upcoming 2020-2021 school year, our initial plan will be to continue with those recruitment activities deemed to be successful in assisting our school with meeting its prior year targets. Additionally, we will continue with conducting an assessment of our current needs and budget allotments, marketing wording will continue to include the emphasis and highlighting of - all types of students are accepted (with placement into a lottery if requests exceed the number of seats), with no entrance exams or tuition.

We plan to also continue our Open Houses, visits to other Charter Schools and Daycare Centers to attract new students. In addition, our school's website will continue to be a resource for students and families with Special Education needs and English Language Learners by providing families with

	<ul style="list-style-type: none"> <li>• Informational meetings for interested families are scheduled and advertised in every geographical area where special populations tend to reside. Particularly well attended are those informational meetings held at area pre-school centers and head start programs focusing on incoming kindergarteners.</li> <li>• Our website is ADA compliant which allows those with special learning needs the opportunity to use a screen reader or other assistive device, and/or translate the site into their native language.</li> <li>• CSAT has expanded the ENL section of our website to include additional resources for families and learning opportunities for the ENL students we serve.</li> <li>• The Special Education section of our website has also been expanded to include at-home resources for families.</li> </ul>	<p>information and third party resources made available to them.</p>
	<p>The Charter School for Applied Technologies continues to comply with §2854(2) and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful. Admission of students is not limited to the basis of intellectual ability, creed, gender, national origin, religion, or ancestry.</p> <p>CSAT engages in extensive efforts to inform families in its neighboring communities about its enrollment process and target</p>	

English Language  
Learners/Multilingual Learners

dates for each new school year with a focus on recruiting additional ENL learners and students with special needs, including:

- Radio advertisements promoting Open Enrollment are aired on a local urban contemporary FM station in Buffalo.
- Recruitment efforts also include broadcast television commercials, with specific programming air times chosen to reach a diverse audience (based on station demographic data).
- These radio and broadcast ads reach a geographical area containing 10 schools for students with special needs.
- Enrollment documents are translated into multiple languages including English, Spanish, Burmese and Arabic.
- Open Enrollment is promoted using newspaper advertisements in local community papers, including a Spanish language paper, which are available in print and on-line.
- Additionally, distributed materials state that CSAT is open to all residents, that we have no admission exams and that children of all needs are welcomed by the school.
- Informational meetings for interested families are scheduled and advertised in every geographical area where special populations tend to reside. Particularly well attended are those informational meetings held at area pre-school centers and head start programs

For the upcoming 2020-2021 school year, our initial plan will be to continue with those recruitment activities deemed to be successful in assisting our school with meeting its prior year targets. Additionally, we will continue with conducting an assessment of our current needs and budget allotments, marketing wording will continue to include the emphasis and highlighting of - all types of students are accepted (with placement into a lottery if requests exceed the number of seats), with no entrance exams or tuition.

We plan to also continue our Open Houses, visits to other Charter Schools and Daycare Centers to attract new students. In addition, our school's website will continue to be a resource for students and families with Special Education needs and English Language Learners by providing families with information and third party resources made available to them.

	<p>focusing on incoming kindergarteners.</p> <ul style="list-style-type: none"> <li>• Our website is ADA compliant which allows those with special learning needs the opportunity to use a screen reader or other assistive device, and/or translate the site into their native language.</li> <li>• CSAT has expanded the ENL section of our website to include additional resources for families and learning opportunities for the ENL students we serve.</li> <li>• The Special Education section of our website has also been expanded to include at-home resources for families.</li> </ul>	
	<p>The Charter School for Applied Technologies continues to comply with §2854(2) and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful. Admission of students is not limited to the basis of intellectual ability, creed, gender, national origin, religion, or ancestry.</p> <p>CSAT engages in extensive efforts to inform families in its neighboring communities about its enrollment process and target dates for each new school year with a focus on recruiting additional ENL learners and students with special needs, including:</p> <ul style="list-style-type: none"> <li>• Radio advertisements promoting Open Enrollment are aired on a local urban contemporary FM station in</li> </ul>	<p>For the upcoming 2020-2021 school year, our initial plan will</p>

## Students with Disabilities

Buffalo.

- Recruitment efforts also include broadcast television commercials, with specific programming air times chosen to reach a diverse audience (based on station demographic data).
- These radio and broadcast ads reach a geographical area containing 10 schools for students with special needs.
- Enrollment documents are translated into multiple languages including English, Spanish, Burmese and Arabic.
- Open Enrollment is promoted using newspaper advertisements in local community papers, including a Spanish language paper, which are available in print and on-line.
- Additionally, distributed materials state that CSAT is open to all residents, that we have no admission exams and that children of all needs are welcomed by the school.
- Informational meetings for interested families are scheduled and advertised in every geographical area where special populations tend to reside. Particularly well attended are those informational meetings held at area pre-school centers and head start programs focusing on incoming kindergarteners.
- Our website is ADA compliant which allows those with special learning needs the opportunity to use a screen reader or other assistive device, and/or translate the site into their native language.

be to continue with those recruitment activities deemed to be successful in assisting our school with meeting its prior year targets. Additionally, we will continue with conducting an assessment of our current needs and budget allotments, marketing wording will continue to include the emphasis and highlighting of - all types of students are accepted (with placement into a lottery if requests exceed the number of seats), with no entrance exams or tuition.

We plan to also continue our Open Houses, visits to other Charter Schools and Daycare Centers to attract new students. In addition, our school's website will continue to be a resource for students and families with Special Education needs and English Language Learners by providing families with information and third party resources made available to them.

- CSAT has expanded the ENL section of our website to include additional resources for families and learning opportunities for the ENL students we serve.
- The Special Education section of our website has also been expanded to include at-home resources for families.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>During 2019-2020, our school continued to assist our economically disadvantaged students and families by provisions of providing awareness of the resources and services available through numerous presentations presented during various school events such as: Open House, the Annual Harvest Festival, Parent and Family Education Nights (Wellness, Literacy, and Skill Building Programs, Zumba Nights).</p> <p>Our Family Support Center continued its drive to strengthen all of our students and families through school, community and parent collaboration to promote student success and wellbeing. The center provided a spectrum of free services – individual and family counseling, support groups, and referrals / information to outside community resources.</p>	<p>Upon review of enrollment levels, the school plans to continue successful services performed during the prior year or restructure those services in need. The school, through its Family Support Center will conduct a survey to gauge the effectiveness of current services, identify new areas of needs, and those services requiring elimination or restructuring.</p>

	Food Pantry services were also provided to those families in need.	
English Language Learners/Multilingual Learners	<p>During 2019-2020, the school continued its work, through its ENL program to identify the needs of each student and their families to ensure proper supports were made available. Such services included language translation, linkage to community resources, and short term counseling. We also provided our academic program for our ELL students within an inclusion model in the regular classroom and in small groups to improve and enhance the writing, reading, listening and English speaking skills of the students.</p>	<p>Upon review of enrollment levels, the school plans to continue successful services performed during the prior year or restructure those services in need. The school, through its Family Support Center will conduct a survey to gauge the effectiveness of current services, identify new areas of needs, and those services requiring elimination or restructuring.</p>
Students with Disabilities	<p>CSAT Students identified with special needs received the support of a certified Special Education Teacher. Additionally, there was one teacher assigned to each of the grades K-6 teams and a Special Education teacher assigned to each of the subject area teams in grades 7-12. Most of the support was provided in an inclusive, push-in setting. Resource Room services were also provided pursuant to the student's IEP. In some instances, intervention pull-out groupings were used. In these cases, non identified students joined the small groupings when a benefit could be attained from the instruction. In this way, labeling has been minimized. Common grade-level formative</p>	<p>Upon review of enrollment levels, the school plans to continue successful services performed during the prior year or restructure those services in need. The school, through its Family Support Center will conduct a survey to gauge the effectiveness of current services,</p>



# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category A: 5 or 30% whichever is less	5.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category C: not to exceed 5	5.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	4

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	166

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	180



Thank you.

## Entry 13 Organization Chart

Completed Aug 3 2020

### [Instructions](#)

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### [Organization Chart](#)

**Filename:** Organization Chart.pdf **Size:** 106.9 kB

## Entry 14 School Calendar

Completed Aug 3 2020

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### [School Calendar - 2020-2021](#)

**Filename:** School Calendar 2020 2021.pdf **Size:** 101.8 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

**School Name:** Charter School for Applied Technologies

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**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.csat-k12.org/domain/401">https://www.csat-k12.org/domain/401</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.csat-k12.org/Page/962">https://www.csat-k12.org/Page/962</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.csat-k12.org/Page/962">https://www.csat-k12.org/Page/962</a>
3. Link to NYS School Report Card	<a href="https://www.csat-k12.org/Page/3375">https://www.csat-k12.org/Page/3375</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.csat-k12.org/Page/3287">https://www.csat-k12.org/Page/3287</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.csat-k12.org/Page/1779">https://www.csat-k12.org/Page/1779</a>
6. District-wide Safety Plan	<a href="https://www.csat-k12.org/Page/3031">https://www.csat-k12.org/Page/3031</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.csat-k12.org/site/Default.aspx?PageID=1777">https://www.csat-k12.org/site/Default.aspx?PageID=1777</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.csat-k12.org/Page/3376">https://www.csat-k12.org/Page/3376</a>
8. Subject matter list of FOIL records	<a href="https://www.csat-k12.org/Page/3376">https://www.csat-k12.org/Page/3376</a>
9. Link to School Reopening Plan	<a href="https://www.csat-k12.org/Page/3377">https://www.csat-k12.org/Page/3377</a>

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Aug 3 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Charter School for Applied Technologies

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	2338	2117	2341

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

[illegible]

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota l															0

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Completed** Aug 3 2020

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Staff List](#)

**Filename:** Staff List BLMS4s4.xlsx **Size:** 44.6 kB

**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

Name:

John R. Cingano

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ Yes \_\_X\_\_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

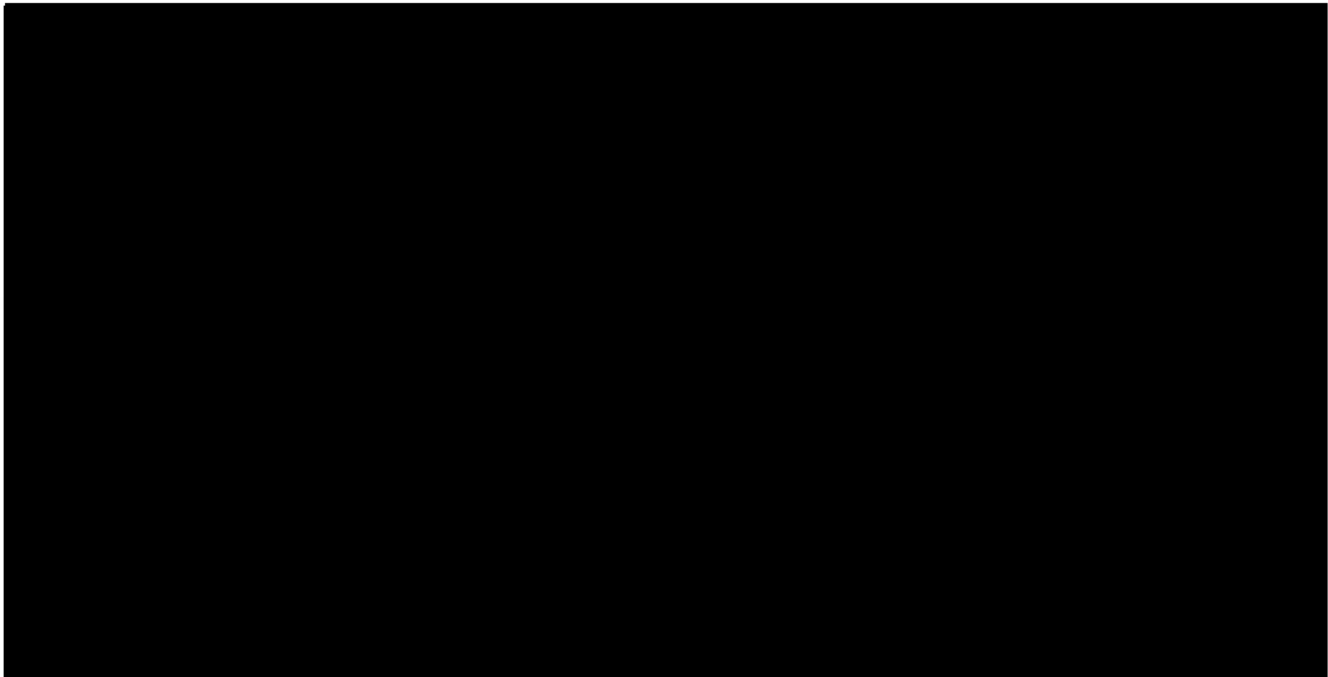
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
LEGAL SHIELD	PROVIDE VOLUNTARY EMPLOYEE BENEFIT	NOMINAL	LORI CINQUINO - INDEPENDENT CONTRACTOR - NO OWNERSHIP INTEREST	BENEFITS VENDOR SELECTION IS MADE BY STAFF NOT THE BOARD

Signature 

Date 7-16-2020

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

MICHAEL A. KELLER

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Charter School for Applied Technologies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes X No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. NONE	NONE	NONE	NONE

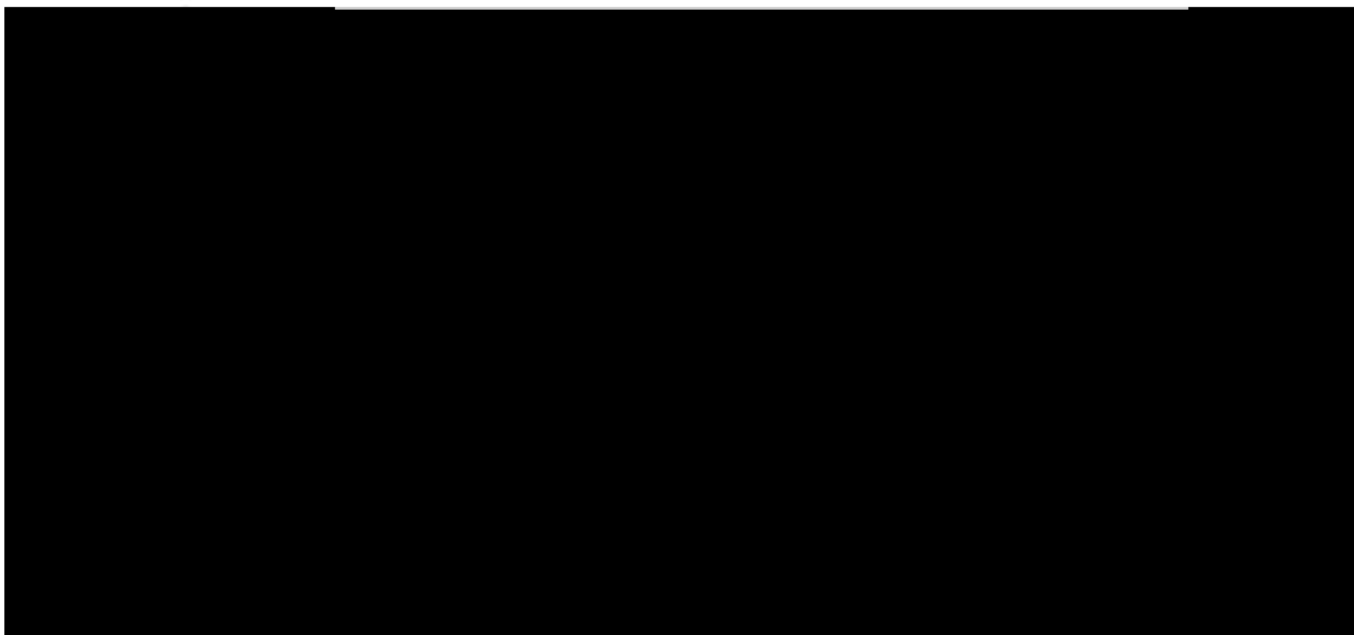
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE	NONE	NONE	NONE	NONE

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

Name:

Karen Kelley

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School for Applied Technologies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Secretary

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

*No*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes X No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

*None*

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

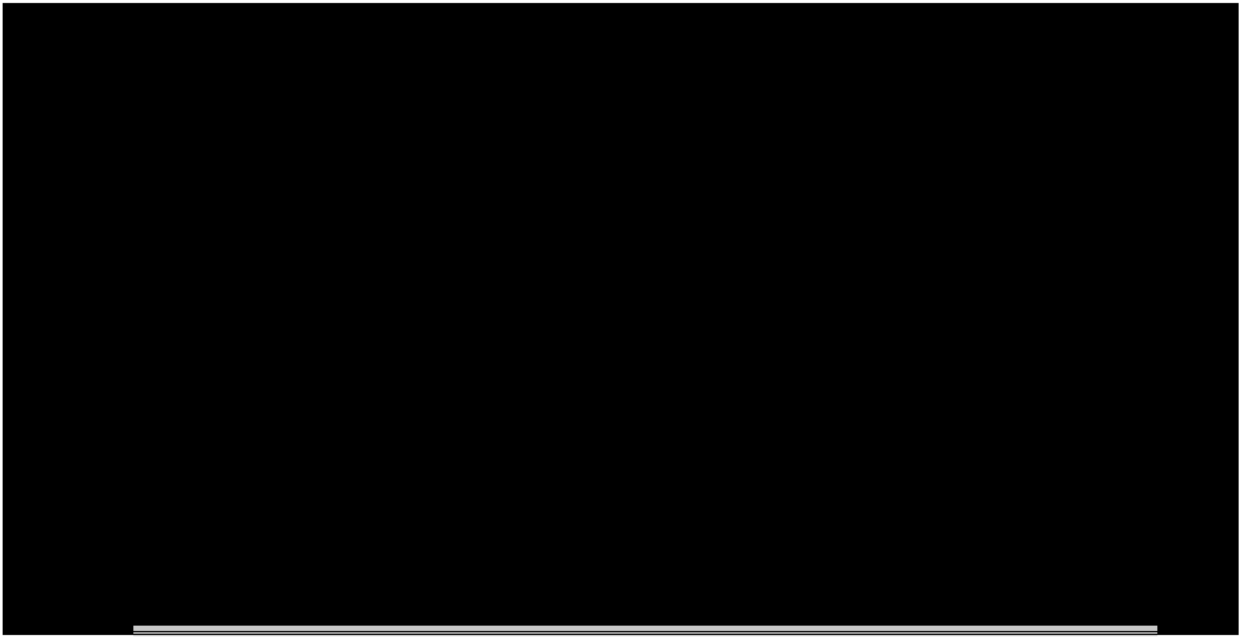
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

*None*

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Kara M. Kelley 7/16/2020  
Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



\_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:** Andrea Pasieka

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Trustee**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_ **X** **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes \_\_\_ X \_\_\_ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

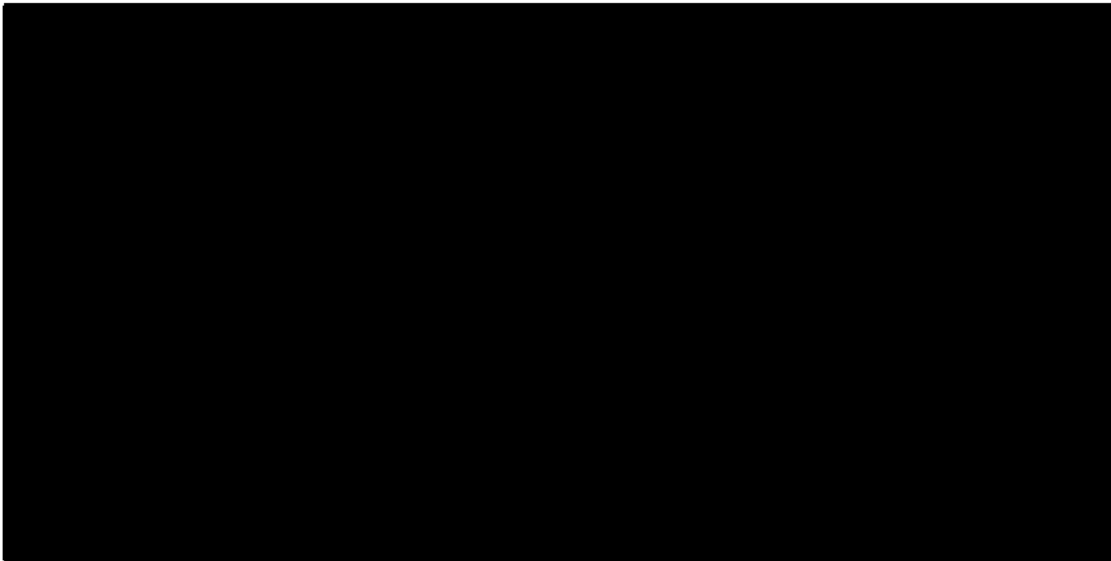
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Independent Health	Prepared Health Insurance Premiums	\$4.4M	Andrea Pasieka	I do not engage in discussions/decisions regarding coverage

  
Signature

7/19/2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

Name:

DAVID QUACKENBUSH

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Charter School for Applied Technologies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

PRESIDENT currently

2. Are you an employee of any school operated by the education corporation?  
\_\_\_ Yes \_\_\_X\_\_\_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

~~Yes~~ ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.	<u>NONE</u>		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center; font-size: 2em; color: blue;"><u>NONE</u></p>				

*Randy Quachant*

Signature

Date

*7/29/20*

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name: Danielle Salasavage**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Parent Representative**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_ **X** \_\_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **Yes**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. Parent of a student enrolled.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes \_\_\_ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Food Pantry- Feb 2017-May 2017- salary unknown

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

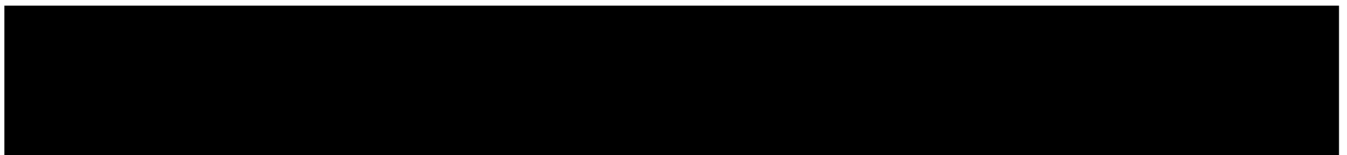
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Danielle Salasavage  
Signature

7/27/2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*





**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

Name: Lisa L. Smith

\_\_\_\_\_  
**Name of Charter School Education Corporation (the Charter School Name,  
if the charter school is the only school operated by the education  
corporation):**

**Charter School for Applied Technologies**  
\_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees  
("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ Yes \_\_X\_\_ No

If **Yes**, for each school, please provide a description of the position(s) you  
hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
No.

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any  
student currently enrolled in the school? No.

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No.**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

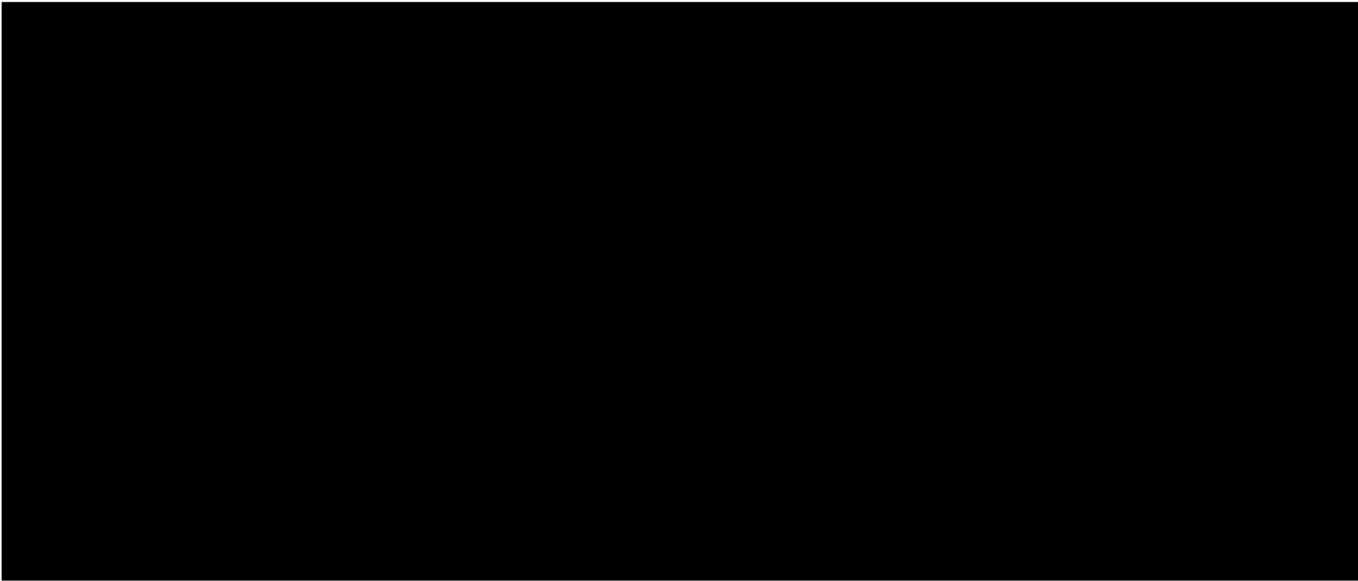
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> <b>None</b>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Phillips Lytle LLP <i>Please write "None" if applicable. Do not leave this space blank.</i>	Legal work	2019: \$2,500.00 2020: none	Lisa L. Smith is a partner in Phillips Lytle LLP	Lisa Smith was not performing legal work in 2019. No legal work was performed by the firm for CSAT in 2020.

Lisa L. Smith      July 23, 2020  
Signature      Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

Joseph Berti

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee / Member , Vice Chair

2. Are you an employee of any school operated by the education corporation?  
\_\_\_ Yes \_\_\_ X \_\_\_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<b>None.</b>				

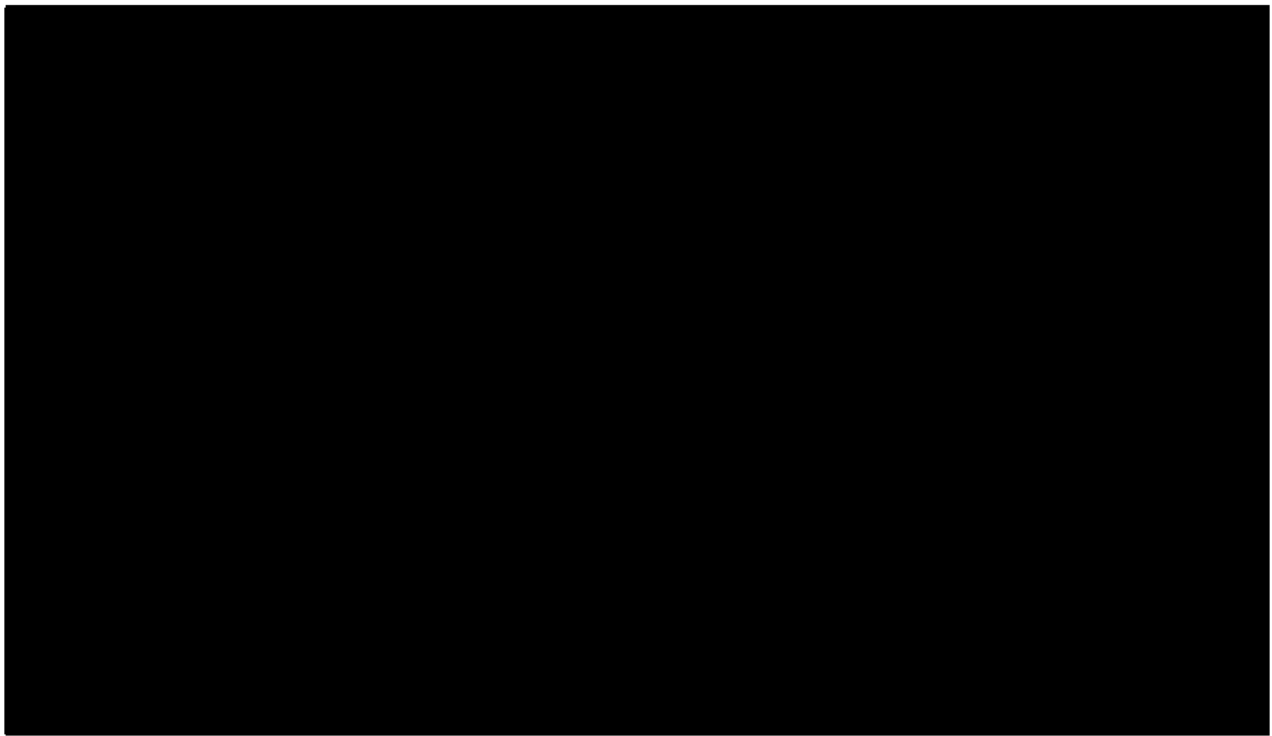
COMPLETED BY: Tanya Moore, CFO

8/3/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:** Ian Donnelly

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Trustee / Member**

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None.</i>				

COMPLETED BY: Tanya Moore, CFO

8/3/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

*Robert Mikulec*

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Trustee / Member**

2. Are you an employee of any school operated by the education corporation?  
     **Yes**   X   **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None.</i>				

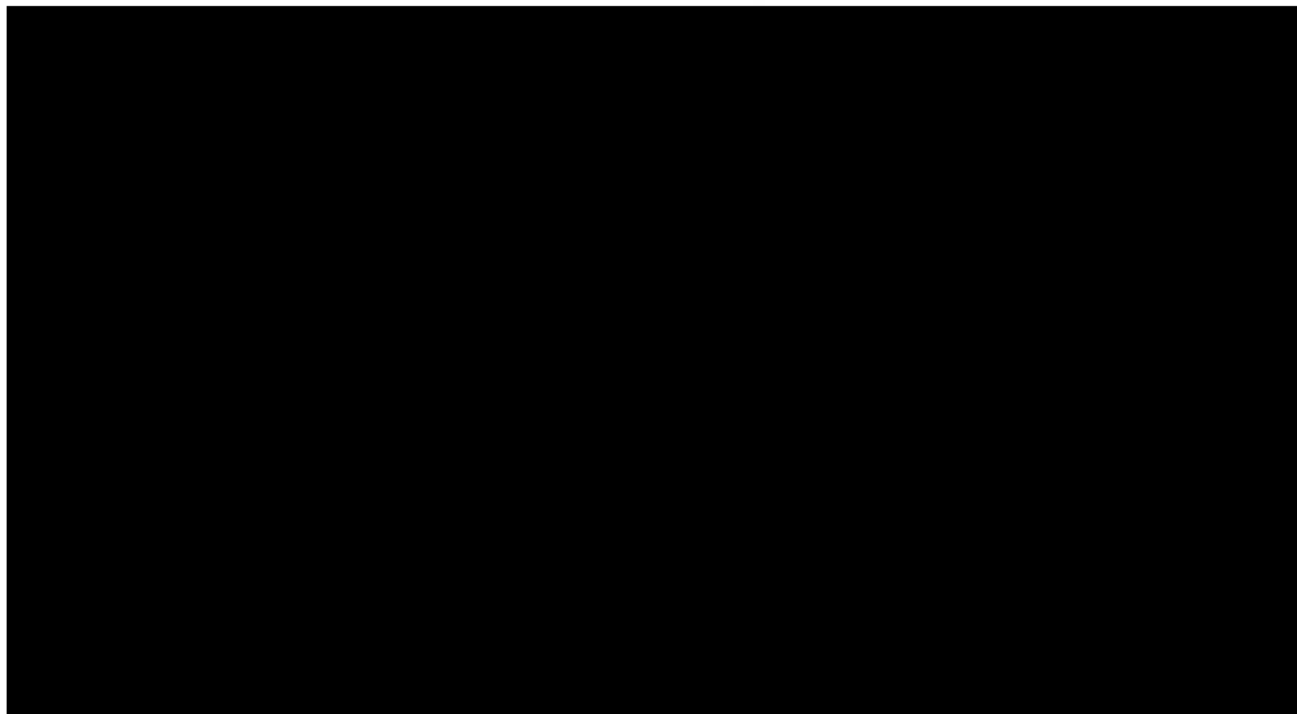
COMPLETED BY: Tanya Moore, CFO

8/3/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:** Kenneth Robinson

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Trustee / Member**

2. Are you an employee of any school operated by the education corporation?  
     **Yes**   X   **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
<b>None</b>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None.</i>				

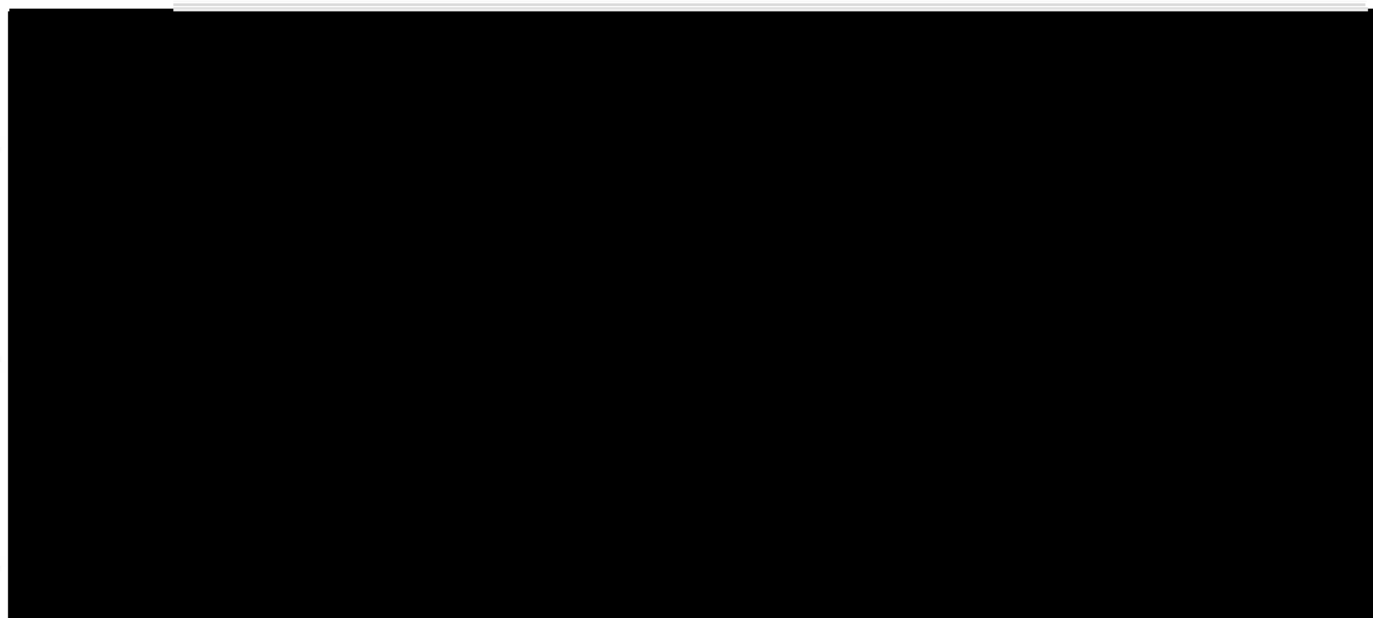
COMPLETED BY: Tanya Moore, CFO

8/3/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

Michael Stevens

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Charter School for Applied Technologies**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Trustee / Member**

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes X No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None.</i>				

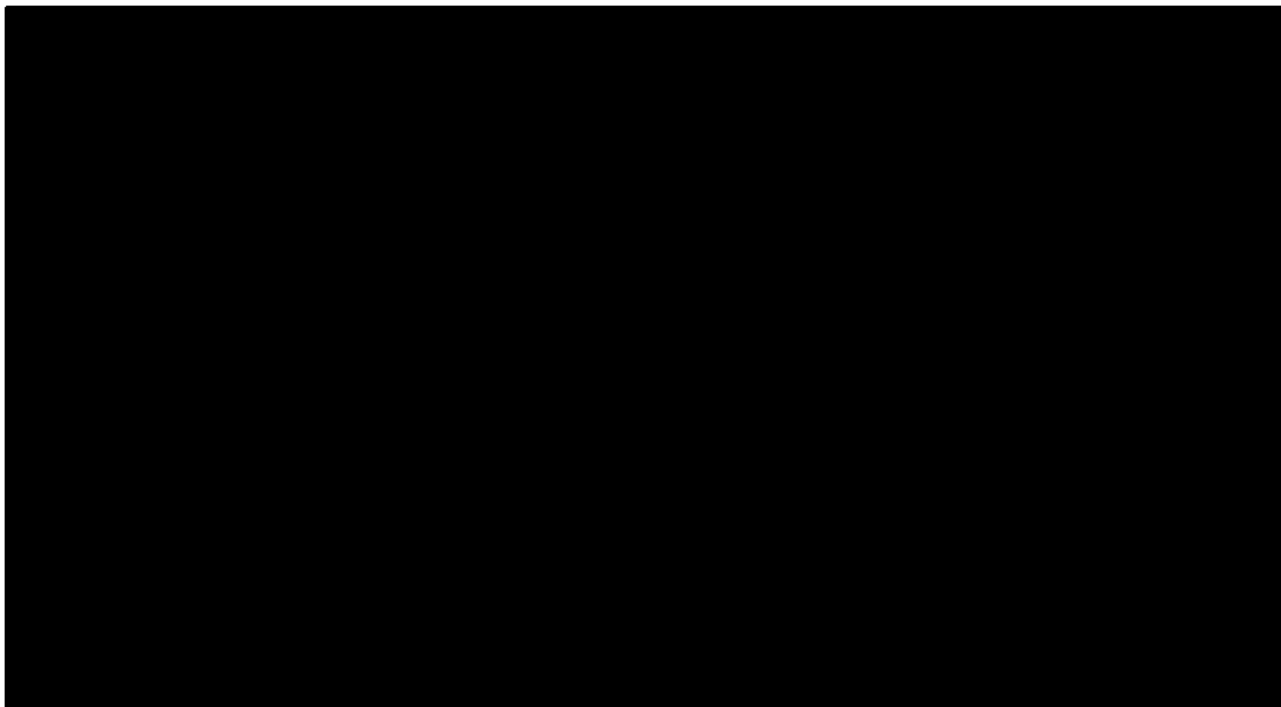
COMPLETED BY: Tanya Moore, CFO

8/3/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 08/13/2019**

**MINUTES**

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

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Robert Shannon, Susan Jurewicz, Ann Morgante, Gregory Mott, Tralina Middlebrooks, Brett Lutterbein, Thomas Sullivan, Nicole Killian, Matthew Folger

**MINUTES**

Motion to approve the June 25, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Keller, seconded by Mr. Donnelly. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**FOLLOW UP FROM PREVIOUS MEETING(S)**

None

**PERMANENT BOARD COMMITTEES**

None

**AD HOC BOARD COMMITTEES**

**Appeals** – Mrs. Kelley said that one open appeal is pending, an attendance appeal. She indicated a follow-up on the appeal will take place shortly. There was some discussion on second chance opportunity (drug issue). Overall, appeals are down this year.

**Development-** Mr. Robinson referenced the notes on pgs. 6-10 of the packet on the work the committee has been doing in establishing the CSAT Foundation. The committee came to a

consensus on a mission statement for the Foundation. Mr. Mikulec complimented Mr. Robinson on his work as committee chair. The next step for the committee will be to decide upon a vision statement. Mr. Loveria commented on his discussion with the law firm Damon Barclay on legal aspects of forming a Foundation. The establishment of the Foundation will likely take a year or more as you are dealing with Federal (IRS) and State (State Ed) regulations. It does not however preclude us from raising funds. Mrs. Smith commented on the information in the packet on local school foundations and noted what Buffalo Seminary does. They have their own Foundation and have assets placed with the Community Foundation of Buffalo. It may be something CSAT considers in the future.

**Facilities**-Mr. Keller commented on three projects that are in process, all are a bit behind schedule. As for Surface Lot, there is a zoning issue to contend with. It's zoned as 85% green space. We will have to go before the Buffalo Zoning Board for a variance. Mr. Shannon mentioned that Tom Sullivan knows Congressman Higgins who may be able to help and Mrs. Smith knows lawyers who deal with zoning issues. We will move forward with securing permits and there is a Plan B should the Zoning Board deny or delay the request. With this type of construction, and for safety reasons, the school needs to be cautious as the work is being completed. The high school cross-walk is on-going as we're dealing with The City of Buffalo, Erie County and Town of Tonawanda. The installation should be complete by mid-October. The renovation for Project Lead the Way classroom at middle school will start next week with completion by mid-September.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 11); the current enrollment is 2365. These numbers will likely change as students and families move in and out of the school, however, we are trending very well. There are more charter schools set to open so the competition for students is high. We continue to work on our branding and have meetings scheduled with WGRZ and WIVB as well as refining the school website and social media platforms.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 12-14). There are a number of new hires this year. Teachers leaving CSAT are going to school districts and moving out of state. We have two teachers who left us and are returning. There are also a few position changes due to grade level and content. All directors have been moved to 220 day employees. Mrs. Smith mentioned that perhaps the Foundation can assist in helping CSAT retain and recruit teachers.

It was also announced that BPS will be providing nursing services to the middle school, through supplemental. A motion to accept the Enrollment and Personnel reports was made by Mrs. Kelley, seconded by Mr. Mikulec. Motion approved

**Policy Vote-** Mr. Loveria referenced pgs. 15 & 16 of the board packet regarding an update to the school's vaccination policy to reflect New York State's changes to same policy. At CSAT, this affected five families, all of whom were contacted several times to inform them of the change. A motion to accept the update to the vaccination policy was made by Mr. Keller, seconded by Mrs. Smith. Motion approved.

**New Trustee Nomination-** Mr. Donnelly presented the nomination of Michael Stevens as a new Board member (see pg. 17 & 18 of board packet). Mr. Stevens currently serves as Director of City Year of Buffalo. City Year is an educational nonprofit founded in 1988 dedicated to helping students and schools succeed. The organization partners with public and charter schools in over 30 high need communities in the United States. In Buffalo, City Year is working at Enterprise Charter School and Tapestry Charter School. Mr. Donnelly, Mr. Quackenbush and several other board members met with Mr. Stevens and all were impressed with his knowledge and commitment to working with students and families. Mr. Lyle has met Mr. Stevens and agrees that he would make a great addition to CSAT's Board. Mr. Mikulec asked if Mr. Stevens work in other charters would be a conflict of interest. Mr. Donnelly does not see that as an issue. A motion to accept the nomination of Michael Stevens to the CSAT Board made by Mr. Mikulec, seconded by Mr. Donnelly. Motion approved.

### **Principals Report**

K-5: Mrs. Jurewicz noted that next week's PD week will focus on curriculum, intervention, trauma care and teacher support. Hiring is nearly complete with one position still to be filled. There was also discussion on cost of transporting students to Boys & Girls Club.

6-8: Mr. Mott reported that new student orientation on July 30 went well. There are a few positions still to be filled, but overall in good shape. There have been provisions made in the schedule to help with the music program.

9-12: Ms. Morgante indicated that @200 students attended the summer program. The credit recovery program was successful and the school is waiting to see how students did on August regents. The upcoming PD for the high school will focus on engaging instruction and social/emotional well-being.

Mr. Lyle announced that there will be a district wide meeting of all school employees on August 19 @11am in the elementary school gymnasium, all Board members are invited.

Mr. Berti urged the Board members to make a concerted effort to attend school functions. Mr. Lyle will provide a list of those functions to the Board.

### **ADMINISTRATIVE REPORTS**

**Cabinet Report**-Mr. Lyle circulated flash drives for each Board member that contains the Charter Renewal document. It is 45 pages long, minus attachments. It is aligned with the school's Strategic Plan. Mr. Lyle will break down the information by committee so members can understand each section and be able to speak to that information during the site visit in November. There are NO material changes to the Charter. The curriculum piece will be provided to State Ed sometime in September. In his opinion, Mr. Lyle sees no issue with SED granting CSAT a 5 year renewal.

### **ADJOURNMENT**

Motion to adjourn the meeting @6pm was made by Mr. Robinson, seconded by Mrs. Salasavage.  
Motion approved

**Next Meeting: September 10, 2019, 4:30PM**

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 09/10/2019**

**MINUTES**

**Board Members Present:** David Quackenbush, John Cinquino, Michael Keller, Karen Kelley, Andrea Pasieka, Joseph Berti, Lisa Smith, Danielle Salasavage, Robert Mikulec **Unable to Attend:** Ian Donnelly, Kenneth Robinson

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Robert Shannon, Susan Jurewicz, Ann Morgante, Gregory Mott, Brett Lutterbein, Thomas Sullivan, Nicole Killian, Matthew Folger, Elaine Reynolds, Keith Banas, Kristina Sly

**MINUTES**

Motion to approve the August 13, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Mikulec. Minutes approved.

**PUBLIC COMMENTS**

Mrs. Kristina Sly, parent of Gr. 2 & 5 student inquired about the lack of progress on the new surface lot, lack of ample notification for summer day care and excessive days off. Mr. Keller responded to her question on the surface lot issue. Mr. Quackenbush assured her that someone would get back to her; Mr. Lyle said he would contact her this week.

Mr. Quackenbush welcomed the officers of the CSAT union who introduced themselves, Keith Banas, President, Matthew Folger, Vice-President and Nicole Killian, Secretary.

**ANNUAL MEETING BUSINESS**

Ratification and Confirmation of Trustee Terms- Mr. Loveria presented to the Board candidates for adjusted three year terms to expire on Sept. 1, 2022; Michael Keller, Robert Mikulec, David Quackenbush and Kenneth Robinson. Motion to approve the adjusted terms made by Mr. Cinquino, seconded by Mrs. Pasieka, Motion approved.

Reelection of Officers-Mr. Loveria presented to the Board candidates for election as officers of the school; President-David Quackenbush, Vice-President-Joseph Berti, Treasurer-John Cinquio, Secretary-Karen Kelley. Motion to approve the election of officers made by Mrs. Pasieka, seconded by Mrs. Salasavage. Motion approved.

Committee Assignments- Mr. Loveria drew attention to pages 8 & 9 of the Board packet that listed various committee assignments. Mr. Quackenbush stated that the list is a work in progress and is open to changes as requested by Board members. Please email him if you would like to change your committee assignment. No vote required

By-Laws/Open Meeting Laws- Mr. Loveria asked the Board to review the revision to the By-Laws as concerns the Open Meeting Law. The changes are minimal, Article 4, Section 1 on updated Mission Statement and Article 5, Section 4, number of trustees increased to 13. A motion to accept the changes and compliance to Open Meeting Laws made by Mrs. Kelley, seconded by Mr. Keller. Motion approved.

## **PRESENTATION**

None

## **FOLLOW UP FROM PREVIOUS MEETING(S)**

None

## **PERMANENT BOARD COMMITTEES**

**Quality Assurance**-Mrs. Smith shared the results of the August 30<sup>th</sup> QA meeting. There was discussion on the charter renewal process. Things are moving along very well. The next meeting will focus on providing talking points for the Board. The remainder of the meeting focused on state test results in grades 3-8 (see handout). Overall results were positive. The exception is Grades 3 & 4 math. There are a number of reasons for that decline (new curriculum, new teachers, family leave impact). The scores indicate that CSAT is beating Buffalo and closing the gap on Ken-Ton. CSAT grew 2% in ELA and 1% in Math. It's an endorsement of the new curriculum, new phonics program and hard work of the administration and teachers. In order to see the real growth that is reflected in the Strategic Plan, we are looking at a 3-5 year period. Mrs. Smith believes that if CSAT is to be successful we should seriously consider hiring a Chief Academic Officer.

## **AD HOC BOARD COMMITTEES**

**Appeals** – None

**Facilities**-Mr. Keller commented on three projects that are in process. The surface lot needs to be rezoned. There are meetings with Zoning Board on Sept. 23 and Buffalo Common Council Sept. 24. If approved by full Council and Mayor Brown signs off, we hope to get the permit to proceed by Oct. 16. If this happens, the best case scenario is for work to start Oct. 21 and open for use Nov. 12. If not, the entire project is postponed until Spring 2020. Cost is still within budget. The high school crosswalk involves 3 municipalities, Buffalo, Erie County & Tonawanda. It's still on track for completion by mid-October. The new PLTW classroom in middle school is moving along. Demolition is underway, taking place after school, with construction to start Sept. 16, and completion mid-October. The cost for crosswalk and PLTW classroom are within budget.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 18); the current enrollment is 2,354. This number will likely change as there is a lot of transition in and out of the school however, the numbers so far are good. We are currently working through the waiting list. There was discussion on how vacancies in grades are filled.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 19-21). There are a number of new hires this year as well as teachers moving from one building to another. Kudos to our building principals for their work over the summer with the hiring process. The rest of the report is self-explanatory with rehires (2 teachers returning to CSAT from public schools), along with position changes, substitutes, etc... A question came up as to current hiring needs in each building. In K-5 & 6-8 building, no vacancies, in 9-12, 4 teachers are needed. A motion to accept the Enrollment and Personnel reports was made by Mrs. Pasioka, seconded by Mr. Mikulec. Motion approved

**Policy Vote**- Mr. Loveria referenced pgs. 22-33 of the board packet regarding an update to the school's sexual harassment policy to reflect New York State's changes to the same policy. At CSAT, we are in full compliance with the new regulations and annual training is now taking place. The new policy is reflected in blue. A motion to accept the update to the sexual harassment policy was made by Mrs. Kelley, seconded by Mr. Keller. Motion approved.

### **Principals Report**

K-5: Mrs. Jurewicz reported that Opening Day went well. There was television coverage from Ch. 4 & 7 that featured our new therapy dog, Lucy. Even though there were long lines upon entering the school, parents were cooperative.

6-8: Mr. Mott related similar comments, Opening Day was successful. The parents of Gr. 6 students were permitted to spend some time in helping their child become acclimated to middle school. No major transportation issues so far.

9-12: Ms. Morgante indicated that high school also had a successful week. The freshmen only arrived on August 26 and each class after that had their own day as well. This year the senior experience is moved to December. There are 100-110 new students to CSAT at high school. We are meeting individually with parents and students who do not have adequate number of credits. We present them with options in order for them to graduate on time from CSAT. Mr. Mikulec commended Mr. Lyle on his address to all faculty and staff on August 19.

### **ADMINISTRATIVE REPORTS**

**Cabinet Report-**Mr. Lyle reported on the following aspects of the Charter Renewal:

- \* Benchmarks 2-10 have been received by SED
- \* Benchmark 1, Test results are now in, Efrain Martinez is now reviewing, Board will be able to view results @1 week
- \*Site visit will be Nov 13 & 14
- \*SED requested names of all employees, a total of 314.
- \*SED may attend the Nov. 12 Board meeting
- \*Board will receive all talking points well in advance

Mr. Quackenbush circulated the 5 year renewal contract with Buffalo Public School for busing. He commended Garrick Loveria and Tanya Moore for their efforts.

Mr. Quackenbush referenced the surface lot issue and comments made by Councilman Golombek that CSAT saved the neighborhood and that he will do all he can to assist with the zoning issue.

Mr. Quackenbush mentioned that a new performance evaluation for Superintendent will be discussed during the retreat in October.

Mrs. Kelley was happy to see the television coverage of CSAT recently and mentioned in particular the rally the elementary students had with the University of Buffalo football team. Mr. Mikulec commended the CSAT students that sang at the Buffalo Launch Club.

## **ADJOURNMENT**

Motion to adjourn the meeting @6:15pm was made by Mr. Keller, seconded by Mr. Mikulec.

Motion approved

**Next Meeting: October 8, 2019, Please note time change 2:00-3:30pm, followed by  
Board Retreat**

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 10/08/2019**

**MINUTES**

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

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Robert Shannon, Susan Jurewicz, Ann Morgante, Gregory Mott, Brett Lutterbein, Nadine Williamson, Carrie Shannon, Thomas Sullivan, Keith Banas, Daniel Scholze

**MINUTES**

Motion to approve the September 10, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Keller, seconded by Mrs. Smith. Minutes approved.

**PUBLIC COMMENTS**

Mr. Quackenbush welcomed new Board Member Michael Stevens to the CSAT Board. He also referenced the most recent issue of Buffalo Business First which featured a story on Mr. Lyle.

**PRESENTATION**

Nadine Williamson presented an overview regarding the Renewal Visit, Nov. 13 & 14. She reminded the Board that the visiting team may attend the Nov. 12 Board meeting. In the presentation, Mrs. Williamson stated that the visit is intended to review the school's academic record, its organizational and fiscal operations and faithfulness to its charter. The benchmarks will be the main focus (#1 Student Performance, #2 Teaching & Learning, #3 Culture, Climate and Family Engagement, #4 Financial Condition, #5 Fiscal Management, #6 Board Oversight & Governance, #7 Organizational Capacity, #8 Mission & Key Design Elements, #9 Enrollment, Recruitment & Retention and #10 Legal Compliance.) The Benchmarks were submitted to SED in August. The Charter School Office will review the findings of the visit and make a

recommendation to the Board of Regents on the length of the renewal. We expect that CSAT will receive a 5 year renewal. Mrs. Williamson reviewed the Sample Renewal Site Visit activities page as to where the visiting team will be going during their visit. There was discussion on the Open Meeting Laws and the Key Contractual Performance Areas which is something we need to report on at each Board meeting (enrollment of SWD's, ELL/MLL and Special Education students in the school). The visiting team may conduct a Closing Meeting at the end of the visit. We will receive a copy of the site visit report with a summary of the findings on each of the Benchmarks regarding the school's performance. CSAT will have an opportunity to review it only for factual accuracy. The Board will be given interview topics for their meeting with the visiting team. Mr. Lyle will provide exact dates and times once he hears back from the visiting team. It's likely the visiting team will consist of 2-3 people.

### **PERMANENT BOARD COMMITTEES**

**Career Readiness-** Mr. Berti referenced the magazine Milepost, and the article on page 8 about CSAT's new Logistics Club. Mr. Berti also highlighted the recent state conference, held in Niagara Falls which was attended by a number of CSAT students. There was a panel discussion at the conference in which 3 of our Logistic Club students spoke. It was well received by the attendees. Mr. Berti asked Mr. Sullivan to give an update on the Bridge Program with D'Youville College. Mr. Sullivan indicated that it continues to be a work in progress. The important issues concern curriculum, number of students in initial cohort, staffing concerns, and cost. We are exploring a partnership with Health Science Charter. We are awaiting materials from D'Youville to review. We are tentatively scheduled to have D'Youville visit in December to explain the program to interested 9<sup>th</sup> graders. This is a great opportunity for our school, but we need to be sure it's the right fit for our students and cost effective. Mr. Berti concluded his report by commenting on the importance of supporting the internship and job shadowing programs and staff that with a full time person.

### **AD HOC BOARD COMMITTEES**

**Appeals** – None

**Facilities-**Mr. Keller commented on three projects that are in process. The surface lot has been rezoned, thanks to the efforts of Mr. Lyle, Mr. Shannon and Mr. Sullivan. The permit office will do a final review and if they sign off, work can start week of Oct. 21 and open for use mid-November. If not, the entire project is postponed until Spring 2020. Cost is still within budget. The high school crosswalk is still on track for completion by mid-November. The new PLTW

classroom in middle school is moving along well and should be completed first week of November. Mrs. Jurewicz inquired about the elementary school playground. Mr. Shannon commented that there have been delays, notably a gas line issue. Hopefully the playground will be ready for use in 2-3 weeks.

**Development**-Mr. Robinson provided an update on the Foundation. The Mission and Vision statements have been established and we are ready now to impanel a design team. We are asking all Board members to recommend members for the design team. At the last development meeting the committee discussed the legal work that needs to be completed, membership of the Foundation Board, i.e. number of members and contacting the local chapter of Association of Fundraising Executives to assist us in our efforts. Once IRS Form SS-4 and Articles of Incorporation are complete, we can begin to solicit funds.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 12); the current enrollment is 2,347. We are currently working on increasing the number of 9<sup>th</sup> graders. As you see from the report, we will now be reporting students with special needs, English language learners, etc... Mr. Stevens asked why the high school numbers are lower from last month. Mr. Lyle explained the reasons for the fluctuation in that number.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 13-15). The report is self-explanatory with three new hires, a list of new substitutes and position changes. There are several resignations and those with Family Leave requests. A motion to accept the Enrollment and Personnel reports was made by Mrs. Salasavage, seconded by Mr. Berti. Motion approved

**Policy Vote**- Mr. Quackenbush noted that the policy votes that are needed are all items that the members are aware of as most were discussed at previous meetings. These are mainly updates to our current policies. Mr. Loveria presented the following for a Board vote:

Civil Rights Officer: Motion to accept the Civil Rights Officer made by Mr. Keller, seconded by Mr. Donnelly. Motion approved

District Safety Plan: Motion to accept the District Safety Plan made by Mr. Berti, seconded by Mrs. Pasieka. Motion approved

Code of Conduct: Motion to accept the Code of Conduct made by Mrs. Pasieka, seconded by Mrs. Smith. Motion approved

DASA regulations: Motion to accept the DASA regulations made by Mrs. Salasavage, seconded by Mr. Mikulec. Motion approved

Admissions/Lottery: Motion to accept the Admissions/Lottery made by Mrs. Smith, seconded by Mr. Donnelly. Motion approved

By-Laws: Motion to accept the By-Laws made by Mr. Keller, seconded by Mrs. Salasavage. Motion approved

Comptroller Response: Motion to accept the Comptroller Response made by Mr. Berti, seconded by Mr. Donnelly. Motion approved.

**Principals Report-** No Report

### **ADMINISTRATIVE REPORT**

**Cabinet Report-** No Report

### **ADJOURNMENT**

Motion to adjourn the meeting @3:20 pm was made by Mr. Mikulec, seconded by Mrs. Salasavage. Motion approved

**Next Meeting: November 12, 2019, 4:30 pm.**

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 11/12/2019**

**MINUTES**

**Board Members Present:** David Quackenbush, John Cinquino, Michael Keller, Karen Kelley, Andrea Pasioka, Joseph Berti, Lisa Smith, Danielle Salasavage, Ian Donnelly, Michael Stevens

**Unable to Attend:** Robert Mikulec, Kenneth Robinson

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Susan Jurewicz, Ann Morgante, Gregory Mott, Tralina Middlebrooks, Brett Lutterbein, Thomas Sullivan, Keith Banas, Daniel Scholze, Nicole Killian, Jessica Johnson, Elaine Reynolds, Terri Quick

**MINUTES**

Motion to approve the October 8, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mrs. Pasioka. Minutes approved.

**PUBLIC COMMENTS**

Jessica Johnson, Music Teacher, updated the Board on recent Fine Arts events, including elementary school Art Club, the middle school's performance of Aladdin, Jr and the high school's Mixed Chorus performance at the Buffalo News this week.

Mr. Quackenbush mentioned the newest addition of the Trustee Handbook has been provided for each member.

**PRESENTATION**

Library Media Specialists Elaine Reynolds and Terri Quick gave a presentation on accomplishments and goals for the CSAT Libraries. Our libraries have a total of 13000 materials, offer a summer reading program, assist with the annual Celebration of Reading, and participate in a Library Helper Program and Battle of Books, a competition between schools in which our high school is the reigning champion. The circulation has quintupled in recent years and the hiring of two library media specialist has helped a great deal. As for future goals, the plan is to have a comprehensive media curriculum program in place for 2021-2022. A Makerspace at the

middle school would be ideal and the hiring of a FT Media Aide would allow for the library to be open every day. At the high school, a new floor plan for the current space would allow us to optimize what we now have. There is also a proposal to expand the library at the middle school with new construction or expanding over the band room. A brief video was shown featuring Jason Reynolds.

### **PERMANENT BOARD COMMITTEES**

**Quality Assurance**-Mrs. Smith highlighted the recent QA committee meeting (see pages 6 & 7 of packet). The committee spent most of the meeting discussing the Charter Visit and the summary provided by Mr. Lyle. The committee reviewed academic performance, grade level assessments, data mining, additional supports and Regents exam gaps. The Regents exam gaps correspond to the issues we are having with literacy. The committee also reviewed the sub-group results (ELL, ENL) and those results are good. SED will look at how we attract ELL, ENL students in our marketing efforts. It should be noted that CSAT does not graduate any of our high school students with a certificate of attendance. The committee also discussed some of the issues observed in grades 3-8 assessments and how to address those issues. It should be noted that there has been substantial growth since our last charter renewal.

**Finance**- To be discussed in Executive Session

### **AD HOC BOARD COMMITTEES**

**Appeals** – Mrs. Kelley reported on one appeal from a middle school parent regarding a permanent suspension for fighting. The parent was not appealing the suspension, but rather a request to have the fighting incident removed from the student's permanent record. The request was denied.

**Facilities**-Mr. Keller commented on three projects that are in process, the surface lot, high school crosswalk and the middle school PLTW classroom. Due to a number of delays, the surface lot and crosswalk have been moved to the spring of 2020. The new PLTW classroom in middle school will be ready next week.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 8); the current enrollment is 2,347. The K-8 enrollment is steady and the high school is having 7 new students start today, although Ms. Morgante reported that only 5 showed up. Mrs. Kelley asked about how we

compare in past years with enrollment of ELL and ENL learners. Mr. Lyle will provide those numbers. There was additional discussion on IEP students. Mr. Lyle will prepare talking points to members as it relates to IEP students and its effects on charter schools.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 9-11). The report is self-explanatory with new hires, new substitutes, position changes, resignations and Family Leave requests. A motion to accept the Enrollment and Personnel reports was made by Mr. Donnelly, seconded by Mr. Berti. Motion approved

**Policy Vote**- Mr. Loveria requested the Board approve an update to the school's policy on Instruction, namely removing the Gifted and Talented and Drivers Education section and adding Health & Mental Health Education. Mr. Quackenbush asked the members to review the update and be prepared to vote at the December 2019 meeting.

## **ADMINISTRATIVE REPORT**

**Cabinet Report**- No Report

**Principals Report**- Mrs. Jurewicz & Mr. Mott reviewed the I-Ready diagnostic results for both reading and math, which listed the percentage of students at risk in Tier 3, Tier 2 and Tier 1 (handouts were given to each board member to follow). At K-5, gaps were seen in phonics, vocabulary and comprehension. The programs currently in place to reduce those gaps are I-Ready curriculum, vocabulary supplementals, small group instruction, phonics first and leveled literacy instruction. The intervention teachers are serving 234 students, not counting kindergarten. The next assessment will be in January. At 6-8, to address the gaps, programming has focused on targeted professional development such as Ready Core Math and Ready Reading Routines, differentiated instruction, 90 minute ELA & Math periods (45-60 minutes instruction and 30 minute teacher led small group/individual instruction) and the addition of an AIS ELA teacher. The middle school's next assessment will also take place in January.

**Superintendent**-Mr. Lyle announced that the Renewal Visit is now scheduled for Dec. 9-10. There is a request for board approval for a high school trip to Massachusetts in April, 2020. No cost will be incurred by the school. Mr. Lyle will poll the members and provide any further information as needed.

### **ADJOURNMENT**

Motion to move to Executive Session at 6:30 pm to discuss certain matters made by Mr. Cinquino, seconded by Mr. Keller. Motion approved. No action requiring Board vote arose. Motion to leave Executive Session and adjourn the regular meeting at 7:00 pm was made by Mrs. Kelley, seconded by Mr. Berti. Meeting adjourned.

**Next Meeting: Please note change in meeting date; Monday, December 9, 2019, 4:30 pm.**

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 12/09/2019**

**MINUTES**

**Board Members Present:** David Quackenbush, John Cinquino, Michael Keller, Karen Kelley, Andrea Pasieka, Joseph Berti, Lisa Smith, Robert Mikulec, Ian Donnelly, Michael Stevens

**Unable to Attend:** Danielle Salasavage, Kenneth Robinson

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Susan Jurewicz, Ann Morgante, Nadine Williamson, Gregory Mott, Tralina Middlebrooks, Brett Lutterbein, Adam Buffomante, Thomas Sullivan, Keith Banas, Daniel Scholze, Nicole Killian, Elaine Reynolds, Mark Struckmann, Susan Gibbons, Heather

**MINUTES**

Motion to approve the November 12, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Mikulec. Minutes approved.

**PUBLIC COMMENTS**

Elaine Reynolds, Library Media Specialist, asked if the Board had any questions regarding the presentation made at the November meeting regarding the expansion of the Middle School library. Mr. Quackenbush said that the expansion would have to be vetted further by the Board but that it would be considered. Mrs. Reynolds mentioned that CSAT took First Place at the recent Battle of the Books competition. This is the second year in a row that CSAT took First Place.

**PRESENTATION**

Mark Struckmann, Music teacher, and his therapy dog, Gus were in attendance. Mr. Struckmann explained the benefits of the therapy dog program and the positive impact it has had at CSAT. At present, there are 5 therapy dogs that visit each of the buildings. The dogs all came from the same litter, except Lucy. Those dogs are six years old and will need to be replaced in the next few years. It takes up to 2 years to secure a puppy for the therapy dog program. Mr.

Struckmann asked the Board to consider a dedicated budget line of \$1,000 to be used for training and veterinarian bills for new dogs and staff that enter the program. The proposal will be forwarded to Mr. Lyle for further review.

### **PERMANENT BOARD COMMITTEES**

**Career Readiness-** Mrs. Kelley referenced pg. 6 & 7 of the board packet regarding the recent Career Readiness meeting. The committee discussed how CSAT accesses career readiness and the tools and assessments used to identify career interest in order to assist students with proper courses and pathways choices. The annual Career Convention will be held March 26, 2020. This year, the seniors will not be attending as they have been through this for three years and many have already made their career choice. Gr. 9-11 will participate in workshops and visit with business vendors and area colleges. Several companies will conduct onsite interviews for current openings. At graduation this year, the seniors will receive only their school diploma. Their portfolios will now be available to them electronically.

### **AD HOC BOARD COMMITTEES**

**Appeals** – Mrs. Kelley reported one appeal is currently in process.

### **OLD BUSINESS**

**Busing-** Mr. Loveria discussed the recent controversy surrounding First Student and the Buffalo Public School Parent Association complaints about bus service. At CSAT, there has been slight improvement with regards to late bus service (after 4pm). There is a new 5 year agreement in place and we plan to continue to hold Buffalo and First Student to their commitment to have buses here on time and to get the students home at a reasonable hour. The Performance Expectation is a strong point in the new agreement. We are also now tracking lost teaching time as a result of late bus arrivals in the AM.

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 8); the current enrollment is up slightly from November, 2,351. Open Enrollment has begun. We are finishing work on the marketing plan with local TV stations. Open House will be held at all three buildings in Feb. 2020.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 9-10). The report is self-explanatory with new hires, new substitutes, position changes, resignations and Family Leave requests. A motion to accept the Enrollment and Personnel reports was made by Mrs. Pasioka, seconded by Mr. Cinquino. Motion approved.

**Policy Vote-** Mr. Loveria requested the Board approve an update to the school's policy on Instruction, namely removing the Gifted and Talented and Drivers Education section and

adding Health & Mental Health Education. A motion to accept the Policy Update on Instruction was made by Mrs. Kelley, seconded by Mr. Donnelly. Motion approved.

### **ADMINISTRATIVE REPORT**

**Cabinet Report-** No Report

**Principals Report-** Mr. Mott provided a series of photos of the new Project Lead the Way classroom at the middle school. The stain glass windows in the room (formerly the chapel of Holy Angles Academy) were preserved. The renovations were on time and on budget.

### **ADJOURNMENT**

Motion to adjourn the meeting at 5:20pm was made by Mr. Mikulec, seconded by Mrs. Smith. Motion approved.

**Next Meeting: Tuesday, January 14, 2020, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo NY 14207  
**BOARD OF TRUSTEES MEETING 1/14/2020**

**MINUTES**

**Board Members Present:** David Quackenbush, John Cinquino, Michael Keller, Joseph Berti, Robert Mikulec, Ian Donnelly, Danielle Salasavage, Kenneth Robinson

**Unable to Attend:** Andrea Pasioka, Michael Stevens, Lisa Smith, Karen Kelley

**Others Present:** Tanya Moore, Garrick Loveria, Ann Morgante, Gregory Mott, Brett Lutterbein, Adam Buffomante, Thomas Sullivan, Keith Banas, Daniel Scholze, Nicole Killian, Elaine Reynolds, Brian Sibbetts, Sarah Martinez

**MINUTES**

Motion to approve the December 9, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Mikulec. Minutes approved.

**PUBLIC COMMENTS**

Elaine Reynolds, Library Media Specialist, welcomed the Board to the Middle School and invited them to a tour of the school following the meeting.

Sarah Martinez, HS Music Teacher, announced that this year's musical is "Matilda the Musical", which will take place March 6-8, 2020.

**PRESENTATION**

Ms. Donna Gonser & Mr. Robert Torella from Lumsden & McCormick provided an overview of the 2018-2019 audit for CSAT. A detailed audit packet was provided to each Board Member. Ms. Gonser said that the audit went very well. There were no audit difficulties or disagreements with management, as well as no significant audit adjustments or material weaknesses. The improvements seen from the previous year were in key account reconciliations and cash receipts. The school has a healthy financial situation. Mr. Torella highlighted the Statement of Activities. The expense side showed nothing out of the ordinary. The receivables showed an increase which was mainly a timing issue. The auditors were asked to compare CSAT's financial

standing as compared to other schools/school districts that Lumsden & McCormick provide audit services for. Ms. Gosner reported that CSAT is in a very strong position financially as compared to those schools.

#### **PERMANENT BOARD COMMITTEES**

**Finance-** Mr. Cinquino lauded the efforts of Mrs. Moore and her staff for the fine work that they do and for the wonderful working relationship that CSAT has with Lumsden & McCormick.

#### **AD HOC BOARD COMMITTEES**

**Appeals** – Mr. Donnelly noted that there are 2 appeals currently in process. There was one appeal which was recently denied. Mr. Donnelly inquired about the services we provide to students and families to help alleviate the behaviors the students are exhibiting. It would help the Board understand what we provide. Mr. Robinson commented that it might be a good idea to engage outside organizations to assist. Mr. Loveria mentioned that the school will soon be hiring a new Family Support Center Director to help address the concerns mentioned as well as expressing a keen interest in looking at every resource that is available to assist our families.

#### **OLD BUSINESS**

**Therapy Dog-**Mr. Loveria referred the Board to the handout which would spell out the stipends that would be given to new therapy dog handlers as well as to the mentor teacher. As the current therapy dogs are aging and will need to be replaced soon, this is a good time to begin the process of selecting new dogs. After discussion, the following resolution was adopted:

1: An annual budget item of \$2500 dedicated to the medical/health and certification for handlers of therapy dogs. All unused fees will be rolled over. A motion to accept the resolution was made by Mr. Berti, seconded by Mr. Cinquino. Motion approved.

#### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 5); the current enrollment is down slightly from December, 2,345. There will be new students starting in the elementary and high schools shortly.

**Personnel Report** – Mr. Loveria reviewed the personnel report (pgs. 6-8). The report is self-explanatory with new hires, new substitutes, position changes, resignations and Family Leave requests. A motion to accept the Enrollment and Personnel reports was made by Mr. Mikulec, seconded by Mrs. Salasavage. Motion approved.

**Foundation-** Mr. Robinson and Mr. Quackenbush provided an update on the work of the CSAT Foundation. You received in your packet the IRS form for filing purposes for the Foundation. We are still looking for Board input for individuals to be on the design team. The Board's input is very important so please contact Mr. Robinson with names of individuals you feel would be

good for design team and to serve on Foundation Board. That Board will be small, perhaps 3. Those individuals need to be in sync with CSAT Board in order to make this endeavor successful.

### **ADMINISTRATIVE REPORT**

**Cabinet Report-** Mr. Loveria referred to the handout on the Superintendent Evaluation. The Board is asked to review the items in the evaluation.

Mr. Loveria invited Mr. Sibbetts, HS Music teacher to address the Board regarding the proposed Band trip to Boston. Mr. Sibbitts provided a handout describing the trip, scheduled for May 29-31, 2020. The trip will be attended by 55-60 students, along with 7-8 chaperones, consisting of CSAT staff and parents. The total cost per student is @\$650. The per student cost will be reduced as a result of a dedicated budget line of \$9,000 for Band, along with @\$11,000 in Band Booster account. This reduces the cost @\$315 per student. Along with additional fundraisers such as Coupon Books, Pie and Candy Bar sales, some students will have little to no cost. The Board members indicated that this is a worthwhile and educational trip. A motion to approve the Band trip to Boston was made by Mr. Keller, seconded by Mr. Robinson. Motion approved.

**Principals Report-** Ms. Morgante indicated that the school year so far has gone very well. The high school is having regents exams next week, so teachers are busy preparing the students for those exams. This year's Senior Experience is being conducted during regents week instead of the start of the year. There are six different experiences for the students to choose from:

- ECC Instant Admissions and Rise Program
- ECC College Credit Course ( 3 credits)
- Manufacturing and OSHA certification
- Health Care, with First Aid and CPR certification
- Community Service ( Habitat for Humanity and other sites)
- Military

Mrs. Errington has done a wonderful job in lining up these experiences, so hopefully the seniors will enjoy the opportunities these experiences provide

### **ADJOURNMENT**

Motion to move to Executive Session at 5:55pm was made by Mr. Berti, seconded by Mr. Donnelly. Motion approved. Tour of Middle School took place before start of Executive Session. No action requiring Board vote arose. Motion to leave Executive Session and adjourn the regular meeting at 6:55pm was made by Mr. Cinquino seconded by Mr. Keller. Meeting adjourned.

**Next Meeting: February 11, 2020, 4:30 pm.**

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 2/11/2020**

**MINUTES**

**Board Members Present:** David Quackenbush, Michael Keller, Joseph Berti, Robert Mikulec, Ian Donnelly, Kenneth Robinson, Andrea Pasioka, Lisa Smith, Michael Stevens, Karen Kelley (via phone)

**Unable to Attend:** John Cinquino, Danielle Salasavage

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Ann Morgante, Gregory Mott, Sue Jurewicz, Nadine Williamson, Thomas Sullivan, Keith Banas, Daniel Scholze, Nicole Killion

**MINUTES**

Motion to approve the January 14, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Mikulec, seconded by Mr. Keller.

Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

Mr. Quackenbush referenced the Fact Sheet enclosed in the Board Packet in response to the recent Buffalo News editorial written by Mr. Larry Scott, a member of the Buffalo Board of Education, on Charter Schools. As there are a number of inaccuracies in the editorial, this Fact Sheet is being circulated to Board members as our response to possible questions about the editorial.

Mr. Stevens pointed out a recent study by CREDO at Stanford University on the gains that Charter Schools are making in comparison to Public Schools. It will be helpful to use the information in that study (in addition to our Fact Sheet) to boost CSAT's effectiveness.

**PERMANENT BOARD COMMITTEES**

**Quality Assurance-** Mrs. Smith referenced pages 7 & 8 of the Board Packet. The recent QA meeting was dedicated to reviewing the iReady data for grades 1-8 in reading & math. Mrs.

Williamson reported that growth has been seen in reading, from 19% to 32%, and in math from 11% to 27%. Mrs. Smith said it is sobering to see how many students are 2 or more levels below in reading. There are new measures going forward that are categorized as Typical Growth Goals and Stretch Growth Goals. Those are explained in the board packet. There was discussion on ideas to consider outside of the school day to achieve these goals. Ideas included a Kindergarten Boot Camp and an after-school program at the Middle School. There were also questions on what other schools who use iReady have seen in growth areas. Mr. Lyle pointed out that this program is just being rolled out by iReady, so CSAT will need to continue to analyze the data in order to set realistic goals. In March, CSAT is meeting with Curriculum Associates to assist us with strategies to achieve accurate data for specific grade level achievement.

**Finance-** No Report

**Career Readiness-**Mr. Berti referenced the committee's report found on page 9 of the Board packet. The committee discussed the D'Youville Bridge Program. There are cost issues that need to be resolved before we can move forward. Mr. Loveria pointed out that both D'Youville and CSAT are working to reduce those costs. There are 55 high school students that have expressed interest in the program. The Career Convention is set for March 26, 2020 at the high school. Board members are encouraged to attend. An invite will be sent to members. The Program Evaluation piece is moving along. There was a meeting on January 30 to come up with a solution on how we can properly evaluate our school program. The group decided to identify factors and to monitor our students to see if they have achieved those indicators. If they have, we can say that we have done our part in assisting them. The leading indicators are not all academically oriented. We discussed engaging with the Development Committee to seek funding for Program Evaluation.

#### **AD HOC BOARD COMMITTEES**

**Appeals** – Mr. Donnelly noted there were 2 appeals in January, both were denied. They both involved physical altercations. One of the parents wanted CSAT to remove the incident from their record, that request was denied.

**Development-** Mr. Robinson noted the good discussion and sharing that occurred in our meeting on February 6 (see pgs. 11 & 12 of the Board packet). We met with Bob Bennett to get his views on how to start a Foundation Board. Mr. Bennett recommended we visit Success Academy in NYC as they have had great success in raising funds. We did receive Barclay and Damon's opinion on current CSAT employees serving on Board. We also worked on a Job Description for prospective Foundation Board Members and the structure of the Board. We

discussed hiring an Executive Director, though we are hoping we can start with a volunteer as we do not anticipate having funding for that position.

### **OLD BUSINESS**

Mr. Quackenbush inquired if the surface lot construction is still on. Mr. Keller responded it was, depending on the weather. Mr. Quackenbush asked that the price originally quoted be confirmed. There are old drawings of the former Curtis Wright airplane factory where our elementary building now stands. Please feel free to view them at your convenience.

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 13); the current enrollment is up slightly from January to 2,348. There were four juniors promoted to seniors as a result of passing their January regents exams. No further high school students will be accepted this school year. You will also see on pages 14 & 15 of the marketing efforts that have been ongoing this year, thanks to the efforts of Lori Allan and Emily Lyons in the Communications Office. We are now focusing on Open House and enrollment efforts. We are up 100 applications so far this year as compared to last year. There was discussion on the use of social media. If data proves that this is the way forward, we should consider investing more in that area.

Mr. Loveria mentioned a recent meeting with Mr. Al D'Amico, Buffalo Schools Transportation Office. The purpose was to clarify what our data is compared to Buffalo's and how we can work together to resolve any issues. It was agreed that starting Feb. 14, bus #'s 640, 641 and 685 should arrive at our school on time. These routes are consistently late. In addition, we will begin efforts to emphasize use of seat belts on the bus.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 16 & 17). The report is self-explanatory with new hires, new substitutes, position changes, resignations and Family Leave requests. The school has hired CSAT alum Joey Cicatello as Coordinator of Family Support. Joey will work on parent engagement. Mr. Lyle did make reference to the issue of Family Leave. It is difficult to find replacements and costly. We are working with Canisius College on a mentorship/internship program with prospective teachers to help with Family Leave situations. A motion to accept the Enrollment and Personnel reports was made by Mrs. Pasieka, seconded by Mr. Robinson. Motion approved.

### **ADMINISTRATIVE REPORT**

**Cabinet Report-** Mr. Lyle spoke with Susan Gibbons at State Ed regarding CSAT's Complaint Policy. Ms. Gibbons asked CSAT to update the policy points that were recommended. There are no significant changes except to reflect more simplistic and legalese language. A motion to approve the changes was made by Mr. Mikulec, seconded by Mr. Berti. Motion approved. Mr.

Quackenbush noted for the record that in twenty years, one complaint has been filed. This shows a new level of cooperation that we have with State Ed.

**Principals Report-** Ms. Morgante commented on the Senior Experience. The students and teachers involved said it went very well. The event was changed from late August to January, during Regents week. As for the January Regents, our focus on student engagement has paid off. Of the 173 seniors, 163 have all of their graduation requirements met. We have never had such a low number at this point in the year. We do have several seniors that are in trouble. We will be meeting with each student shortly to discuss options for them. Mr. Berti inquired about discipline issues. Mr. Lyle said the suspension rate numbers are up, but in most cases, it is with students that are new to CSAT. We need to do a better job educating our younger students about CSAT's expectations. Most of the physical altercations are happening out of school, such as at the Metro Rail station. However, those students are still our responsibility, so we will hold them accountable even off school grounds. Mr. Lyle also indicated that we need to revisit the Code of Conduct. We are interested in speaking with Eva Moskowitz at Success Academy on how they handle those issues.

### **ADJOURNMENT**

Motion to move to Executive Session at 6:15pm was made by Mr. Keller, seconded by Mr. Donnelly. Motion approved. No action requiring Board vote arose. Motion to leave Executive Session and adjourn the regular meeting at 6:55pm was made by Mr. Stevens seconded by Mrs. Pasieka. Meeting adjourned.

**Next Meeting: March 10, 2020, 4:30 pm.**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 3/10/2020**

**MINUTES**

**BOARD MEMBERS PRESENT:** David Quackenbush, Michael Keller, Joseph Berti, Andrea Pasioka, Michael Stevens, John Cinquino, Danielle Salasavage, Ian Donnelly (by phone)

**UNABLE TO ATTEND:** Karen Kelley, Lisa Smith, Robert Mikulec, Kenneth Robinson

**OTHERS PRESENT:** Andrew Lyle, Tanya Moore, Garrick Loveria, Ann Morgante, Gregory Mott, Sue Jurewicz, Brett Lutterbein, Thomas Sullivan, Daniel Scholze, Keith Banas, Nicole Killion

**MINUTES**

Motion to approve the February 11, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mrs. Pasioka.

Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-**Mr. Lyle gave an update on the COVID-19 virus outbreak. As of today, no cases have been reported in Erie County. If a student, faculty or staff member contracts the virus, we must report that individual to Erie County Health Department and close the school in order to clean the facility. We are also required to contact State Ed to inform them of the closing. We then need to re-file with the County and State Ed in order to re-open. The closing would include all three school buildings. In dealing with a protocol to follow, we have not been able to find a school district nationwide that has any type of protocol on infectious disease outbreaks. We use our own staff to clean and sanitize. There is continuous cleaning of all surfaces and the staff is doing a good job. You will also see in your packet a thank you from the Tonawanda Police Department regarding our cooperative efforts with lockdown drills. They acknowledged the letter sent from Garrick Loveria on their website and Twitter account. As for the blueprints that David Quackenbush provided on the Curtis-Wright building, the site of the

elementary school, we are working on a display board which will consist of several portable units to commemorate CSAT's 20<sup>th</sup> anniversary next year. Emily Lyons and Tom Sullivan are working on that now. Lastly, a reminder that the annual Career Convention is set for March 26, 2020. We are monitoring the COVID-19 situation as this may impact this year's convention.

### **Principals Report**

K-5: Mrs. Jurewicz discussed the recent cultural celebration that focused on Black authors during Black History Month. We are conducting a school-wide behavioral incentive program with Lucky Bucks. We are also focusing our efforts on iReady diagnostics as well as monitoring attendance. The current average daily attendance is 96%. Kudos to Cinde Cozad, our Greenhouse Operations person who is doing a fantastic job with the students.

Gr. 6-8: Mr. Mott also focused his attention on the school wide Black History Month celebrations at the Middle School. The themes were freedom, diversity & pride. A highlight was a recent field trip to the Buffalo Tesla plant as part of the Girls Engineering Day. There were 60 Middle School girls who participated.

### **PERMANENT BOARD COMMITTEES**

**Quality Assurance-**Mr. Lyle referred the Board members to pages 9-15 of their packet. The meeting consisted of looking at high school data in ELA. As you can see, the high school has seen significant growth in that area. The ELA coach is working with teachers across all disciplines. Ms. Morgante and Mr. Lutterbein then discussed how the high school has raised the bar on mastery level. That was done through professional development in student centered instruction. The results were seen in the January Regents exams. That was evident even with our special education students, especially in student writing. We are seeing higher level work in all disciplines. You will see in the Performance Level Charts the rise in level's 4 & 5 from the January data. The Regents exam was taken by 75 students, including our English Language learners and Special Education students. Please note the dramatic improvement in all the levels.

Mr. Lyle indicated that he has received a final draft of the charter renewal. The review is for factual corrections only. Of the 10 areas CAST is evaluated on, we have met 9 of 10, with the exception of our ESL and Special Ed. students. The report will now go to the State Board of Regents for their April meeting. Mr. Lyle is confident that CSAT will be granted a 5-year renewal.

**Finance-** Mr. Cinquino commented on the recent volatility with the Stock Market and CSAT's portfolio. The good news is that one portfolio is down only 1% and the other is down less than 5%. The portfolios are very diverse and the loss-to-date is minimal. Mr. Quackenbush noted that volatility has taken place for years in the stock market. We have very good investment managers and we will stay the course

### **AD HOC COMMITTEES**

**Appeals-** None

**Development-** Mr. Quackenbush referenced the two items in the Board packet, Understanding Fund Development through the Trustee Lens and the NY State Filing receipt on CSAT Foundation. Mr. Quackenbush advised the Board members to review

the packet and to understand their role as advocates for donor cultivation. The hope is that the foundation will be up and ready by the end of the year.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria reviewed the current enrollment which stands at 2350. The marketing efforts are now concentrated on High School Open House and the Lottery. At present, we are down 15 applications from this time last year. This is due in part to three new charter schools opening next year. The metrics from the marketing efforts on Ch. 2 are good, including the digital campaign. The lottery is scheduled for Friday, April 3, 2020.

**Personnel-** Mr. Lyle reviewed the personnel report. The report is self-explanatory, with new hires, substitutes, position changes, resignations and Family Leave requests. The school has hired Michael Walter as the new Director of Family Support & Engagement. He replaces Sarah Rohde. A motion to accept the Enrollment & Personnel report was made by Mrs. Salasavage, seconded by Mr. Cinquino. Motion approved.

**Proposed 2020-2021 Calendar-** Mr. Lyle asked the Board to review the proposed calendar for the 2020-2021 school year. The calendar next year is based on Buffalo's calendar and not BOCES. We are still waiting on scoring days from Buffalo. The Board is asked to approve the calendar at the April Board meeting.

### **ADJOURNMENT**

Motion to adjourn the regular meeting at 5:50pm and move to Executive Session made by Mr. Donnelly, seconded by Mr. Berti. Motion approved. No action requiring Board vote arose. Motion to leave Executive Session and adjourn the regular meeting at 6:20pm made by Mr. Keller, seconded by Mrs. Pasieka. Meeting adjourned.

**Next Meeting: April 7, 2020, 4:30 p.m.**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 4/7/2020**

**MINUTES**

**BOARD MEMBERS PRESENT: In person:** David Quackenbush, Michael Keller, **Via Teleconference:** Joseph Berti, Andrea Pasieka, Michael Stevens, John Cinquino, Danielle Salasavage, Ian Donnelly, Karen Kelley, Lisa Smith, Robert Mikulec

**UNABLE TO ATTEND:** Kenneth Robinson

**OTHERS PRESENT: In person:** Andrew Lyle, Robert Shannon, Thomas Sullivan, **Via Teleconference:** Tanya Moore, Garrick Loveria, Ann Morgante, Gregory Mott, Brett Lutterbein, Daniel Scholze, Nicole Killion

**MINUTES**

Motion to approve the March 10, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Mikulec, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report & Principals Report-** Mr. Lyle is combining these reports for today's meeting. As we know, all schools in Erie County are closed. As Gov. Cuomo made clear in his order, schools are not being held to their required 180 days of attendance, as this applies only to districts. As we are over 190 days, CSAT is fine. The Charter School Office did require all charters to file a Continuing Education Plan to provide instruction during the closing. We had our materials ready for distribution to families within two days. We are also providing meals Monday, Wednesday & Fridays. We are averaging 600 meals each of those days. We are asking parents to complete an online survey for a computer loan program and plan to distribute those as needed. Spectrum Cable is providing internet connection. Once the survey is complete, we will start distribution with high school juniors. State Ed has cancelled grade 3-8 assessments and Regents exams. We are waiting for information on how to grant Regents credit. We did hear some great news from both BOCES and State Ed. We have been recognized for our exemplary response to the Covid-19 outbreak as other districts are using us as an

example on how to respond. The teachers and staff have been terrific, and it shows in the positive response from parents. Special thanks to our food service and maintenance staff for their great work. The Principals and Cabinet members are staffing the school on a rotating basis. Mr. Donnelly inquired about High School graduation. Mr. Lyle said gowns have been ordered but no decision has been made as to the actual ceremony itself. Mrs. Pasioka asked about seniors who are borderline with grades. Mr. Lyle responded by saying that the school is awaiting guidance from State Ed on how to handle those situations. Mr. Quackenbush said that there are multiple updates from State Ed and no one knows if or when the schools will re-open. At present, Gov. Cuomo is closing schools on a two-week basis, so the final decision will be up to him.

## **PERMANENT BOARD COMMITTEES**

**Quality Assurance-**No report

**Finance-** Mrs. Moore reported that there is no interruption from State Ed for per-pupil aid. As a result, all part-time and full-time staff are being paid. As mentioned, meals are provided 3 days a week. So far, we have distributed 10,610 meals to our families. Work is on-going for the 2020-2021 budget. We will present the budget for Board consideration at the May and/or June meeting. Mr. Cinquino mentioned that CSAT does hold reserves which is a plus for the school. Mr. Keller inquired about CSAT receiving any funds from the federal government. Mrs. Moore commented that the CARES Act could result in an additional aid of \$150K. There is also Supplemental tuition for Charters that is a possibility. Mr. Donnelly asked about the recent article on Buffalo Schools overpaying the Charters. Mr. Quackenbush responded that this issue should be addressed as a group of Charters, however, Tapestry filed an Intercept with State Ed. We have had discussion with Buffalo and discovered non-payment of a consultant teacher that occurred for several years. We assume Buffalo will take some or all of the money and we may have to file an Intercept with State Ed. We will share more info as it becomes available. Mr. Keller noted that the stock market is down @20%. We will stay the course with our holdings as the market will likely rebound in the coming months.

## **AD HOC COMMITTEES**

**Appeals-** None

**Facilities-** All construction is on hold as the school is not in session. We cannot begin until the ban is lifted.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Enrollment-** Mr. Loveria reviewed the current enrollment which stands at 2344. The Lottery was held on April 3, 2020. No public was allowed on-site though it was broadcast on YouTube. The staff that day did an incredible job. The acceptance and wait list letters were mail the same day, over 1,000 total. Parents are being asked to fill out their acceptance materials online. We had just under 800 applications and considering new charters opening, we were happy with that number. We have wait lists for all grades

except Kindergarten, all other grades are full. Many thanks especially to Lori Allan and Emily Lyons in Communications Office for their work promoting the Lottery. Mr. Mikulec asked about the current number of 9<sup>th</sup> graders, 194. How are we accommodating the overload there? Ms. Morgante responded by saying that we are under enrolled in other grades so we have enough seats. Mr. Quackenbush asked that if we had 780 applicants will they actually all enroll? Mr. Lyle said that enrollment is an on-going process. We won't have a realistic number until after the first 2-3 weeks of school. Mr. Donnelly inquired about no wait list for Kindergarten. Mr. Lyle said that is correct. We will likely have up to 20 repeat students so we should be in good shape.

**Personnel-** Mr. Lyle reviewed the personnel report. The report is self-explanatory, with new hires, substitutes, position changes, resignations and Family Leave requests. A motion to accept the Enrollment & Personnel report was made by Mrs. Pasioka, seconded by Mr. Donnelly. Motion approved.

**Proposed 2020-2021 Calendar-** Mr. Lyle reminded the Board that the calendar was distributed at the March meeting for review and vote today. The only possible change that could occur is scoring days. If the dates are different from Buffalo Public Schools, we will change ours. A motion to accept the 2020-2021 Calendar was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

**Other-** Mr. Cinquino asked about the Charter Renewal. Mr. Lyle said that he heard today from Susan Gibbons that we need a corrective action plan to meet our goals for our Special Ed and ESL students. This section is already completed and will go out to Ms. Gibbons today. The vote on our renewal will take place at the Board of Regents meeting in May. Mr. Lyle said he would know the week of April 27 what the recommendation would be for our renewal. Mr. Quackenbush noted that Mr. Lyle responded very quickly to Ms. Gibbons request, so we are on top of the situation.

### **ADJOURNMENT**

Motion to adjourn the meeting at 5:22pm was made by Mr. Mikulec, seconded by Mr. Cinquino. Motion approved.

**Next Meeting: May 12, 2020, 4:30 pm.**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 5/12/2020**

**MINUTES**

**BOARD MEMBERS PRESENT:** **In person,** David Quackenbush, Michael Keller, John Cinquino, Joseph Berti **Via Teleconference:** Andrea Pasioka, Michael Stevens, Danielle Salasavage, Ian Donnelly, Karen Kelley, Lisa Smith, Robert Mikulec, Kenneth Robinson

**UNABLE TO ATTEND:**

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Robert Shannon, Thomas Sullivan, **Via Teleconference:** Tanya Moore, Ann Morgante, Sue Jurewicz, Gregory Mott, Brett Lutterbein, Daniel Scholze, Nicole Killion, Alison Kuitems, Keith Banas, Matthew Folger

**MINUTES**

Motion to approve the April 7, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Cinquino. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None. Mr. Quackenbush noted that this is a momentous Board meeting in that this is the first time in CSAT's history that we have been renewed during a pandemic. Our administrative team, staff, and teachers have done an outstanding job, we are retaining our customers and doing what we pledged to do as a Board and staff. He noted the school has served 30,000 meals, distributed 1,000 laptops and teaching remotely, Thank You to everyone for a job well done!

**ADMINISTRATIVE REPORTS**

**Cabinet Report & Principals Report-** Mr. Lyle thanked the Board and the Administrative Team for all their work these past two months. As you know, CSAT received a 5-year renewal from the Board of Regents, the vote was 13-4. The comments from a few of the Regents were highly political. Several Regents members made comments which indicated they are not in favor of the charter movement. It became

obvious when they voted not to renew Buffalo Academy of Science, one of the highest performing charters in Buffalo. Mr. Lyle provided an update on the extended school closure and the tremendous work the faculty and staff did in three short days to provide work for the students, prepare meals, distribute laptops and hold some creative Zoom conferences with their students. All this information was submitted as required to State Ed.

In lieu of a Principals Report, Mr. Lyle introduced Alison Kuitems, CSAT's Technology Integration Specialist, to give us an overview of the technology being used by faculty. Ms. Kuitems highlighted a number of examples that CSAT has provided the teachers to use for the students: K-2 Padlet exercises & 3-12 Microsoft team exercises (examples shown) as well as on-line learning resources for teachers and on-line teacher webinars which are provided weekly. All learning resources are recorded in case the teacher cannot attend at the time provided. Mr. Berti asked if CSAT is grading students. Mr. Lyle responded that we are not as we are monitoring feedback from students. Teachers are reaching out to students who have not accessed their work. Laptop distribution will increase the work being completed. Mr. Shannon thanked the Technology staff for getting the laptops ready under short notice. Most families do have access to connectivity. Mr. Berti asked about the training we are providing teachers in this new learning environment. Ms. Kuitems commented that she is in constant contact and provides daily office hours for teachers. There is some exemplary work being done by the teachers that they share with one another. Tech support is also available to staff. Mr. Quackenbush asked if the Charter School Office is aware of what CSAT is doing. Mr. Lyle replied that they certainly are aware, and CSAT's continuing learning plans is being used as an example not only to other charters but public districts as well. Mr. Quackenbush inquired about end of year grades. Mr. Lyle said that at present there is no guidance on that issue right now. There is no doubt that the pandemic has altered education going forward. We will continue to monitor the situation as we await guidance from State Ed on how education will be provided when schools re-open.

### **PERMANENT BOARD COMMITTEES**

**Finance-** Mr. Cinquino discussed the stock market volatility in recent months and its effect on our investments. CSAT has 3 different advisors for its 3 portfolios. From Dec.-March, the market was down 20-30% while our portfolios were down 19%, 18% and 14% respectively. From Dec.-May, our portfolios were down 8%, 9% and 14% respectively. This volatility does occur every 3-4 years in the market. We do anticipate the market will come back to where it was in recent months. In terms of actual dollars, at its worst, our losses were \$1.7 million, at present, our losses are at \$850,000.

Mrs. Moore discussed the work that is taking place regrading the 2020-2021 budget. We are still awaiting word from NYS on per-pupil reimbursement and possible cuts to charter schools. Currently, the draft budget is being built with a 2% decrease. There is good news on health care costs, a 1.3% decrease. Many Covid-19 related costs are included. We will present the draft budget to the Finance Committee shortly and then to

the entire Board at the June meetings. The March financials are complete. We do anticipate a surplus for the 2019-2020 school year.

As for the SPED intercept issue with Buffalo Public Schools (BPS), we have scaled back our work with the other charter schools. We are receiving all our per pupil funding from all districts. BPS did not include our Consultant Teacher SPED adjustment with their final payment (\$394,000). Mr. Lyle and Mrs. Moore have been in contact with Buffalo on this issue but have not yet received a response. We will follow up shortly. Mr. Quackenbush commented that this is the best option to use on this matter with BPS. We will however keep our options open to a possible intercept with New York State.

### **AD HOC COMMITTEES**

**Appeals-** None

**Facilities-** Mr. Keller said that the surface lot construction will begin on Thursday with a target completion date in late June. The landscaping may take a bit longer as we need to plant trees as per City of Buffalo. As for the crosswalk, Tonawanda is looking at this as they might be responsible for taking care of it as part of the town improvement plan. The costs may be higher as we may need more concrete work. The target completion date is also the end of June.

### **OLD BUSINESS**

Mr. Quackenbush noted that the final document for CSAT Foundation was included in the packet for your review.

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria reviewed the current enrollment which remains the same as last month at 2344. Please note the difference from May 2019 which is noted at bottom of the page. As shown in the report, we are up substantially from last year. The Lottery on April 3 went well. We are still trying to have parents complete the enrollment process. At present, we are at approximately 175 enrolled for Kindergarten, which is short of our goal of 185. We also have openings in grades 2 & 3. In reaching out to parents, many indicated that due to the pandemic, taking care of enrollment paperwork was the last thing on their minds. A few also commented that they thought they were set when they received notification that they were accepted. There are still a number of parents who are undecided. Mr. Lyle commented that he has heard from other charters that they are having the same issue. Mr. Donnelly asked how we are marketing ourselves to show how we are standing apart from other schools. Mr. Lyle replied that we are working with the Communication Office to show how we are connecting with our families and highlighting examples of outstanding teacher online learning lessons. Mr. Quackenbush encouraged the staff to work on that to show how well CAST is responding to the pandemic.

**Personnel-** Mr. Lyle reviewed the personnel report. There is nothing new to report except for an update on Family Leave requests.

A motion to accept the Enrollment & Personnel report was made by Mr. Keller, seconded by Mr. Berti. Motion approved.

**Policy-** Mr. Loveria proposed for Board consideration an update to school policy on Immunization and Child Abuse and Maltreatment. The Immunization update clarifies the school and parent responsibilities. The Child Abuse and Maltreatment updates training for staff and whistleblower protection. After some discussion, the Policy updates were tabled for further discussion at the June meeting.

**Other-** Mr. Robinson asked about meals distribution and if there are any problems with families who are unable to pick up the meals. Mr. Lyle replied that we have made arrangements with a few parents and have also been in contact with the public school district of residence and those families can pick up meals there as well. Mrs. Kelley asked if there is any sense on what things will look like once school is back in session. Mr. Lyle said that there is no update yet. We are guided by Erie County Health Department. We are having conversations almost daily on what changes may take place in the buildings, on buses, activities, etc.

#### **ADJOURNMENT**

Motion to move to Executive Session at 5:50 pm to discuss certain matters made by Mr. Berti, seconded by Mr. Cinquino. Motion approved. No action requiring Board vote arose. Motion to leave Executive Session and adjourn the regular meeting at 7:30pm was made by Mrs. Pasieka, seconded by Mr. Keller. Meeting adjourned.

**Next Meeting: June 9, 2020, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 6/9/2020**

**MINUTES**

**BOARD MEMBERS PRESENT:** **In person,** David Quackenbush, Michael Keller, John Cinquino, Robert Mikulec, Joseph Berti, Kenneth Robinson **Via Teleconference:** Andrea Pasieka, Michael Stevens, Danielle Salasavage, Ian Donnelly, Karen Kelley, Lisa Smith

**UNABLE TO ATTEND:**

**OTHERS PRESENT:** **In person:** Andrew Lyle, Tanya Moore, Robert Shannon, Thomas Sullivan, **Via Teleconference:** Garrick Loveria, Sue Jurewicz, Gregory Mott, Daniel Scholze, Nicole Killion

**MINUTES**

Motion to approve the May 12, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Mikulec. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

Mr. Quackenbush announced to the Board that Mr. Robert Mikulec would be stepping down from the Board at the end of June, after 20 years of service as a Board member. Mr. Quackenbush reflected on Mr. Mikulec's accomplishments as a founding member of the school and its Board of Trustees. The school is a better place because of his years of unfailing service to the mission of CSAT. Mr. Mikulec has agreed to continue his association with CSAT as a member of the Foundation Board and to help compile a history of CSAT. Mr. Keller reflected on his 40+ year friendship with Mr. Mikulec. On behalf of the Board, Mr. Quackenbush presented Mr. Mikulec with several gifts and mementos. Mr. Mikulec expressed his thanks and his continued commitment to CSAT.

**ADMINISTRATIVE REPORTS**

**Cabinet Report & Principals Report-** Mr. Lyle mentioned that the NYS Board of Regents yesterday decided to revote and granted a full 5- year renewal to Buffalo Academy of Science Charter School. There is a concern that the Regent who represents

WNY, Catherine Collins, is not supportive of Charter Schools and voted originally to deny Buffalo Science its renewal. This recent experience has emboldened the charter school leaders and other members in the WNY community to support and strengthen one another as we face this issue. One other important aspect that came out of the Regents meeting yesterday is that they may add another benchmark on racial make-up of school leadership and faculty. Mr. Lyle distributed a recent Buffalo News editorial by Philip Rumore, Buffalo Teacher Union President on charter schools, and a fact sheet for board members should they need talking points when speaking to others about charter schools.

Mr. Lyle also had high praise for the outstanding job that the High School has done for this year's graduation. It is a drive-thru event that is taking place today through Friday from 2-6pm. The graduation is being recorded and will be spliced together and made available to all graduates. In addition, Mr. Lyle thanked the building principals who have continued to work with teachers, staff and families in distributing work and returning personal belongings to students. Kudos also to Mr. Shannon and his technology team for their outstanding work on laptop distribution and providing on-line educational experiences for each grade level.

### **PERMANENT BOARD COMMITTEES**

**Finance-** Mr. Cinquino introduced the 2020-2021 budget. This budget is a breakeven budget on a somewhat cash basis. He complimented Mr. Lyle & Mrs. Moore on their work to achieve the budget during this difficult time. Mrs. Moore highlighted these aspects of the budget:

- The revenue formula includes a multiplier less than one percent (0.945) which creates a reduction in per pupil revenue in each district
- There is a possibility, as per Gov. Cuomo, of an additional cut in school aid up to 20%, which if realized would be a shortfall to CSAT of \$6 million
- In preparation of new and ongoing student needs when returning to the classroom, staffing levels remain the same
- Additional costs are included for cleaning supplies, PPE and classroom supplies

Key Drivers in the budget include:

- We have maximized our charter approved enrollment/number of seats, no increase this year
- The budget is predicated on enrollment at 99%
- Salaries: Union: 3% or BTM  
Non-union: 3%  
Admin: no raise
- Health Care: decrease of 1.3%
- Slight increase in Teacher Retirement System
- Change in Net Assets: Not inclusive of depreciation
- Teacher Days are slightly modified
- Per Pupil decrease example: Buffalo -2.2%, Ken-Ton -5.1%

- Enrollment: Based on 2341 students (budget reflects 99%)
- Revenue: \$33,933,972; Expenses: \$33,917,280 (excl depreciation)

Mr. Quackenbush asked if there is an update on the SPED intercept with BPS. Mrs. Moore commented that Buffalo has already taken 2 payments from CSAT, the remaining payments will be accrued into 2019-2020 and are not factored into the budget.

Mrs. Kelley asked what the implications are for a worst-case scenario of an additional 20% cut from NYS. Mr. Cinquno replied that if that happens, we would have to come together to see how we could factor in a \$6 million loss. Mr. Lyle said that with our past surplus we would fare better than other charters who would be in a perilous situation.

Mr. Mikulec asked if our investment income is factored in. Mrs. Moore said that the 2020-2021 budget includes a conservative estimate of anticipated interest income.

A motion to accept the 2020-2021 budget was made by Mr. Keller, seconded by Mr. Mikulec. Budget approved.

### **AD HOC COMMITTEES**

**Appeals-** None

**Facilities-** Mr. Keller said that the surface lot construction is a bit behind because of rain and drainage issues but has begun. We are still on schedule to complete the project by end of July. As for the crosswalk, we will start soon. CSAT will pay for the installation and the Town of Tonawanda will be responsible for the upkeep.

### **OLD BUSINESS**

**Pillars/Pathways-** Mr. Berti introduced the Pillars to Pathways proposal as a critical component of CSAT's mission of preparing students for lifetime careers. The Pillars to Pathways is a system for monitoring, managing and reporting the ongoing preparation of K-12 students for life after CSAT. This program is aligned with CSAT's mission of preparing our students for whichever path they choose, whether it be college or directly into a career. Mr. Berti is hopeful that once the new CSAT Foundation is fully operational, it would be able to support this effort. The initial investment is \$200,000, which is for consultative services and part-time administrative costs.

There was concern expressed by board members on this proposal. Those concerns included:

- Cost of the program considering the current budget and possible further cuts in aid
- Need to devote our resources to academic & student support services
- Lack of specific details of the proposal
- The overall cost of the program in future years

Mr. Berti did note that the surplus that CSAT has will make it possible for this program as it is an investment in our mission. Mr. Quackenbush noted that this effort would help CSAT stand out among other schools, both public and charter.

Mr. Berti made the following motion: “A motion for the CEO to begin the planning process of Pillars Supporting Pathways, which is the program that will measure program evaluation which is core of our Mission. To help the CEO succeed, we ask for an initial investment of \$200,000 for the first year’s expense of consulting services and part-time administrative cost”. The motion was seconded by Mr. Mikulec. Motion approved.

Mrs. Smith asked that pro-forma be provided to Board members in order to access the deliverables.

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria reviewed the current enrollment, which is down by 2 from last month, now at 2342. We are down @20 for Kindergarten, all other grades are set. We are running new advertisement on Ch. 2. The TV spot WGRZ created for CSAT won a Telly award in the schools category. Congrats and thanks to our Communication Office, Lori Allan and Emily Lyons, for their work on the TV spot.

**Personnel-** Mr. Lyle reviewed the personnel report. There is nothing new to report except for an update on Family Leave requests.

A motion to accept the Enrollment & Personnel report was made by Mrs. Smith, seconded by Mrs. Pasioka. Motion approved.

**Policy-** Mr. Loveria requested the Board vote on policy for Immunization. The Immunization update clarifies the school and parent responsibilities. The update was introduced at the May meeting and is in your binder. A motion to accept the Immunization Policy was made by Mrs. Kelley, seconded by Mrs. Pasioka. Motion approved. Mr. Loveria is tabling the Mandated Reporter update as he is awaiting further information. Mr. Shannon had planned to introduce Data Privacy policy; however, he will wait to introduce this at the August meeting.

### **ADJOURNMENT**

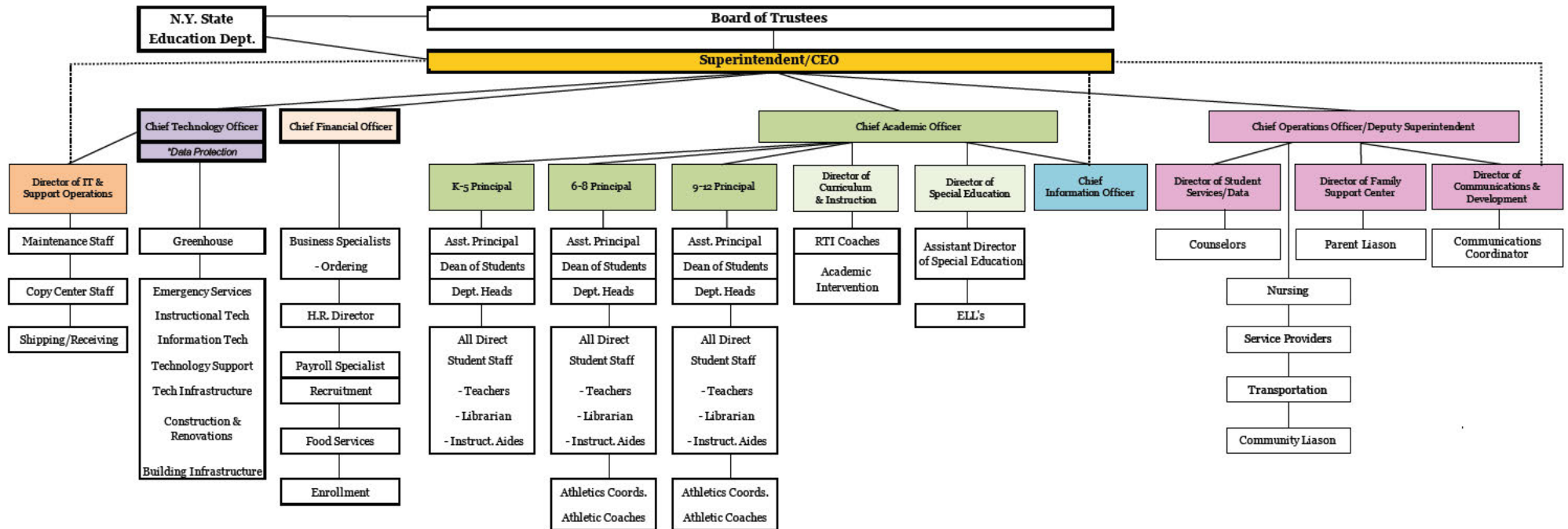
Motion to adjourn the meeting @6:30pm made by Mr. Mikulec, seconded by Mr. Keller. Motion approved.

**Next Meeting: June 23, 2020, 4:30pm**



# Charter School for Applied Technologies

## Organizational Chart



# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

2020-2021 School Year Calendar K-5

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days: 184  
Teacher Days: 198

JULY
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4th: Independence Day

AUGUST
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17th-21st: No School Professional Devel Day

24th: First Day of School - Full Day

SEPTEMBER
-----------

7th: School Closed - Labor Day

18th: 5-Week Progress Report

25th: No School Professional Development Day

OCTOBER
---------

12th: School Closed - Columbus Day

16th: No School Professional Development Day

23rd: 1st Marking Period Ends

29th: Parent/Teacher Conferences

NOVEMBER
----------

5th: Parent/Teacher Conferences

6th: School Closed

11th: School Closed - Veteran's Day

26th & 27th: Thanksgiving Recess

DECEMBER
----------

4th: 15- Week Progress Report

23rd-31st: Winter Recess No School

JANUARY
---------

1st: New Year's Day

18th: School Closed - MLK Jr. Day

22nd: 2nd Marking Period Ends

25th: No School Professional Development Day

FEBRUARY
----------

15th: School Closed-President's Day

16th-19th Winter Recess No School

26th: 25-Week Progress Report

MARCH
-------

26th: 3rd Marking Period Ends

25th & 31st: Parent/Teacher Conferences

19th: No School Professional Development Day

APRIL
-------

1st: No School

2nd - 9th: Spring Recess No School

21st & 22nd: NYS ELA Assessment Grade 3-8

30th: ELA Scoring Day - No School

MAY
-----

5th & 6th: NYS Math Assessment Grade 3-8

14th: Math Scoring Day - No School

7th: 35- Week Progress Report

28th & 31st School Closed Memorial Day

JUNE
------

7th: NYS Science Assessment Grade 4 & 8

24th Last Day of School-Full Day

24th: 4th Marking Period Ends

25th: Last day for Faculty

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Recess-No School
- No School for Students
- Student First / Last Day Full Day
- Prof Dev Day-No School for students

# CHARTER MIDDLE SCHOOL FOR APPLIED TECHNOLOGIES GR. 6-8

## 2020-2021 School Year Calendar

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days: 184  
Teacher Days: 198

### JULY

4th: Independence Day

### AUGUST

17th-21st: No School Professional Development Day  
24th: First Day of School - Full Day

### SEPTEMBER

7th: School Closed - Labor Day  
18th: 5-Week Progress Report  
25th: No School Professional Development Day

### OCTOBER

12th: School Closed - Columbus Day  
16th: No School Professional Development Day  
23rd: 1st Marking Period Ends  
29th: Parent/Teacher Conferences

### NOVEMBER

5th: Parent/Teacher Conferences  
6th: School Closed  
11th: School Closed - Veteran's Day  
26th & 27th: Thanksgiving Recess

### DECEMBER

4th: 15-Week Progress Report  
23rd-31st: Winter Recess No School

### JANUARY

1st: New Year's Day  
18th: School Closed - MLK Jr. Day  
22nd: 2nd Marking Period Ends

### FEBRUARY

1st: No School Professional Development Day  
15th: School Closed-President's Day  
16th-19th Winter Recess No School  
26th: 25-Week Progress Report

### MARCH

26th: 3rd Marking Period Ends  
25th & 31st: Parent/Teacher Conferences  
19th: No School Professional Development Day

### APRIL

1st: No School  
2nd - 9th: Spring Recess No School  
21st & 22nd: NYS ELA Assessment Grade 3-8  
29th: FLA Scoring Day - No School

### MAY

5th & 6th: NYS Math Assessment Grade 3-8  
13th: Math Scoring Day - No School  
7th: 35-Week Progress Report  
28th & 31st School Closed Memorial Day

### JUNE

7th NYS Science Assessment Gr.8  
18th-23rd MS Final Exams- Half Days  
24th Last Day of School Half Day  
24th: 4th Marking Period Ends  
25th: Last day for Faculty

### January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Recess-No School
- No School for Students
- Student First Day -Full
- Student Last Day -Half
- Prof Dev Day-No
- School for students
- MS Final Exams -Half Days

# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

2020-2021 School Year Calendar - HS

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days: 184  
Teacher Days: 197

JULY						
------	--	--	--	--	--	--

AUGUST						
--------	--	--	--	--	--	--

17th-21st: No School Prof Development Day  
24th: 9th Grade only 25th: 10th Grade only  
26th: 11th Grade only 27th: 12 Grade only  
28th: Gr 9 & NEW STUDENTS only  
31st: ALL HS Students report

SEPTEMBER						
-----------	--	--	--	--	--	--

7th: School Closed - Labor Day  
18th: 5-Week Progress Report  
25th: No School Professional Development Day

OCTOBER						
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12th: School Closed - Columbus Day  
16th: No School Professional Development Day  
23rd: 1st Marking Period Ends  
29th: Parent/Teacher Conferences

NOVEMBER						
----------	--	--	--	--	--	--

5th: Parent/Teacher Conferences  
6th: School Closed  
11th: School Closed - Veteran's Day  
26th & 27th: Thanksgiving Recess

DECEMBER						
----------	--	--	--	--	--	--

4th: 15-Week Progress Report  
23rd-31st: Winter Recess No School

JANUARY						
---------	--	--	--	--	--	--

1st: New Year's Day  
18th: School Closed - MLK Jr. Day  
22nd: 2nd Marking Period Ends  
25th-29th: NYS Regents Exams

FEBRUARY						
----------	--	--	--	--	--	--

1st: No School Professional Development Day  
15th: School Closed-President's Day  
16th-19th Winter Recess No School  
26th: 25-Week Progress Report

MARCH						
-------	--	--	--	--	--	--

19th: No School Professional Development Day  
25th & 31st: Parent/Teacher Conferences  
26th: 3rd Marking Period Ends

APRIL						
-------	--	--	--	--	--	--

1st: No School  
2nd - 9th: Spring Recess No School  
29th: No School Professional Development Day

MAY						
-----	--	--	--	--	--	--

13th: No School Professional Development Day  
28th & 31st: School Closed Memorial Day

JUNE						
------	--	--	--	--	--	--

1st: NYS Regents Exam  
16th-24th: NYS Regents Exams  
24th Last Day of School-Full Day  
24th: 4th Marking Period Ends  
25th: Last day for Faculty

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Recess-No School  
No School for Students  
Student First/Last Day  
NYS Regents Exams  
Prof Dev Day-No School for students

Board Approved April 7, 2020



## H. SHAY FIRE PROTECTION INC.

P.O. BOX 122 • WILLIAMSVILLE, NEW YORK 14231-0122 • (716) 908-0349

Email: shayfireprot@yahoo.com

PROVIDING PROFESSIONAL SERVICES SINCE 1985



November 12, 2019

Mr. Kevin Hoth  
CHARTER SCHOOL FOR APPLIED TECHNOLOGIES  
2303 Kenmore Ave.  
Buffalo, NY 14207

Dear Mr. Hoth:

Following is a report of Fire Safety Violations and/or Recommendations that need to be addressed from your recent New York State Education Department mandated annual fire inspection:

### Grammar School - Violations

- Remove all Christmas lights hanging from ceilings – Example, Room 327.
- Remove all classroom plug strips that refrigerators and microwaves are plugged into. These devices must be plugged directly into wall outlets.
- Remove Christmas lights attached to ceiling grid in Room 143.
- Remove combustible paper covering classroom doors in Rooms 102, 114 and 210.

### Middle School – No Violations

### High School – Violations

- Remove combustible paper covering classroom doors in Rooms 29, 52 and 54.
- Post Occupancy signs in Gym and Cafeteria.
- Move empty acid and flammable liquid cabinets from Room 49 to Science Room 52 - for proper storage of acids and flammables in Room 52.

Please make sure all sections of the five page Nonpublic School Fire Safety Report are completed in red ink, and verify that the School Fire Safety Nonconformance Reporting Sheet is inserted between pages 3 and 4 of the Fire Safety Report.

The completed booklet must be returned to the State Education Department in Albany no later than December 16, 2019.

If you have any questions, please feel free to call our office at 908-0349.

Sincerely,

Mark F. Mallick  
H. SHAY FIRE PROTECTION INC.

NYS Cert. #1086-7049B

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
State Office of Religious and Independent Schools - Room 1078 Education Building Annex  
Albany, New York 12234

**ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

**School Name**

CHARTER HIGH APPLIED TECH

**Facility/Building Name**

HIGH SCHOOL

**Street Address (NO PO Box Numbers)**

2245 KENMORE AVE

**City/Town/Village**

**Zip Code**

TONAWANDA 14207

**Name of Municipality Responsible for Local Code Enforcement**

TOWN OF TONAWANDA

**Nonpublic School BEDS Code**

142601860031

**INSTRUCTIONS**

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
  - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility? Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm? Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection? Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned ☒ School Owned ☐ Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.

Leased ☐ Owned ☒ Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility?  
(to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

0	2	2	2
---	---	---	---

Minutes                  Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No ☒

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name \_\_\_\_\_ Building Name \_\_\_\_\_

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

**Part III: Nonpublic School Certifications**

**Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below**

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☒ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: Ann T. Morgante Date: 12-4-19

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

### Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on 11-12-19 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: M. F. Mallick Title: FIRE INSPECTOR

Signature: M. F. Mallick Date: 11-12-19

Inspector's Organization: H. SMITH FIRE PROT. INC.

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

Name of Local Fire Authority: \_\_\_\_\_

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

☐ Yes

☒ No

### Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: Ann T. Morgante Title: Principal

Signature: Ann T. Morgante Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_



# CITY OF BUFFALO

## Certificate of Occupancy

Certificate No. **201541**

In accordance with the appropriate laws of the State of New York and/or the Ordinances of the City of Buffalo the structure(s) located at **1902 HERTEL** Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitation herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

*James Comerford*  
Comptroller of Permit and Inspection Services

Date Issued: **10/24/2014**

Total Occupancies:

No. Units: **N/A**No. Stories: **3**No. Rooms: **N/A**Building Type: **3B**Construction: **Masonry**Class: **E**Zoning District: **R-2**Smoke Detectors: **Y**Carbon Monoxide Detectors: **Y**Application Codes: **Building Code of NYS**Permit No: **229167**Permit Date: **01/23/2014**Receipt No: **N/A**Inspector: **Piccolo, Michael**Date Inspected: **07/16/2014**

Building Usage:

Story:

Use:

Basement:

1<sup>st</sup> Floor:2<sup>nd</sup> Floor:3<sup>rd</sup> Floor:**SEE REVERSE SIDE**

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
State Office of Religious and Independent Schools - Room 1078 Education Building Annex  
Albany, New York 12234

**ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

**School Name**

Character School Applied Tech

**Facility/Building Name**

Middle School

**Street Address (NO PO Box Numbers)**

24 Shoshone

**City/Town/Village**

**Zip Code**

Buffalo 14214

**Name of Municipality Responsible for Local Code Enforcement**

Buffalo

**Nonpublic School BEDS Code**

142601860031

**INSTRUCTIONS**

- Read the "Manual for New York State Nonpublic School Facility Fire Safety Inspections" prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
  - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility? Yes \_\_\_\_\_ No ☒

If yes, is the sprinkler alarm connected with the building alarm? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is there a fire hydrant system for facility protection? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate ownership of the system.

Public Owned ☒ School Owned \_\_\_\_\_ Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.

Leased ☒ Owned \_\_\_\_\_ Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility?  
(to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No \_\_\_\_\_

b) Average time to evacuate this facility:

[ ]	[ 1 ]	[ 5 ]	[ 1 ]
-----	-------	-------	-------

Minutes

Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No \_\_\_\_\_

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No \_\_\_\_\_

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No \_\_\_\_\_

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, indicate:

a) Number of fires

	1
--	---

b) Total number of injuries

	0
--	---

c) Total cost of property damage

\$

0								
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**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name \_\_\_\_\_ Building Name \_\_\_\_\_

Item #	Non-Conformance	Date Corrected
08A-2		
08B-2		
08C-2		
08D-2		
08E-2		
09A-2		
09B-2		
09C-1		
09D-1		
09F-2		
09G-2		
10A-2		
10B-2		
10C-1		
10D-1		
11A-2		
11B-1		
11C-2		
11D-2		
11E-1		
12A-1		
12B-3		
12C-2		
12D-2		
12E-1		
12F-1		
12G-1		
12H-1		
12I-1		
12J-1		
12K-1		
12L-1		
12M-1		
12N-1		
12O-2		

Item #	Non-Conformance	Date Corrected
13A-2		
13B-2		
14A-2		
14B-2		
14C-2		
14D-1		
14E-1		
15A-2		
15B-1		
15C-2		
15D-2		
15E-1		
16A-2		
16B-2		
16C-2		
17A-3		
17B-2		
17C-2		
17D-2		
17E-1		
17F-3		
17G-1		
17H-2		
17I-2		
17J-1		
17K-1		
17L-1		
18A-2		
18B-2		
18C-2		
18D-2		
19A-3		
19B-2		
19C-1		
19D-1		

Item #	Non-Conformance	Date Corrected
19E-1		
19F-1		
19G-1		
19H-2		
20A-1		
20B-1		
20C-1		
21A-3		
22A-3		
22B-3		
22C-3		
23A-1		
23B-1		
23C-1		
23D-2		
24A-3		
25A-3		

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

**Part III: Nonpublic School Certifications**

**Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below**

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

### Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on 11-12-19 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: M. F. MALICK Title: FIRE INSPECTOR

Signature: M. F. Mallick Date: 11-12-19

Inspector's Organization: M. SHAW FIRE PROT. INC.

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

Name of Local Fire Authority: \_\_\_\_\_

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

- ☐ Yes  
☒ No

### Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: JOEL MENA Title: Director Support Operations

Signature: [Signature] Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_



## H. SHAY FIRE PROTECTION INC.

P.O. BOX 122 • WILLIAMSVILLE, NEW YORK 14231-0122 • (716) 908-0349

Email: shayfireprot@yahoo.com

PROVIDING PROFESSIONAL SERVICES SINCE 1985



November 12, 2019

Mr. Kevin Hoth  
CHARTER SCHOOL FOR APPLIED TECHNOLOGIES  
2303 Kenmore Ave.  
Buffalo, NY 14207

Dear Mr. Hoth:

Following is a report of Fire Safety Violations and/or Recommendations that need to be addressed from your recent New York State Education Department mandated annual fire inspection:

### Grammar School - Violations

- Remove all Christmas lights hanging from ceilings – Example, Room 327.
- Remove all classroom plug strips that refrigerators and microwaves are plugged into. These devices must be plugged directly into wall outlets.
- Remove Christmas lights attached to ceiling grid in Room 143.
- Remove combustible paper covering classroom doors in Rooms 102, 114 and 210.

### Middle School – No Violations

### High School – Violations

- Remove combustible paper covering classroom doors in Rooms 29, 52 and 54.
- Post Occupancy signs in Gym and Cafeteria.
- Move empty acid and flammable liquid cabinets from Room 49 to Science Room 52 - for proper storage of acids and flammables in Room 52.

Please make sure all sections of the five page Nonpublic School Fire Safety Report are completed in red ink, and verify that the School Fire Safety Nonconformance Reporting Sheet is inserted between pages 3 and 4 of the Fire Safety Report.

The completed booklet must be returned to the State Education Department in Albany no later than December 16, 2019.

If you have any questions, please feel free to call our office at 908-0349.

Sincerely,

Mark F. Mallick  
H. SHAY FIRE PROTECTION INC.

NYS Cert. #1086-7049B

2019

January 2019

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
State Office of Religious and Independent Schools - Room 1078 Education Building Annex  
Albany, New York 12234

**ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

**School Name**

CHARTER SCHOOL APPLIED TECH

**Facility/Building Name**

ELEMENTARY

**Street Address (NO PO Box Numbers)**

2303 KENMORE AVE

**City/Town/Village**

**Zip Code**

TONAWANDA 14207

**Name of Municipality Responsible for Local Code Enforcement**

TOWN OF TONAWANDA

**Nonpublic School BEDS Code**

142601860031

**INSTRUCTIONS**

- Read the "Manual for New York State Nonpublic School Facility Fire Safety Inspections" prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
  - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility?

Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm?

Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection?

Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned ☒ School Owned ☐

Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.

Leased \_\_\_\_\_ Owned ☒

Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility?  
(to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

0	3	0	3
---	---	---	---

Minutes                  Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes

No ☒

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

--	--	--	--	--	--	--	--	--	--

**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name \_\_\_\_\_ Building Name \_\_\_\_\_

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

**Part III: Nonpublic School Certifications**

**Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below**

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☒ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

### Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on 11-12-19 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: M. F. Mallick Title: Fire Inspector

Signature: M. F. Mallick Date: 11-12-19

Inspector's Organization: H. SHAY FIRE PROT INC.

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

Name of Local Fire Authority: \_\_\_\_\_

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

- ☐ Yes  
☒ No

### Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: Susan Jurewicz Title: Principal

Signature: Susan Jurewicz Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

TOWN OF TONAWANDA  
BUILDING DEPARTMENT

**CERTIFICATE OF OCCUPANCY & COMPLIANCE**  
**PLACE OF PUBLIC ASSEMBLY**

**(POST CONSPICUOUSLY AT ENTRANCE TO PLACE OF PUBLIC ASSEMBLY)**

THIS CERTIFIES THAT THE PREMISES LOCATED AT 2245 KENMORE AVENUE, TONAWANDA, NEW YORK 14150, A A-3 CAFETERIA / AUDITORIUM OPERATED AS "CHARTER HIGH SCHOOL for APPLIED TECHNOLOGIES", WERE INSPECTED BY Patrick Cunningham OF THE TOWN OF TONAWANDA ON NOVEMBER 15, 2005 AND FOUND TO BE IN SUBSTANTIAL COMPLIANCE WITH THE TERMS AND REQUIREMENTS OF THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE AND THE CODE OF THE TOWN OF TONAWANDA AND OCCUPANCY IS HEREBY PERMITTED. THIS CERTIFICATE MAY BE REVOKED SHOULD THE PREMISES NOT BE MAINTAINED IN ACCORDANCE WITH THE PROVISIONS OF THESE CODES.

MAXIMUM OCCUPANCY PERMITTED - CAFETERIA SEATING 154 PERSONS  
AUDITORIUM SEATING 330 PERSONS

  
MICHAEL P. HAZEN  
SUPERVISING BUILDING INSPECTOR

11/15/05

TOWN OF TONAWANDA  
BUILDING DEPARTMENT  
**CERTIFICATE OF OCCUPANCY**

THIS IS TO CERTIFY THAT THE PREMISES LOCATED AT 2303 KENMORE AVENUE, TONAWANDA, NEW YORK 14150, OPERATED AS A(N) C5.5 - SCHOOL BY CHARTER SCHOOL FOR APPLIED TECHNOLOGY AND CONSTRUCTED UNDER BUILDING PERMIT NO. BP2001-120 (CONVERT OFFICE BUILDING TO SCHOOL, GYMNASIUM, & STAIR TOWER ADDITIONS), WERE INSPECTED BY DAVID J. JOHNSTON OF THE TOWN OF TONAWANDA ON NOVEMBER 6, 2001 AND FOUND TO BE IN SUBSTANTIAL COMPLIANCE WITH APPLICABLE PROVISIONS OF THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE AND THE CODE OF THE TOWN OF TONAWANDA AS SPECIFICALLY RELATED TO THE CONSTRUCTION COMPLETED UNDER BUILDING PERMIT NO. BP2001-120 AND OCCUPANCY IS HEREBY PERMITTED.

  
MICHAEL P. HAZEN  
SUPERVISING BUILDING INSPECTOR

NOVEMBER 6, 2001

**CHARTER SCHOOL FOR  
APPLIED TECHNOLOGIES  
AND AFFILIATES**

**SINGLE AUDIT REPORTING PACKAGE**

**JUNE 30, 2020**

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June 30, 2020

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## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Charter School for Applied Technologies and Affiliates

We have audited the accompanying consolidated balance sheets of Charter School for Applied Technologies and Affiliates (the Organization) as of June 30, 2020 and 2019, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements (the financial statements).

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2020 and 2019, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Additional Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2020 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Lyndon & McCormick, LLP". The signature is written in a cursive, flowing style.

October 28, 2020

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Balance Sheets**

June 30,	2020	2019
<b>Assets</b>		
<b>Current assets:</b>		
Cash	\$ 11,112,122	\$ 8,089,977
Receivables (Note 2)	2,165,534	2,636,789
Prepaid expenses and other assets	278,409	286,163
	<u>13,556,065</u>	<u>11,012,929</u>
Property and equipment, net (Note 3)	20,304,955	21,244,583
Investments held in trust (Note 4)	2,218,733	2,213,426
Other investments (Note 5)	15,966,875	15,216,285
	<u>\$ 52,046,628</u>	<u>\$ 49,687,223</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Current portion of long-term debt (Note 6)	\$ 1,005,668	\$ 980,668
Accounts payable and accrued expenses	4,322,317	3,839,324
Refundable advances	3,989	5,600
	<u>5,331,974</u>	<u>4,825,592</u>
Long-term debt (Note 6)	19,714,353	20,720,021
<b>Net assets:</b>		
Without donor restrictions	<u>27,000,301</u>	<u>24,141,610</u>
	<u>\$ 52,046,628</u>	<u>\$ 49,687,223</u>

See accompanying notes.

# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

## Consolidated Statements of Activities

For the years ended June 30,	2020	2019
<b>Support and revenue:</b>		
Enrollment fees:		
Resident students	30,789,300	\$ 29,247,259
Resident students with disabilities	1,843,987	1,406,062
Additional state aid	-	614,924
Contributions:		
Federal awards	2,511,748	2,718,080
State awards	32,100	39,472
Food service and vending	35,304	48,303
Investment income	793,777	758,833
Other income	82,385	1,132,183
<b>Total support and revenue</b>	<b>36,088,601</b>	<b>35,965,116</b>
<b>Expenses:</b>		
Program expenses:		
Regular education	21,499,264	20,315,020
Special education	2,758,785	2,092,309
Other programs	2,853,022	4,250,124
Total program expenses	<b>27,111,071</b>	<b>26,657,453</b>
Supporting services:		
Management and general	6,118,839	5,619,959
<b>Total expenses</b>	<b>33,229,910</b>	<b>32,277,412</b>
<b>Other items:</b>		
Gain on sale of assets (Note 1)	-	3,071,361
<b>Change in net assets</b>	<b>2,858,691</b>	<b>6,759,065</b>
Net assets - beginning	24,141,610	17,382,545
Net assets - ending	<b>\$ 27,000,301</b>	<b>\$ 24,141,610</b>

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Statement of Functional Expenses**

For the year ended June 30, 2020

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative Staff	42.88	\$ 1,114,466	\$ 158,154	\$ 47,987	\$ 1,785,031	\$ 3,105,638
Instructional	233.54	10,568,390	1,320,891	5,521	-	11,894,802
Non-Instructional	63.24	215,267	-	654,908	1,372,859	2,243,034
	339.66	\$ 11,898,123	\$ 1,479,045	\$ 708,416	\$ 3,157,890	\$ 17,243,474
Salaries		\$ 11,898,123	\$ 1,479,045	\$ 708,416	\$ 3,157,890	\$ 17,243,474
Employee benefits and taxes		4,290,339	270,330	105,468	883,675	5,549,812
Retirement		1,215,766	76,604	29,887	250,410	1,572,667
Consultants		7,500	-	-	8,661	16,161
Contracted services		21,619	108,267	57,012	652,105	839,003
Equipment rental		61,079	-	-	19,035	80,114
Insurance		149,538	9,346	18,692	9,346	186,922
Interest		755,154	47,197	94,394	47,197	943,942
Building leases		751,320	-	-	-	751,320
Professional fees		42,239	-	-	38,600	80,839
Maintenance and repairs		2,910	-	18,073	50,470	71,453
Marketing		-	-	-	128,093	128,093
Minor equipment		123,678	-	26,909	318,507	469,094
Office expense		132,681	-	42	93,779	226,502
Supplies and materials		327,218	475	766,222	240,826	1,334,741
Other expenses		91,375	674,042	28,528	83,065	877,010
Staff development		133,056	-	5,392	43,701	182,149
Student services		-	-	807,028	-	807,028
Utilities		309,750	19,359	38,719	19,359	387,187
		20,313,345	2,684,665	2,704,782	6,044,719	31,747,511
Depreciation		1,185,919	74,120	148,240	74,120	1,482,399
Total		\$ 21,499,264	\$ 2,758,785	\$ 2,853,022	\$ 6,118,839	\$ 33,229,910

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Statement of Functional Expenses**

For the year ended June 30, 2019

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative Staff	41.96	\$ 1,122,854	\$ 155,529	\$ 410,720	\$ 1,675,185	\$ 3,364,288
Instructional	228.86	10,075,920	1,319,777	17,733	-	11,413,430
Non-Instructional	62.94	217,526	-	636,270	1,297,111	2,150,907
	333.76	\$ 11,416,300	\$ 1,475,306	\$ 1,064,723	\$ 2,972,296	\$ 16,928,625
Salaries		\$ 11,416,300	\$ 1,475,306	\$ 1,064,723	\$ 2,972,296	\$ 16,928,625
Employee benefits and taxes		3,869,858	176,938	149,801	686,692	4,883,289
Retirement		1,244,690	56,910	52,777	220,866	1,575,243
Consultants		-	-	144	2,728	2,872
Contracted services		34,905	232,867	86,770	566,857	921,399
Equipment rental		64,037	-	-	12,313	76,350
Insurance		152,044	9,503	19,005	9,503	190,055
Interest		777,786	48,612	97,222	48,612	972,232
Building leases		699,848	-	14,778	937	715,563
Professional fees		28,402	-	14,956	60,007	103,365
Maintenance and repairs		543	-	15,478	47,352	63,373
Marketing		-	-	-	119,307	119,307
Minor equipment		42,302	-	33,557	318,427	394,286
Office expense		141,388	-	77,858	120,261	339,507
Supplies and materials		192,585	128	1,023,048	268,451	1,484,212
Other expenses		69,990	100	55,657	47,759	173,506
Staff development		110,657	90	20,756	25,736	157,239
Student services		-	-	1,071,478	-	1,071,478
Technology		-	-	264,088	-	264,088
Utilities		347,463	21,716	46,662	21,716	437,557
		19,192,798	2,022,170	4,108,758	5,549,820	30,873,546
Depreciation		1,122,222	70,139	141,366	70,139	1,403,866
Total		\$ 20,315,020	\$ 2,092,309	\$ 4,250,124	\$ 5,619,959	\$ 32,277,412

See accompanying notes.

# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

## Consolidated Statements of Cash Flows

For the years ended June 30,	2020	2019
<b>Operating activities:</b>		
Cash received from enrollment fees	\$ 32,527,511	\$ 30,698,225
Cash received from contributions	2,637,726	3,001,835
Cash received from food service and vending	35,304	48,303
Interest and dividends received	401,950	256,323
Cash received from other sources	163,927	953,264
Payments to employees for services and benefits	(24,270,176)	(21,958,267)
Payments to vendors and suppliers	(6,035,394)	(6,540,148)
Interest paid	(951,194)	(972,232)
<b>Net operating activities</b>	<b>4,509,654</b>	<b>5,487,303</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(542,771)	(967,524)
Deposits to investments held in trust, net	(5,307)	133,007
Purchases of other investments	(11,818,841)	(17,670,816)
Proceeds from the sale assets	400,000	2,671,361
Proceeds from sales of other investments	11,460,078	8,493,984
<b>Net investing activities</b>	<b>(506,841)</b>	<b>(7,339,988)</b>
<b>Financing activities:</b>		
Principal repayments on long-term debt	(980,668)	(960,668)
<b>Net change in cash</b>	<b>3,022,145</b>	<b>(2,813,353)</b>
Cash - beginning	8,089,977	10,903,330
Cash - ending	\$ 11,112,122	\$ 8,089,977

See accompanying notes.

## Notes to Consolidated Financial Statements

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### 1. Summary of Significant Accounting Policies:

#### Organization and Purpose:

The consolidated financial statements of Charter School for Applied Technologies and Affiliates (the Organization) include the accounts of Charter School for Applied Technologies (the School), EST, LLC (the LLC), and eDoctrina Corporation (the Corporation). All significant inter-entity accounts and transactions have been eliminated in the accompanying consolidated financial statements.

The School operates a charter school in Buffalo and Kenmore, New York approved by the Board of Regents of the State of New York. The School offers classes from kindergarten through grade 12. The School is chartered through June 2025, after which time the charter may be renewed, upon application.

The Corporation, of which the School was the sole stockholder through November 2018, was formed to serve as a technology resource and provided curriculum, assessment, educational software and related services to the School and other educational institutions. Pursuant to a sale of the Corporation's stock, the intellectual property and other assets of the Corporation were indirectly acquired by an unrelated third party in November 2018 and gain on the sale was recognized in the 2019 statement of activities.

The School is the sole member of the LLC, an organization established to provide management services to the School and Corporation. During 2020 and 2019, the LLC had limited activity as management is evaluating its continuance.

The CSAT Foundation was established in June 2020 and is related to the School through several common board members. There was insignificant activity in the Foundation during fiscal 2020.

#### New Accounting Standards Adopted:

During the year ended June 30, 2020, the Organization adopted two new comprehensive revenue recognition standards under Financial Accounting Standards Board (FASB) Accounting Standards Updates (ASU).

ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, addresses the differences between contributions and exchange transactions including guidance on timing and revenue recognition. ASU 2018-08 was adopted using the modified prospective method.

ASU 2014-09, *Revenue from Contracts with Customers*, requires an organization to recognize revenue from exchange transactions to depict the transfer of goods or services at an amount that reflects the consideration it expects to receive in exchange for those goods or services. ASU 2014-09 was adopted using the full retrospective method.

The adoption of these standards did not impact the Organization's recognition of revenue and related accounts.

#### Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 28, 2020, the date the consolidated financial statements were available to be issued.

#### Cash:

Cash in financial institutions potentially subjects the Organization to concentrations of credit risk since it may exceed insured limits at various times throughout the year. The Organization complies with a requirement to hold no less than \$100,000 in reserve funds to pay legal and audit expenses that would be associated with a dissolution should it occur.

### **Property and Equipment:**

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided using the straight-line method over estimated useful asset lives. Maintenance and repairs are charged to operations as incurred; significant improvements are capitalized.

### **Investments:**

Investments are stated at fair value as determined by quoted prices in active markets.

### **Revenue Recognition:**

#### ***Enrollment Fees***

Enrollment fees are received from the public school district in which the student resides. The amount received each year from the resident district is the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the School residing in that district. The respective districts also reimburse the School for special education service based on approved applicable rates for the services provided. Revenues are recognized over the period the services are provided. The School generally invoices the resident district bimonthly and payment is due in 30 days. Enrollment fees received in advance are deferred and recognized when earned. The School's enrollment fees are received primarily from the Board of Education for the City of Buffalo School District (the District).

In June 2019, all New York State charter schools serving students in the fiscal 2019 school year received additional state aid. The additional aid received by each school was based on the number of students served and was paid directly from the New York State Education Department. Additional state aid totaling \$614,924 is included in enrollment fees receivable (Note 2) on the accompanying consolidated balance sheets as of June 30, 2019. No additional state aid was received for the year ended June 30, 2020.

In 2019, an audit by the Office of the New York State Comptroller determined the District provided incorrect special education rates from 2007 through 2018, and in February 2020, the District informed the School of its intent to recoup these funds from current payments beginning in March 2020. Consequently, the total recoupment of \$674,000 is included in other expenses on the 2020 consolidated statement of functional expenses, and \$337,000 has been recorded as a payable at June 30, 2020 on the accompanying consolidated balance sheets.

### **Contributions**

Contributions, which include government awards, are reported at fair value at the date the pledge or award is received.

Contributions are recorded as restricted support if they are received with donor stipulations that limit their use. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions. Contributions received with donor-imposed restrictions that are met in the same reporting period are shown as support without donor restrictions.

Conditional contributions, which consist primarily of government awards, are recorded as revenue when the Organization meets requirements in compliance with specific agreements. Amounts received before the required conditions are met are reported as refundable advances on the accompanying consolidated balance sheets. These conditional contributions are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

### **Receivables**

Receivables are stated at the amounts management expects to collect from outstanding balances. Balances that are still outstanding after reasonable collection efforts are written off through a charge to uncollectible receivables and a credit to accounts receivable. An allowance for doubtful accounts is considered unnecessary by management because all significant amounts deemed uncollectible are written off each year.

### **Income Taxes:**

The School is a 501(c)(3) organization exempt from taxation under §501(a) of the Internal Revenue Code. The LLC is considered a disregarded entity for tax purposes. Consequently, all tax reporting for the LLC is consolidated with the activity of the School. The Corporation was taxed as a separate entity; taxable income and recognized income tax expense were not significant for 2019.

### **Transportation:**

Several school districts provide the School with certain transportation services without cost. The value of these services has not been recorded in these financial statements.

## Use of Estimates:

The preparation of consolidated financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

## Functional Expense Allocation:

The financial statements report certain categories of expenses that are attributable to program and supporting functions. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. These costs include salaries and benefits, which have been allocated based on estimates of time and effort, and interest, insurance, utilities, and depreciation expenses, which have been allocated based on management's estimate of function benefited.

## 2. Receivables:

	2020	2019
Enrollment fees	\$ 1,238,901	\$ 1,133,125
Contributions	892,822	988,311
Other	33,811	515,353
	<u>\$ 2,165,534</u>	<u>\$ 2,636,789</u>

## 3. Property and Equipment:

	2020	2019
Land	\$ 323,845	\$ 323,845
Building improvements	31,543,741	31,218,764
Furniture and fixtures	4,650,600	4,432,806
Vehicles	64,812	64,812
	<u>36,582,998</u>	<u>36,040,227</u>
Less accumulated depreciation	<u>16,278,043</u>	<u>14,795,644</u>
	<u>\$ 20,304,955</u>	<u>\$ 21,244,583</u>

## 4. Investments Held in Trust:

Investments held in trust consists of mainly of treasury obligations held in the following accounts by a trustee in compliance with the issuance of 2017 Series bonds (Note 6):

	2020	2019
Reserve fund	\$ 1,950,485	\$ 1,953,800
Project and other funds	114,460	157,541
Repair fund	153,788	102,085
	<u>\$ 2,218,733</u>	<u>\$ 2,213,426</u>

## 5. Other Investments:

	2020	2019
Money market	\$ 1,232,518	\$ 962,838
Equities	7,845,895	6,611,665
Mutual funds	2,131,165	1,836,822
Fixed income items	4,757,297	5,804,960
	<u>\$ 15,966,875</u>	<u>\$ 15,216,285</u>

Investment returns are as follows:

	2020	2019
Interest and dividends	\$ 401,950	\$ 256,323
Realized and unrealized gains	391,827	502,510
	<u>\$ 793,777</u>	<u>\$ 758,833</u>

## 6. Long-Term Debt:

	2020	2019
Buffalo and Erie County Industrial Land Development Corporation Tax-Exempt Revenue Bonds (The Charter School for Applied Technologies Project), Series 2017A Bonds, annual principal payments ranging from \$770,000 to \$1,845,000, plus interest at rates ranging from 2.0% to 5.0%, through June 2035.	\$ 20,335,000	\$ 21,290,000
Plus unamortized bond premium	1,056,613	1,127,053
Less unamortized debt issuance costs	671,592	716,364
	<u>20,720,021</u>	<u>21,700,689</u>
Less current portion	1,005,668	980,668
	<u>\$ 19,714,353</u>	<u>\$ 20,720,021</u>

In July 2017, the School entered into an agreement with Buffalo and Erie County Industrial Land Development Corporation to issue \$22,845,000 tax exempt 2017A Series Bonds to refund outstanding ECIDA Series 2005 Bonds. The Bonds are secured by mortgage and security agreements granting the trustee a mortgage lien on and security interest in real and personal property as well as certain revenues, subject to permitted encumbrances. The bonds are further secured by the reserve fund (Note 4). The bond agreement contains certain covenants related to debt service.

Bond premium associated with the issuance of the 2017A Series bonds is amortized over the life of the bonds. Unamortized bond premium is presented as an addition to the face amount of the bonds payable. Amortization of bond premiums was \$70,440 for each of the years ended 2020 and 2019.

Debt issuance costs are amortized as interest expense over the remaining term of the bonds. Amortization of bond issuance costs was \$44,772 for each of the years ended June 30, 2020 and 2019.

Aggregate maturities of net long-term debt subsequent to June 30, 2020 are:

2021	\$ 1,005,668
2022	1,040,668
2023	1,080,668
2024	1,130,668
2025	1,180,668
Thereafter	15,281,681
	<u>\$ 20,720,021</u>

## 7. Retirement Plans:

The Corporation maintained a defined contribution 401(k) profit sharing plan covering essentially all employees through November 2018. Employer discretionary contributions to the plan totaled \$25,597 for the year ended June 30, 2019.

The School maintains a 403(b) plan covering qualified employees. The plan does not require employer contributions.

The School participates in the New York State Teachers' Retirement System (TRS) and New York State and Local Employees' Retirement System (ERS) (the Systems), which are cost-sharing multiple employer public employee retirement systems. The Systems offer a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

### New York State Teachers' Retirement System:

TRS is administered by the New York State Teachers' Retirement Board and provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and required supplementary information. The report may be obtained from TRS at [www.nystrs.org](http://www.nystrs.org).

### New York State and Local Employees' Retirement System:

ERS provides retirement benefits as well as death and disability benefits. New York State Retirement and Social Security Law governs obligations of employers and employees to contribute and provide benefits to employees. ERS issues a publicly available financial report that includes financial statements and required supplementary information.

This report may be obtained from the New York State and Local Retirement System at [www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire).

### Funding Policies:

No employee contribution is required for those whose service began prior to July 1976. The Systems require employee contributions of 3% of salary for the first 10 years of service for those employees who joined the System from July 1976 through December 2009. Participants whose service began on or after January 1, 2010 through March 31, 2012 are required to contribute 3% (ERS) or 3.5% (TRS) of compensation throughout their active membership in the Systems. Participants whose service began on or after April 1, 2012 are required to contribute a percentage ranging from 3% to 6% each year, based on their level of compensation.

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by the School to the pension accumulation fund. The rates range from 9.3% to 15.8% for 2020 and 2019, dependent on the participant's tier. Required contributions for ERS were \$413,175 and \$370,595 for the years ended June 30, 2020 and 2019.

Pursuant to Article 11 of the Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate was 8.86% of the annual covered payroll for the year ended June 30, 2020, and 10.62% for the year ended June 30, 2019. The required contributions for TRS were \$1,159,492 and \$1,179,051 for the years ended June 30, 2020 and 2019.

## 8. Lease Obligations:

The Organization leases certain equipment and property under terms of operating leases. Rental expense for all operating leases amounted to \$831,434 and \$791,913 for the years ended June 30, 2020 and 2019.

Future minimum annual rentals due under noncancellable leases are:

2021	\$ 701,982
2022	663,879
2023	665,640
2024	685,608
2025	706,174
Thereafter	7,466,315
	<u>\$ 10,889,598</u>

## 9. Cash Flows Information:

Proceeds from the sale of assets that were held in escrow in the amount \$400,000 (as described in Note 1) were excluded from the 2019 statements of cash flows.

## 10. Financial Assets Available for Operations:

The Organization obtains financial assets generally through enrollment fees and contributions. The financial assets are acquired throughout the year to help meet the Organization's cash needs for general expenditures.

The Organization's financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30, 2020 and 2019:

	2020	2019
Cash	\$ 11,012,122	\$ 8,014,977
Receivables	2,165,534	2,636,789
Investments	15,966,875	15,216,285
	<u>\$ 29,144,531</u>	<u>\$ 25,868,051</u>

## 11. Contingencies:

The Organization may be subject to claims and lawsuits that arise in the ordinary course of business. In the opinion of management, the outcome of any claims is not expected to have a material adverse effect upon the financial position of the Organization.

## 12. Risks and Uncertainties due to COVID-19:

On January 31, 2020, the United States Secretary of Health and Human Services (HHS) declared a public health emergency related to the global spread of coronavirus COVID-19, and a pandemic was declared by the World Health Organization in February 2020. Efforts to fight the widespread disease included limiting or closing many businesses and schools and resulted in a severe disruption of operations for many organizations.

In March 2020, the School transitioned to remote instruction for the remainder of the 2019-20 school year. Consequently, enrollment fees and revenue for the year ended June 30, 2020 were not reduced. The School's restart plan for the 2020-21 School year includes a remote instruction model in compliance with all government safety mandates.

The extent of the impact of COVID-19 on the School's operational and financial performance will depend on further developments, including the duration and spread of the outbreak, and its impact on schools, including its students and families, employees, and vendors, none of which can be predicted.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Additional Information**  
**Schedule of Expenditures of Federal Awards**

For the year ended June 30, 2020

<b><u>Federal Grantor/Pass-Through Grantor/Program Title</u></b>	<b><u>CFDA Number</u></b>	<b><u>Grantor Number</u></b>	<b><u>Expenditures</u></b>
<b><u>U.S. Department of Education</u></b>			
<b>Passed through New York State Education Department:</b>			
Title I Grants to Local Educational Agencies	84.010	0021-19-4050	\$ 267,158
Title I Grants to Local Educational Agencies	84.010	0021-20-4050	800,671
English Language Acquisition State Grants	84.365	0293-19-4050	1,730
English Language Acquisition State Grants	84.365	0293-20-4050	4,123
Supporting Effective Instruction State Grants	84.367	0147-19-4050	12,091
Supporting Effective Instruction State Grants	84.367	0147-20-4050	98,090
Student Support and Academic Enrichment Program	84.424	0204-19-4050	7,390
Student Support and Academic Enrichment Program	84.424	0204-20-4050	67,948
<b>Total U.S. Department of Education</b>			<b>1,259,201</b>
<b><u>U.S. Department of Agriculture</u></b>			
<b>Child Nutrition Cluster:</b>			
<b>Passed through New York State Education Department:</b>			
School Breakfast Program	10.553	N/A	310,765
National School Lunch Program	10.555	N/A	721,208
Summer Food Service Program for Children	10.559	N/A	5,178
COVID-19 - Summer Food Service Program for Children	10.559	N/A	159,443
			<b>1,196,594</b>
<b>Passed through New York State Office of General Services:</b>			
National School Lunch Program	10.555	N/A	55,953
<b>Total Child Nutrition Cluster and U.S. Department of Agriculture</b>			<b>1,252,547</b>
<b>Total Expenditures of Federal Awards</b>			<b>\$ 2,511,748</b>

**Notes to Schedule of Expenditures of Federal Awards**

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**1. Summary of Significant Accounting Policies:**

**Basis of Presentation**

The accompanying schedule of expenditures of federal awards presents the activity of all federal award programs administered by Charter School for Applied Technologies and Affiliates (the Organization), an entity as defined in Note 1 to the Organization's consolidated financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the schedule of expenditures of federal awards.

**Basis of Accounting**

The amounts reported as federal expenditures generally were obtained from the appropriate federal financial reports for the applicable programs and periods. The amounts reported in these federal financial reports are prepared from records maintained for each program, which are periodically reconciled with the Organization's financial reporting system. The federal expenditures are recorded on the accrual basis of accounting.

**Indirect Costs**

The Organization does not use the 10% de minimis indirect cost rate permitted by the Uniform Guidance.

**Non-Monetary Federal Program**

The Organization is the recipient of a federal award program that does not result in cash receipts or disbursements, termed a "non-monetary program." During the year ended June 30, 2020, the Organization used \$55,953 worth of commodities under the National School Lunch Program (CFDA Number 10.555).

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Trustees  
Charter School for Applied Technologies and Affiliates

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Charter School for Applied Technologies & Affiliates (the Organization), which comprise the consolidated balance sheet as of June 30, 2020, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated October 28, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



October 28, 2020

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

The Board of Trustees  
Charter School for Applied Technologies and Affiliates

**Report on Compliance for Each Major Federal Program**

We have audited Charter School for Applied Technologies and Affiliates' (the Organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2020. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the Organization's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

## Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Lumsden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 28, 2020

**Schedule of Findings and Questioned Costs**

For the year ended June 30, 2020

**Section I. Summary of Auditors' Results**

**Consolidated Financial Statements**

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Noncompliance material to consolidated financial statements noted? No

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Type of auditors' report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)? No

Identification of major programs:

Name of Federal Program or Cluster	CFDA #	Amount
<b>Child Nutrition Cluster:</b>		
School Breakfast Program	10.553	\$ 310,765
National School Lunch Program	10.555	777,161
Summer Food Service Program for Children	10.559	5,178
COVID-19 - Summer Food Service Program for Children	10.559	159,443
		<u>\$ 1,252,547</u>

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

**Section II. Financial Statement Findings**

No matters were reported.

**Section III. Federal Award Findings and Questioned Costs**

No matters were reported.



## Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

<b>School Name:</b>	<b>Charter School for Applied Technologies</b>
Date (Report is due Nov. 1):	November 1, 2020
Primary District of Location (If NYC select NYC DOE):	Kenmore - Town of Tonawanda Union Free School District (Ken-Ton)
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Tanya Moore
School Fiscal Contact Email:	<a href="mailto:tmoore@csat-k12.org">tmoore@csat-k12.org</a>
School Fiscal Contact Phone:	716-876-7505 ext 5104
School Audit Firm Name:	Lumsden & McCormick, LLP
School Audit Contact Name:	Donna Gonser
School Audit Contact Email:	<a href="mailto:dgonser@lumsdencpa.com">dgonser@lumsdencpa.com</a>
School Audit Contact Phone:	716-856-3300
Audit Period:	2019-20
Prior Year:	2018-19

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	A Management Letter was not issued.
Management Letter Response	N / A
Form 990	Extension filed - due May 17, 2021
Federal Single Audit (A-133)	To be filed by November 15, 2020 with the Federal Audit Clearinghouse
Corrective Action Plan	N / A

**Charter School for Applied Technologies**  
**Statement of Financial Position**  
**as of June 30**

	<u>2020</u>	<u>2019</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 11,112,122	\$ 8,089,977
Grants and contracts receivable	-	-
Accounts receivables	2,165,534	2,636,789
Prepaid Expenses	278,409	286,163
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<u>13,556,065</u>	<u>11,012,929</u>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 20,304,955	\$ 21,244,583
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	18,185,608	17,429,711
<b>TOTAL NON-CURRENT ASSETS</b>	<u>38,490,563</u>	<u>38,674,294</u>
<b>TOTAL ASSETS</b>	<u><b>52,046,628</b></u>	<u><b>49,687,223</b></u>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 4,322,317	\$ 3,839,324
Accrued payroll, payroll taxes and benefits	-	-
Current Portion of Loan Payable	1,005,668	980,668
Due to Related Parties	-	-
Refundable Advances	3,989	5,600
Deferred Revenue	-	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<u>5,331,974</u>	<u>4,825,592</u>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	-	-
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	19,714,353	20,720,021
<b>TOTAL LONG-TERM LIABILITIES</b>	<u>19,714,353</u>	<u>20,720,021</u>
<b>TOTAL LIABILITIES</b>	<u>25,046,327</u>	<u>25,545,613</u>
<b><u>NET ASSETS</u></b>		
Unrestricted	\$ 27,000,301	\$ 24,141,610
Temporarily restricted	-	-
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>27,000,301</u>	<u>24,141,610</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>52,046,628</b></u>	<u><b>49,687,223</b></u>

**Charter School for Applied Technologies**  
**Statement of Activities**  
**as of June 30**

	2020			2019
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 30,789,300	\$ -	\$ 30,789,300	\$ 29,862,183
State and Local Per Pupil Revenue - SPED	1,843,987	-	1,843,987	1,406,062
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	2,511,748	-	2,511,748	2,718,080
State and City Grants	32,100	-	32,100	39,472
Other Operating Income	876,162	-	876,162	1,891,016
Food Service/Child Nutrition Program	35,304	-	35,304	48,303
<b>TOTAL OPERATING REVENUE</b>	<b>36,088,601</b>	<b>-</b>	<b>36,088,601</b>	<b>35,965,116</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 21,499,264	\$ -	\$ 21,499,264	\$ 20,315,020
Special Education	2,758,785	-	2,758,785	2,092,309
Other Programs	2,853,022	-	2,853,022	4,250,124
Total Program Services	27,111,071	-	27,111,071	26,657,453
Management and general	6,118,839	-	6,118,839	5,619,959
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>33,229,910</b>	<b>-</b>	<b>33,229,910</b>	<b>32,277,412</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>2,858,691</b>	<b>-</b>	<b>2,858,691</b>	<b>3,687,704</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	3,071,361
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,071,361</b>
<b>Net Assets Released from Restrictions / Loss on Disposal of Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>	<b>2,858,691</b>	<b>-</b>	<b>2,858,691</b>	<b>6,759,065</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 24,141,610</b>	<b>\$ -</b>	<b>\$ 24,141,610</b>	<b>\$ 17,382,545</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 27,000,301</b>	<b>\$ -</b>	<b>\$ 27,000,301</b>	<b>\$ 24,141,610</b>

**Charter School for Applied Technologies**  
**Statement of Cash Flows**

**as of June 30**

	<b>2020</b>	<b>2019</b>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ -	\$ -
Revenues from School Districts	32,527,511	30,698,225
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	2,637,726	3,001,835
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	-	-
Accounts Payable	(30,305,570)	(28,498,415)
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	(951,194)	(972,232)
Food Service and Vending	35,304	48,303
Other	565,877	1,209,587
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 4,509,654</b>	<b>\$ 5,487,303</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>		
Purchase of equipment	(542,771)	(967,524)
Other	35,930	(6,372,464)
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (506,841)</b>	<b>\$ (7,339,988)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>		
Principal payments on long-term debt	(980,668)	(960,668)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (980,668)</b>	<b>\$ (960,668)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 3,022,145</b>	<b>\$ (2,813,353)</b>
Cash at beginning of year	8,089,977	10,903,330
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 11,112,122</b>	<b>\$ 8,089,977</b>

## Charter School for Applied Technologies Statement of Functional Expenses as of June 30

		2020							2019	
		Program Services				Supporting Services				
No. of Positions		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs										
Administrative Staff Personnel	42.88	1,114,466	158,154	47,987	1,320,607	-	1,785,031	1,785,031	3,105,638	3,364,288
Instructional Personnel	233.54	10,568,390	1,320,891	5,521	11,894,802	-		-	11,894,802	11,413,430
Non-Instructional Personnel	63.24	215,267	-	654,908	870,175	-	1,372,859	1,372,859	2,243,034	2,150,907
Total Salaries and Staff	339.66	11,898,123	1,479,045	708,416	14,085,584	-	3,157,890	3,157,890	17,243,474	16,928,625
Fringe Benefits & Payroll Taxes		4,290,339	270,330	105,468	4,666,137	-	883,675	883,675	5,549,812	4,883,289
Retirement		1,215,766	76,604	29,887	1,322,257	-	250,410	250,410	1,572,667	1,575,243
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	103,365
Accounting / Audit Services		-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		71,358	108,267	57,012	236,637	-	699,366	699,366	936,003	924,271
Building and Land Rent / Lease		751,320	-	-	751,320	-	-	-	751,320	715,563
Repairs & Maintenance		2,910	-	18,073	20,983	-	50,470	50,470	71,453	63,373
Insurance		149,538	9,346	18,692	177,576	-	9,346	9,346	186,922	190,055
Utilities		309,750	19,359	38,719	367,828	-	19,359	19,359	387,187	437,557
Supplies / Materials		327,218	475	766,222	1,093,915	-	240,826	240,826	1,334,741	1,484,212
Equipment / Furnishings		123,678	-	26,909	150,587	-	318,507	318,507	469,094	470,636
Staff Development		133,056	-	5,392	138,448	-	43,701	43,701	182,149	157,239
Marketing / Recruitment		-	-	-	-	-	128,093	128,093	128,093	119,307
Technology		-	-	-	-	-	-	-	-	264,088
Food Service		-	-	-	-	-	-	-	-	-
Student Services		-	-	807,028	807,028	-	-	-	807,028	1,071,478
Office Expense		132,681	-	42	132,723	-	93,779	93,779	226,502	339,507
Depreciation		1,185,919	74,120	148,240	1,408,279	-	74,120	74,120	1,482,399	1,403,866
OTHER		907,608	721,239	122,922	1,751,769	-	149,297	149,297	1,901,066	1,145,738
<b>Total Expenses</b>		\$ 21,499,264	\$ 2,758,785	\$ 2,853,022	\$ 27,111,071	\$ -	\$ 6,118,839	\$ 6,118,839	\$ 33,229,910	\$ 32,277,412

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2020-21 Budget & Cash Flow Template

#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

<Enter School Name Here>

PROJECTED BUDGET FOR 2020-2021							Assumptions
July 1, 2020 to June 30, 2021							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	31,342,327	1,000,000	1,514,600	-	77,045	33,933,972	
Total Expenses	22,695,612	2,495,892	3,576,321	-	6,249,455	35,017,280	
Net Income	8,646,716	(1,495,892)	(2,061,721)	-	(6,172,410)	(1,083,308)	
Actual Student Enrollment	2,365	-				-	
Total Paid Student Enrollment	2,341	-				2,341	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
SUPPORT SERVICES							
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
Kenmore - Tonawanda	\$10,058.00	1,573,272	-	-	-	1,573,272	Enrollment budgeted at 99% of actual number of seats
Buffalo City Schools	\$13,200.00	26,070,660	-	-	-	26,070,660	Enrollment budgeted at 99% of actual number of seats
Cheektowaga	\$11,410.00	361,469	-	-	-	361,469	Enrollment budgeted at 99% of actual number of seats
Sweet Home	\$13,289.00	236,810	-	-	-	236,810	Enrollment budgeted at 99% of actual number of seats
Other	various	1,888,510	-	-	-	1,888,510	Enrollment budgeted at 99% of actual number of seats
		30,130,721	-	-	-	30,130,721	
Special Education Revenue		-	1,000,000	-	-	1,000,000	
Grants							
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		30,130,721	1,000,000	-	-	31,130,721	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	-	-	-	-	
Title I		1,002,055	-	-	-	1,002,055	
Title Funding - Other		209,551	-	-	-	209,551	
School Food Service (Free Lunch)		-	-	1,514,600	-	1,514,600	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		1,211,606	-	1,514,600	-	2,726,206	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	75,000	75,000	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		-	-	-	2,045	2,045	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		-	-	-	77,045	77,045	
TOTAL REVENUE		31,342,327	1,000,000	1,514,600	-	33,933,972	
EXPENSES							List exact titles and staff FTE"s ( Full time equivilalent)
ADMINISTRATIVE STAFF PERSONNEL COSTS							
Executive Management	No. of Positions 4.00	-	-	-	550,306	550,306	
Instructional Management	10.00	915,791	-	-	-	915,791	
Deans, Directors & Coordinators	12.00	-	85,801	86,750	764,219	936,770	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	10.00	-	-	-	456,922	456,922	Salary increases 3%
Administrative Staff	23.00	346,034	74,263	-	559,705	980,003	Salary increases 3%
TOTAL ADMINISTRATIVE STAFF	59	1,261,826	160,064	86,750	2,331,153	3,839,793	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	98.00	5,662,741	-	-	-	5,662,741	Salary increases 3% or BTM
Teachers - SPED	25.00	-	1,371,838	-	-	1,371,838	Salary increases 3% or BTM
Substitute Teachers	5.00	203,945	-	-	-	203,945	Salary increases 3% or BTM
Teaching Assistants	-	-	-	-	-	-	Salary increases 3% or BTM
Specialty Teachers	67.00	3,532,633	-	-	-	3,532,633	Salary increases 3% or BTM

<Enter School Name Here>

PROJECTED BUDGET FOR 2020-2021								Assumptions
July 1, 2020 to June 30, 2021								DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.								
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue		31,342,327	1,000,000	1,514,600	-	77,045	33,933,972	
Total Expenses		22,695,612	2,495,892	3,576,321	-	6,249,455	35,017,280	
Net Income		8,646,716	(1,495,892)	(2,061,721)	-	(6,172,410)	(1,083,308)	
Actual Student Enrollment		2,365	-				-	
Total Paid Student Enrollment		2,341	-				2,341	
PROGRAM SERVICES								
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Aides	15.00	421,950	56,833	-	-	-	478,783	Salary increases 3%
Therapists & Counselors	16.00	843,057	-	-	-	-	843,057	Salary increases 3%
Other		402,368	-	277,830	-	-	680,198	Stipends - Club, Athletics
TOTAL INSTRUCTIONAL	226	11,066,693	1,428,671	277,830	-	-	12,773,194	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	2.00	-	-	107,087	-	-	107,087	Salary increases 3%
Librarian	2.00	151,086	-	-	-	-	151,086	Salary increases 3%
Custodian	18.00	-	-	-	-	931,095	931,095	Salary increases 3%
Security	-	-	-	-	-	-	-	
Other	10.00	107,099	-	570,367	-	-	677,466	Salary increases 3%
TOTAL NON-INSTRUCTIONAL	32	258,186	-	677,454	-	931,095	1,866,734	
SUBTOTAL PERSONNEL SERVICE COSTS	317	12,586,705	1,588,735	1,042,034	-	3,262,248	18,479,721	
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		962,883	121,538	79,716	-	249,562	1,413,699	
Fringe / Employee Benefits		3,075,194	388,161	254,591	-	797,035	4,514,981	
Retirement / Pension		1,167,443	147,358	96,651	-	302,580	1,714,033	
TOTAL PAYROLL TAXES AND BENEFITS		5,205,520	657,058	430,957	-	1,349,177	7,642,712	
TOTAL PERSONNEL SERVICE COSTS		17,792,225	2,245,792	1,472,991	-	4,611,425	26,122,433	
CONTRACTED SERVICES								
Accounting / Audit		-	-	-	-	52,500	52,500	Independent Audit
Legal		-	-	10,000	-	40,000	50,000	
Management Company Fee		-	-	-	-	-	-	
Nurse Services		-	-	7,500	-	-	7,500	Substitute Nursing Services
Food Service / School Lunch		-	-	-	-	-	-	
Payroll Services		-	-	-	-	-	-	
Special Ed Services		-	243,000	-	-	-	243,000	OT/PT, Vision, Hearing Services
Titlement Services (i.e. Title I)		-	-	-	-	-	-	
Other Purchased / Professional / Consulting		284,451	-	100,562	-	262,459	647,472	Interpreter, Athletics, BOCES
TOTAL CONTRACTED SERVICES		284,451	243,000	118,062	-	354,959	1,000,472	
SCHOOL OPERATIONS								
Board Expenses		-	-	-	-	25,000	25,000	
Classroom / Teaching Supplies & Materials		270,975	-	110,617	-	-	381,592	
Special Ed Supplies & Materials		-	6,500	-	-	-	6,500	
Textbooks / Workbooks		113,778	-	-	-	-	113,778	
Supplies & Materials other		23,200	-	18,300	-	21,000	62,500	
Equipment / Furniture		105,150	-	11,000	-	31,800	147,950	
Telephone		51,000	-	-	-	34,800	85,800	
Technology		363,590	-	-	-	91,100	454,690	
Student Testing & Assessment		13,250	-	-	-	-	13,250	
Field Trips		20,675	-	-	-	-	20,675	
Transportation (student)		-	-	898,047	-	-	898,047	
Student Services - other		-	-	-	-	-	-	
Office Expense		144,667	-	2,000	-	17,250	163,917	Postage, Printing
Staff Development		205,433	-	5,800	-	17,100	228,333	
Staff Recruitment		-	-	-	-	500	500	
Student Recruitment / Marketing		10,000	-	500	-	83,000	93,500	
School Meals / Lunch		-	-	807,400	-	-	807,400	
Travel (Staff)		4,000	600	100	-	1,200	5,900	
Fundraising		-	-	-	-	-	-	
Other		1,062,288	-	108,805	-	64,579	1,235,672	Dues & Subscriptions, Bond Interest Expense
TOTAL SCHOOL OPERATIONS		2,388,005	7,100	1,962,568	-	387,329	4,745,003	

<Enter School Name Here>

PROJECTED BUDGET FOR 2020-2021							Assumptions
July 1, 2020 to June 30, 2021							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	31,342,327	1,000,000	1,514,600	-	77,045	33,933,972	
Total Expenses	22,695,612	2,495,892	3,576,321	-	6,249,455	35,017,280	
Net Income	8,646,716	(1,495,892)	(2,061,721)	-	(6,172,410)	(1,083,308)	
Actual Student Enrollment	2,365	-				-	
Total Paid Student Enrollment	2,341	-				2,341	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
FACILITY OPERATION & MAINTENANCE							
Insurance	-	-	-	-	209,464	209,464	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	703,430	-	-	-	59,220	762,650	
Repairs & Maintenance	2,500	-	22,700	-	491,758	516,958	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	135,300	135,300	
Utilities	425,000	-	-	-	-	425,000	
TOTAL FACILITY OPERATION & MAINTENANCE	1,130,930	-	22,700	-	895,742	2,049,372	
DEPRECIATION & AMORTIZATION	1,100,000	-	-	-	-	1,100,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	22,695,612	2,495,892	3,576,321	-	6,249,455	35,017,280	
NET INCOME	8,646,716	(1,495,892)	(2,061,721)	-	(6,172,410)	(1,083,308)	Prior year Net Income offset
ENROLLMENT - *School Districts Are Linked To Above Entries*							
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
Kenmore - Tonawanda	158		158				
Buffalo City Schools	1,995		1,995				
Cheektowaga	32		32				
Sweet Home	18		18				
Other	162		162				
TOTAL ENROLLMENT	2,365	-	2,365				
REVENUE PER PUPIL	13,253	-	640				
EXPENSES PER PUPIL	9,596	-	1,512				



ROP450  
P.O. Box 7000  
Providence, RI 02940



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Call Citizens' PhoneBank anytime for  
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## Business Account Statement

1 OF 1

Beginning September 01, 2020  
through September 30, 2020

AV 01 042434 84951B113 A\*\*5DGT

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES  
2303 KENMORE AVE  
BUFFALO NY 14207-1311

### Business Money Market

US002

#### SUMMARY

##### Balance Calculation

Previous Balance 367,394.29  
Checks .00 -  
Debits .00 -  
Deposits & Credits .00 +  
Interest Paid 6.02 +  
**Current Balance 367,400.31 =**

##### Balance

Average Daily Balance 367,394.29

##### Interest

Current Interest Rate .02%  
Annual Percentage Yield Earned .02%  
Number of Days Interest Earned 30  
Interest Earned 6.02  
Interest Paid this Year 270.03

CHARTER SCHOOL FOR APPLIED TEC  
**Business Money Market**  
XXXXXXXX763-4

You can waive the monthly maintenance fee of \$9.99 by maintaining a minimum daily balance in  
your account of \$2,500.

Your minimum daily balance used to qualify this statement period is: \$367,394

Your next statement period will end on October 30, 2020.

Previous Balance

367,394.29

#### TRANSACTION DETAILS

##### Interest

Date	Amount	Description
09/30	6.02	Interest

Total Interest Paid

6.02

Current Balance

367,400.31

##### Daily Balance

Date	Balance	Date	Balance
09/30	367,400.31		

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