

# Application: Charter School for Applied Technologies

TANYA MOORE - tmoore@csat-k12.org  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Aug 2 2021

### [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 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **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, 2021)**

Please select the correct authorizer as of June 30, 2021 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)
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**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 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

2365

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

2357

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (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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**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

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## **FACILITIES INFORMATION**

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**m. FACILITIES**

Will the school maintain or operate multiple sites in 2021-2022?

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

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**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	716-8767-7505	Kenmore-Tonawanda	K-5	

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle	716-876-7505		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>
Operational Leader	Susan Jurewicz	716-876-7505		<a href="mailto:sjurewicz@csat-k12.org">sjurewicz@csat-k12.org</a>
Compliance Contact	Garrick Loveria	716-876-7505		<a href="mailto:gloveria@csat-k12.org">gloveria@csat-k12.org</a>
Complaint Contact	Andrew Lyle	716-876-7505		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>
DASA Coordinator	John Bresnock	716-876-7505		<a href="mailto:jbresnock@csat-k12.org">jbresnock@csat-k12.org</a>
Phone Contact for After Hours Emergencies	Andrew Lyle	716-462-9928		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>

**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, 2021.**

**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**

[ESFireInspection2020.pdf](#)

**Filename:** ESFireInspection2020.pdf **Size:** 396.7 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	716-876-7505	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	716-876-7505		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>
Operational Leader	Ann Morgante	716-876-7505		<a href="mailto:amorgante@csat-k12.org">amorgante@csat-k12.org</a>
Compliance Contact	Garrick Loveria	716-876-7505		<a href="mailto:gloveria@csat-k12.org">gloveria@csat-k12.org</a>
Complaint Contact	Andrew Lyle	716-876-7505		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>
DASA Coordinator	Courtney Doyle	716-876-7505		<a href="mailto:cdoyle@csat-k12.org">cdoyle@csat-k12.org</a>
Phone Contact for After Hours Emergencies	Andrew Lyle	716-462-9928		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>

**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, 2021.**

**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**

[HSFireInspection2020.pdf](#)

**Filename:** HSFireInspection2020.pdf **Size:** 400.6 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	716-876-7505	Buffalo	6-8	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle	716-876-7505		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>
Operational Leader	Anthony Favata	716-876-7505		<a href="mailto:afavata@csat-k12.org">afavata@csat-k12.org</a>
Compliance Contact	Garrick Loveria	716-876-7505		<a href="mailto:gloveria@csat-k12.org">gloveria@csat-k12.org</a>
Complaint Contact	Andrew Lyle	716-876-7505		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>
DASA Coordinator	Jared Lincourt	716-876-7505		<a href="mailto:jlincourt@csat-k12.org">jlincourt@csat-k12.org</a>
Phone Contact for After Hours Emergencies	Andrew Lyle	716-462-9928		<a href="mailto:alyle@csat-k12.org">alyle@csat-k12.org</a>



**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, 2021.**

**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**

[MSFireInspection2020.pdf](#)

**Filename:** MSFireInspection2020.pdf **Size:** 397.9 kB

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**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

No

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

Yes

## ATTESTATIONS

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

Name	Tanya Moore
Position	CFO
Phone/Extension	716-876-7505-5104
Email	<a href="mailto:tmoore@csat-k12.org">tmoore@csat-k12.org</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

### Responses Selected:

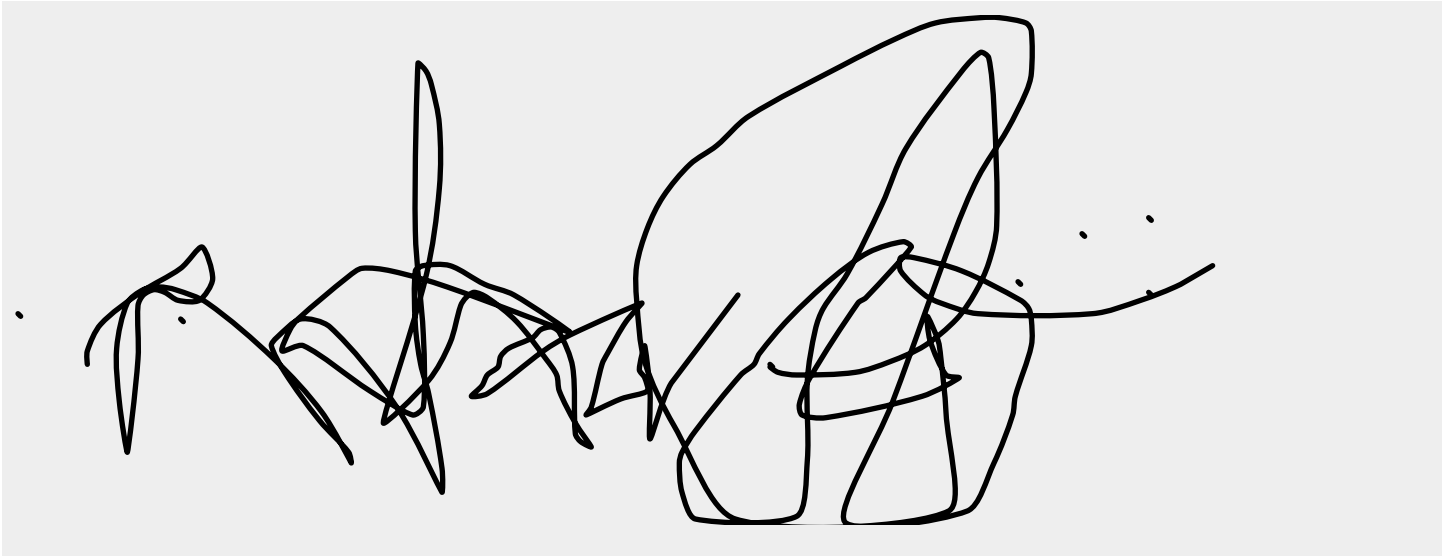
Yes

**q. 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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

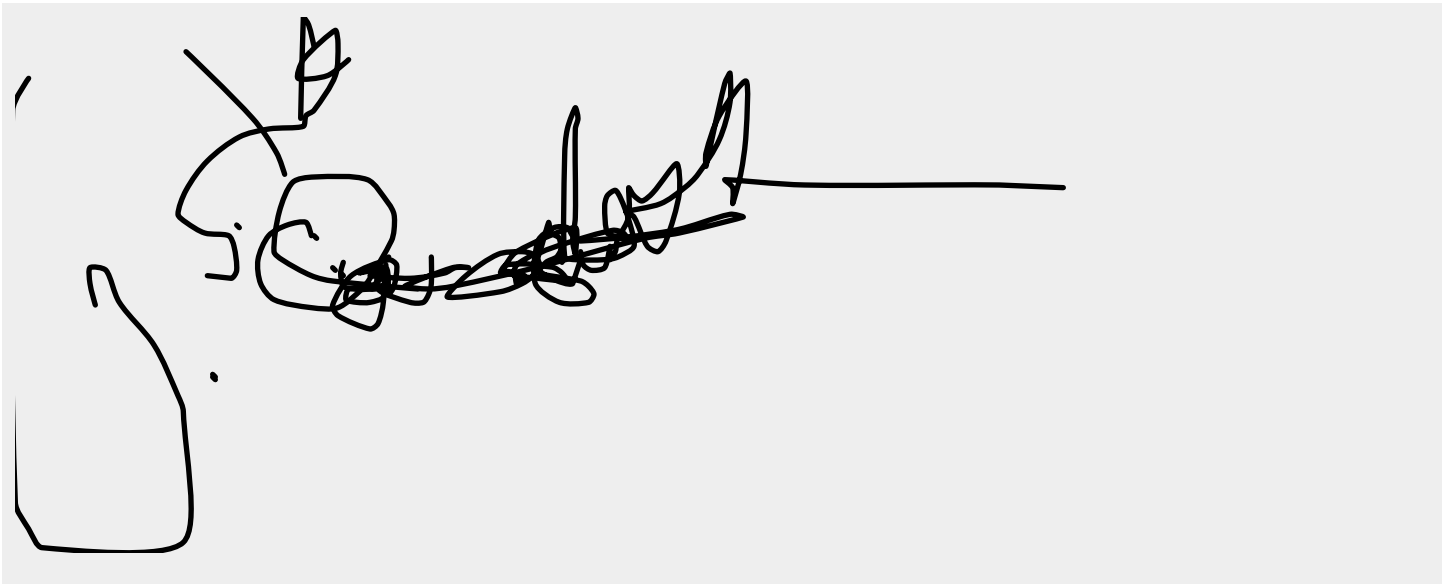
### Responses Selected:

Yes

**Signature, Head of Charter School**

A highly stylized, abstract handwritten signature in black ink on a light gray background. The signature consists of several overlapping loops and sharp, angular strokes, with a long horizontal line extending to the right.

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

A handwritten signature in black ink on a light gray background. The signature is composed of a series of connected loops and a long horizontal line extending to the right. There are some additional scribbles and a small loop on the left side of the main signature.

**Date**

Aug 2 2021

Thank you.



## Entry 3 Progress Toward Goals

Completed Oct 29 2021

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 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”. **Deadline is November 1, 2021.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## 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, 2021.

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## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2020-2021 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”.**

### 2020-2021 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
				As stated on data.nysed.gov, "due to the extraordinary circumstances related to the pandemic, approximately 4 out of 10 enrolled students participated in state assessments in 2020-21. Because only 40% of students' results are available, state assessments are not representative of the state's student population and the

Academic Goal 1	Student Achievement on Grade 3-8 NYS Math Assessments will meet or exceed the state average	NYS Gr. 3 Math Assessment NYS Gr. 4 Math Assessment NYS Gr. 5 Math Assessment NYS Gr. 6 Math Assessment NYS Gr. 7 Math Assessment NYS Gr. 8 Math Assessment		<p>results should not be compared statewide or by statewide subgroup, or with prior year's results. District and school level performance data, as well as the number and percentage of students who tested and did not test, are available for 2020-21. However, depending on the percentage of students that took the tests in a given school or district, the school and district's results may not be representative of that school or district's student population. "</p>
				As stated on <a href="https://data.nysed.gov">data.nysed.gov</a> , "due to the extraordinary

Academic Goal 2	Student Achievement on all Grade 3-8 NYS ELA Assessments will meet or exceed the state average	NYS Gr. 3 ELA Assessment NYS Gr. 4 ELA Assessment NYS Gr. 5 ELA Assessment NYS Gr. 6 ELA Assessment NYS Gr. 7 ELA Assessment NYS Gr. 8 ELA Assessment	<p>circumstances related to the pandemic, approximately 4 out of 10 enrolled students participated in state assessments in 2020-21. Because only 40% of students' results are available, state assessments are not representative of the state's student population and the results should not be compared statewide or by statewide subgroup, or with prior year's results. District and school level performance data, as well as the number and percentage of students who tested and did not test, are available for 2020-21. However, depending on the percentage of students that took the tests in a given school or district, the school and district's results may not be representative of that school or district's student</p>
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				population. "
Academic Goal 3	The graduation rate will meet or exceed the state average	Graduation Rate	Met	
Academic Goal 4				
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



#### 4. ORGANIZATION GOALS

**For the 2020-2021 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”.**

##### 2020-2021 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				
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

#### 2020-2021 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				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed Oct 29 2021

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

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **2021 Financial Statements - FINAL**

**Filename:** 2021 Financial Statements FINAL.pdf **Size:** 730.5 kB

## Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Dec 20 2021

### **Instructions - Regents-Authorized Charter Schools ONLY**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **Charter School for Applied Technologies\_BEDS-142601860031\_2020-21**

**Filename:** Charter School for Applied Techno iUie6QJ.xlsx **Size:** 75.5 kB

## Entry 4c - Additional Financial Documents

Completed Oct 29 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter

2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [Financial Documents - Additional Information](#)

**Filename:** Financial Documents Additional In 8g8CBII.pdf **Size:** 791.7 kB

## Entry 4d - Financial Services Contact Information

**Completed** Oct 29 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Tanya Moore		

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Donna Gonser			20

**3. If applicable, please provide contact information for the school's outsourced financial services firm.**

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 - Fiscal Year 2021-2022 Budget

**Completed** Oct 29 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [Budget - 2022 - CS Format - 102921](#)

**Filename:** Budget 2022 CS Format 102921.xlsx **Size:** 45.1 kB

## Entry 6 - Board of Trustees Disclosure of Financial Interest Form

**Completed** Aug 2 2021

### **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY 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. Note: Docusign is accepted.

## [CSAT - Board Disclosures - 2020-21](#)

**Filename:** CSAT Board Disclosures 2020 21.pdf **Size:** 1.7 MB

### Entry 7 BOT Membership Table

**Completed** Aug 2 2021

## 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 7 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.

#### 1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	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 Meeting s Attende d During 2020- 2021
1	David Quacke nbush		Chair	ex- officio member of all committ	Yes	7	9/2/201 9	9/1/202 1	12

				ees					
2	Joseph Berti		Vice Chair	Development, Career Readiness, Facilities	Yes	3	9/1/2018	9/1/2022	11
3	John Cinquino		Treasurer	Finance, Ancillary Services	Yes	7	9/1/2018	9/1/2021	11
4	Karen Kelley		Secretary	Negotiations, Appeals, Career Readiness	Yes	7	9/1/2018	9/1/2021	11
5	Michael Keller		Trustee/Member	Finance, Facilities, Nominations	Yes	7	9/1/2019	9/1/2022	9
6	Kenneth Robinson		Trustee/Member	Development, Quality Assurance, Ancillary Services, Appeals	Yes	2	9/1/2019	9/1/2022	5 or less
7	Lisa L. Smith		Trustee/Member	Negotiations, Development, Quality Assurance	Yes	2	9/1/2020	9/1/2023	11

8	Andrea Pasieka		Trustee/ Member	Quality Assurance, Development, Negotiations	Yes	1	9/1/2020	9/1/2023	11
9	Ian Donnelly		Trustee/ Member	Quality Assurance, Career Readiness, Appeals, Ancillary Services	Yes	1	9/1/2020	9/1/2023	11

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

Yes



**1b. Current Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	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 Meeting s Attende d During 2020- 2021
10	Danielle Salasav age		Parent Rep	Quality Assuran ce	Yes		9/1/202 0	9/1/202 3	7
11	Michael Stevens		Trustee/ Member		Yes		9/1/201 9	9/1/202 2	11
12									
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, 2021	11
b.Total Number of Members Added During 2020-2021	(No response)
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

## 3. Number of Board meetings held during 2020-2021

12

## 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Aug 2 2021

### Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

## [CSAT - Board Minutes - 2021](#)

Filename: CSAT Board Minutes 2021.pdf Size: 16.4 MB

### Entry 9 Enrollment & Retention

Completed Aug 2 2021

#### [Instructions for submitting Enrollment and Retention Efforts](#)

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2021-2022.

### Entry 9 Enrollment and Retention of Special Populations

#### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	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	For the upcoming 2021-2022

Economically Disadvantaged

unlawful. Admission of students 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.

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.

For 21-22, we plan even more of a focus on ENL/SPED and specifically mentioned them in our Radio and Television Ads. We also did targeted ads on social media (Facebook and Instagram)

Advertising

Print Ads

Panorama Hispano (Spanish Language publication)

Buffalo Challenger (Print edition)

	<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>Radio</p> <p>WBLK 93.7 (including specific mention of special education and ENL services)</p> <p>Digital</p> <p>Panorama Hispano</p> <p>Site retargeting static ads and video (commercial)</p> <p>Facebook and Instagram, including delivery to those who have selected Spanish, Burmese and Arabic as their preferred language.</p> <p>Television</p> <p>Combination of Broadcast Commercials and targeted delivery commercials with Connected TV (including specific mention of special education and ENL services)</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,</p>	<p>For the upcoming 2021-2022 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</p>

## English Language Learners

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.
- Informational meetings for interested families are scheduled

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.

For 21-22, we plan even more of a focus on ENL/SPED and specifically mentioned them in our Radio and Television Ads. We also did targeted ads on social media (Facebook and Instagram)

### ENL Population Specific Outreach

- Highlight ENL services and programs in promotional and marketing literature
- Highlight ENL services in television and radio ads
- Digital (paid) Facebook & Instagram ads targeted to Spanish, Arabic and Burmese speakers
- Outreach to neighborhood organizations that work with ENL communities.
- Outreach to local agencies serving and referring immigrant families
- 2-Point preference in lottery for ENL applicants
- Main page website graphic and Facebook and Instagram Posts: Apply Now in English, Spanish,

	<p>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.</p> <ul style="list-style-type: none"> <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>Burmese and Arabic</p> <p>Advertising</p> <p>Print Ads</p> <p>Panorama Hispano (Spanish Language publication)</p> <p>Buffalo Challenger (Print edition)</p> <p>Radio</p> <p>WBLK 93.7 (including specific mention of special education and ENL services)</p> <p>Digital</p> <p>Panorama Hispano</p> <p>Site retargeting static ads and video (commercial)</p> <p>Facebook and Instagram, including delivery to those who have selected Spanish, Burmese and Arabic as their preferred language.</p> <p>Television</p> <p>Combination of Broadcast Commercials and targeted delivery commercials with Connected TV (including specific mention of special education and ENL services)</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>For the upcoming 2021-2022 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</p>

## Students with Disabilities

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.
- Informational meetings for interested families are scheduled and advertised in every geographical area where special

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.

For 21-22, we plan even more of a focus on ENL/SPED and specifically mentioned them in our Radio and Television Ads. We also did targeted ads on social media (Facebook and Instagram)

### Advertising

#### Print Ads

Panorama Hispano (Spanish Language publication)

Buffalo Challenger (Print edition)

#### Radio

WBLK 93.7 (including specific mention of special education and ENL services)



	<p>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.</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>Digital</p> <p>Panorama Hispano</p> <p>Site retargeting static ads and video (commercial)</p> <p>Facebook and Instagram, including delivery to those who have selected Spanish, Burmese and Arabic as their preferred language.</p> <p>Television</p> <p>Combination of Broadcast Commercials and targeted delivery commercials with Connected TV (including specific mention of special education and ENL services)</p>
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### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>During 2020-2021, 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, both in person and/or remote.</p> <p>Our Family Support Center continued its drive to strengthen all of our students and families through school, community and</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</p>

	<p>parent collaboration to promote student success and wellbeing. The center offers a spectrum of free services - individual and family counseling, support groups, and referrals/ information to outside community resources.</p> <p>Food Pantry services were also provided to those families in need.</p>	<p>conduct a survey to gauge the effectiveness of current services, identify new areas of needs, and those services requiring elimination or restructuring.</p>
English Language Learners	<p>During 2020-2021, 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 (either in person or remote settings) 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>
	<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.</p> <p>Resource Room services were</p>	

Students with Disabilities	<p>also provided, either in person or remote settings, 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 assessments were administered to students with disabilities in accordance with their IEPs. Any adaptation and/or accommodation required by the IEP was followed for both instruction and formative assessments administration.</p> <p>CSAT parents were also provided with IEP progress reports in accordance with the reporting directives of the student's IEP. Parents also received report cards on a quarterly basis.</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>
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## Entry 10 - Teacher and Administrator Attrition

Completed Aug 2 2021

### Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Aug 2 2021

### **Instructions**

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

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.

## **Entry 11 Uncertified Teachers**

**School Name:**

# 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, 2021)	7
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	7.0

**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, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category B: not to exceed 5	4.0

**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, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	4.0

**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	15

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

	FTE Count
Total Category E	176



## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	191



Thank you.

## Entry 12 Organization Chart

Completed Aug 2 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### **[CSAT Organizational Chart 2020-2021 - 042021](#)**

**Filename:** CSAT Organizational Chart 2020 2021 Q767E0H.pdf **Size:** 102.1 kB

## Entry 13 School Calendar

Completed Aug 2 2021

### [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 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</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, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

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.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **CSAT - School Calendars - 2021-22**

**Filename:** CSAT School Calendars 2021 22.pdf **Size:** 197.4 kB

# **Entry 14 Links to Critical Documents on School Website**

**Completed** Aug 2 2021

## **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., 2019-2020 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 14 Links to Critical Documents on School Website**

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

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy**

**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., 2019-20)	<a href="https://www.csat-k12.org/domain/401">https://www.csat-k12.org/domain/401</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<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. Lottery Notice announcing date of lottery	<a href="https://www.csat-k12.org/Page/3287">https://www.csat-k12.org/Page/3287</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<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>

**Thank you.**



## **Entry 15 Staff Roster**

**Completed** Dec 20 2021

### **INSTRUCTIONS**

#### **Required of Regents-Authorized Charter Schools ONLY**

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

### **Staff Roster - 2020-2021 - 081921\_CSAT**

**Filename:** Staff Roster 2020 2021 081921 CSAT.xlsx **Size:** 644.6 kB

**CHARTER SCHOOL FOR  
APPLIED TECHNOLOGIES  
AND AFFILIATES**

**SINGLE AUDIT REPORTING PACKAGE**

**JUNE 30, 2021**

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June 30, 2021

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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, 2021 and 2020, 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 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, 2021 and 2020, 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 additional information as listed in the table of contents, including the 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.

The accompanying additional information, including the schedule of expenditures of federal awards, 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 29, 2021 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 29, 2021



# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

## Consolidated Balance Sheets

June 30,	2021	2020
<b>Assets</b>		
<b>Current assets:</b>		
Cash	\$ 12,157,067	\$ 11,112,122
Receivables (Note 2)	2,325,208	2,165,534
Prepaid expenses and other assets	734,345	278,409
	<u>15,216,620</u>	<u>13,556,065</u>
Property and equipment, net (Note 3)	19,326,352	20,304,955
Investments held in trust (Note 4)	2,246,349	2,218,733
Other investments (Note 5)	20,047,872	15,966,875
	<u>\$ 56,837,193</u>	<u>\$ 52,046,628</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Current portion of long-term debt (Note 6)	\$ 1,040,668	\$ 1,005,668
Accounts payable and accrued expenses	5,368,808	4,322,317
Refundable advances	83,745	3,989
	<u>6,493,221</u>	<u>5,331,974</u>
Long-term debt (Note 6)	18,673,685	19,714,353
<b>Net assets:</b>		
Without donor restrictions	<u>31,670,287</u>	<u>27,000,301</u>
	<u>\$ 56,837,193</u>	<u>\$ 52,046,628</u>

See accompanying notes.

# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

## Consolidated Statements of Activities

For the years ended June 30,	2021	2020
<b>Support and revenue:</b>		
Enrollment fees:		
Resident students	\$ 30,300,090	\$ 30,789,300
Resident students with disabilities	1,565,224	1,843,987
Contributions:		
Federal awards	2,780,590	2,511,748
State awards	14,242	32,100
Food service and vending	14,813	35,304
Investment income (Note 5)	3,209,265	793,777
Other income	76,976	82,385
<b>Total support and revenue</b>	<b>37,961,200</b>	<b>36,088,601</b>
<b>Expenses:</b>		
Program expenses:		
Regular education	23,138,766	21,499,264
Special education	2,236,571	2,758,785
Other programs	1,798,992	2,853,022
Total program expenses	27,174,329	27,111,071
Supporting services:		
Management and general	6,116,885	6,118,839
<b>Total expenses</b>	<b>33,291,214</b>	<b>33,229,910</b>
<b>Change in net assets</b>	<b>4,669,986</b>	<b>2,858,691</b>
Net assets - beginning	27,000,301	24,141,610
Net assets - ending	\$ 31,670,287	\$ 27,000,301

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Statement of Functional Expenses**

For the year ended June 30, 2021

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative Staff	42.80	\$ 1,344,937	\$ 93,516	\$ 51,052	\$ 1,870,078	\$ 3,359,583
Instructional	232.10	11,335,092	1,404,052	7,927	-	12,747,071
Non-Instructional	56.68	232,281	-	609,338	1,465,576	2,307,195
	<b>331.58</b>	<b>\$ 12,912,310</b>	<b>\$ 1,497,568</b>	<b>\$ 668,317</b>	<b>\$ 3,335,654</b>	<b>\$ 18,413,849</b>
Salaries		\$ 12,912,310	\$ 1,497,568	\$ 668,317	\$ 3,335,654	\$ 18,413,849
Employee benefits and taxes		4,195,084	292,908	125,728	870,985	5,484,705
Retirement		1,337,272	93,371	40,079	277,645	1,748,367
Consultants		-	-	-	709	709
Contracted services		25,560	206,645	61,303	678,113	971,621
Equipment rental		16,343	-	-	67,360	83,703
Insurance		162,727	10,170	20,341	10,170	203,408
Interest		741,274	46,330	92,659	46,330	926,593
Building leases		764,091	-	-	-	764,091
Professional fees		35,356	-	-	35,867	71,223
Maintenance and repairs		3,480	-	6,478	95,788	105,746
Marketing		-	-	-	113,917	113,917
Minor equipment		779,931	-	21,662	86,122	887,715
Office expense		85,697	-	-	22,916	108,613
Supplies and materials		474,657	56	101,558	142,181	718,452
Other expenses		116,767	-	28,362	238,556	383,685
Staff development		55,845	-	2,922	5,049	63,816
Student services		-	-	450,536	-	450,536
Utilities		293,008	18,313	36,626	18,313	366,260
		<b>21,999,402</b>	<b>2,165,361</b>	<b>1,656,571</b>	<b>6,045,675</b>	<b>31,867,009</b>
Depreciation		1,139,364	71,210	142,421	71,210	1,424,205
Total		<b>\$ 23,138,766</b>	<b>\$ 2,236,571</b>	<b>\$ 1,798,992</b>	<b>\$ 6,116,885</b>	<b>\$ 33,291,214</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 Statements of Cash Flows**

For the years ended June 30,	2021	2020
<b>Operating activities:</b>		
Cash received from enrollment fees	\$ 32,454,847	\$ 32,527,511
Cash received from contributions	2,168,157	2,637,726
Cash received from food service and vending	14,813	35,304
Interest and dividends received	280,930	401,950
Cash received from other sources	22,778	163,927
Payments to employees for services and benefits	(24,308,316)	(24,270,176)
Payments to vendors and suppliers	(6,038,431)	(6,035,394)
Interest paid	(929,707)	(951,194)
<b>Net operating activities</b>	<b>3,665,071</b>	<b>4,509,654</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(448,180)	(542,771)
Deposits to investments held in trust, net	(27,616)	(5,307)
Purchases of other investments	(14,670,653)	(11,818,841)
Proceeds from the sale of property and equipment	14,000	-
Proceeds from the sale of assets	-	400,000
Proceeds from sales of other investments	13,517,991	11,460,078
<b>Net investing activities</b>	<b>(1,614,458)</b>	<b>(506,841)</b>
<b>Financing activities:</b>		
Principal repayments on long-term debt	(1,005,668)	(980,668)
<b>Net change in cash</b>	<b>1,044,945</b>	<b>3,022,145</b>
Cash - beginning	11,112,122	8,089,977
Cash - ending	\$ 12,157,067	\$ 11,112,122

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) and EST, LLC (the LLC). 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 School is the sole member of the LLC, an organization established to provide management services to the School and Corporation. During 2021 and 2020, the LLC had limited activity as management is evaluating its continuance.

#### Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 29, 2021, 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 where a 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 2019, an audit by the Office of the New York State Comptroller determined the District provided incorrect special education rates for over a decade. As a result, the Organization recognized additional expense of \$674,000 during the year ended June 30, 2020.

#### Contributions

Contributions 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, primarily 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.

### **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.

### **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.

### **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:**

	2021	2020
Enrollment fees	\$ 649,368	\$ 1,238,901
Contributions	1,599,253	892,822
Other	76,743	33,811
	<b>\$ 2,325,364</b>	<b>\$ 2,165,534</b>

### **3. Property and Equipment:**

	2021	2020
Land	\$ 323,845	\$ 323,845
Building improvements	31,843,861	31,543,741
Furniture and fixtures	4,775,455	4,650,600
Vehicles	64,812	64,812
	<b>37,007,973</b>	<b>36,582,998</b>
Less accumulated depreciation	17,681,621	16,278,043
	<b>\$ 19,326,352</b>	<b>\$ 20,304,955</b>

### **4. Investments Held in Trust:**

Investments held in trust consists mainly of treasury obligations held in the following accounts by a trustee in compliance with the issuance of 2017 Series bonds (Note 6):

	2021	2020
Reserve fund	\$ 1,950,485	\$ 1,950,485
Project and other funds	92,064	114,460
Repair fund	203,800	153,788
	<b>\$ 2,246,349</b>	<b>\$ 2,218,733</b>

### **5. Other Investments:**

	2021	2020
Money market	\$ 721,039	\$ 1,232,518
Equities	9,355,236	7,845,895
Mutual funds	5,140,322	2,131,165
Fixed income items	4,831,275	4,757,297
	<b>\$ 20,047,872</b>	<b>\$ 15,966,875</b>

Investment returns are as follows:

	2021	2020
Interest and dividends	\$ 280,930	\$ 401,950
Realized and unrealized gains	2,928,335	391,827
	<b>\$ 3,209,265</b>	<b>\$ 793,777</b>

## 6. Long-Term Debt:

	2021	2020
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.	\$ 19,355,000	\$ 20,335,000
Plus unamortized bond premium	986,173	1,056,613
Less unamortized debt issuance costs	626,820	671,592
	<b>19,714,353</b>	20,720,021
Less current portion	<b>1,040,668</b>	1,005,668
	<b>\$ 18,673,685</b>	\$ 19,714,353

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 2021 and 2020.

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, 2021 and 2020.

Aggregate maturities of net long-term debt subsequent to June 30, 2021 are:

2022	\$ 1,040,668
2023	1,080,668
2024	1,130,668
2025	1,180,668
2026	1,230,668
Thereafter	14,051,013
	<b>\$ 19,714,353</b>

## 7. Retirement Plans:

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 10.6% to 18.1% for 2021 and 9.3% to 15.8% for 2020, dependent on the participant's tier. Required contributions for ERS were \$450,897 and \$413,175 for the years ended June 30, 2021 and 2020.

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 9.53% of the annual covered payroll for the year ended June 30, 2021, and 8.86% for the year ended June 30, 2020. The required contributions for TRS were \$1,297,470 and \$1,159,492 for the years ended June 30, 2021 and 2020.

## 8. Lease Obligations:

The Organization leases certain equipment and property under terms of operating leases. Rental expense for all operating leases amounted to \$847,794 and \$831,434 for the years ended June 30, 2021 and 2020.

Future minimum annual rentals due under noncancellable leases are:

2022	\$	663,879
2023		665,640
2024		685,608
2025		706,174
2026		727,362
Thereafter		6,738,953
	\$	10,187,616

## 9. 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, 2021 and 2020:

	2021	2020
Cash	\$ 12,057,067	\$ 11,012,122
Receivables	2,325,364	2,165,534
Investments	20,047,872	15,966,875
	\$ 34,430,303	\$ 29,144,531

## 10. 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.

## 11. 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 all schools and resulted in a severe disruption of operations for many organizations.

In March 2020, the Organization transitioned to remote instruction for the remainder of the 2019-20 School year. During the 2020-21 school year, the School provided hybrid in-person and remote instruction model in compliance with all government safety mandates. Consequently, enrollment fees and revenue for the years ended June 30, 2021 and 2020 were not reduced.

The full extent of the impact of COVID-19 on the Organization'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, 2021

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Grantor Number</u>	<u>Expenditures</u>
<u>U.S. Department of Education</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-20-4050	\$ 123,722
Title I Grants to Local Educational Agencies	84.010	0021-21-4050	759,286
Charter Schools	84.282	N/A	49,949
English Language Acquisition State Grants	84.365	0293-20-4050	3,916
English Language Acquisition State Grants	84.365	0293-21-4050	1,367
Supporting Effective Instruction State Grants	84.367	0147-20-4050	10,899
Supporting Effective Instruction State Grants	84.367	0147-21-4050	96,210
Student Support and Academic Enrichment Program	84.424	0204-20-4050	7,550
Student Support and Academic Enrichment Program	84.424	0204-21-4050	69,201
Education Stabilization Fund - Elementary and Secondary School			
Emergency Relief Fund	84.425D	5890-21-4050	758,680
Total U.S. Department of Education			<u>1,880,780</u>
<u>U.S. Department of Treasury</u>			
Passed through Erie County:			
Coronavirus Relief Fund	21.019	N/A	313,300
<u>U.S. Department of Agriculture</u>			
Passed through New York State Education Department:			
Child Nutrition Cluster:			
National School Lunch Program	10.555	N/A	169,175
COVID-19 - Summer Food Service Program for Children	10.559	N/A	376,992
			<u>546,167</u>
Passed through New York State Office of General Services:			
National School Lunch Program	10.555	N/A	40,343
Total Child Nutrition Cluster and U.S. Department of Agriculture			<u>586,510</u>
Total Expenditures of Federal Awards			<u>\$ 2,780,590</u>

**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, 2021, the Organization used \$40,343 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, 2021, 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 (the financial statements), and have issued our report thereon dated October 29, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the 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 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 financial statements. 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.

A handwritten signature in blue ink that reads "Lynden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 29, 2021

**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, 2021. 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, 2021.

## 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 "Lyndon & McCormick, LLP". The signature is stylized and cursive.

October 29, 2021



**Schedule of Findings and Questioned Costs**

For the year ended June 30, 2021

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**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
Title I Grants to Local Education Agencies	84.010	\$ 883,008
Education Stabilization Fund - Elementary and Secondary School Emergency Relief Fund	84.425D	758,680
		<u>\$ 1,641,688</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.



# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2021-2022 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.

**Charter School for Applied Technologies**

PROJECTED BUDGET FOR 2021-2022							Assumptions
July 1, 2021 to June 30, 2022							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	33,041,901	1,750,000	1,514,600	-	252,045	36,558,546	
Total Expenses	23,157,517	2,694,380	4,015,054	-	7,665,549	37,532,500	
Net Income	9,884,383	(944,380)	(2,500,454)	-	(7,413,504)	(973,955)	
Actual Student Enrollment	2,365	-	-	-	-	-	
Total Paid Student Enrollment	2,341	-	-	-	-	2,341	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue							
Kenmore-Tonawanda	CY Per Pupil Rate \$10,280.00	1,536,906.69	-	-	-	1,536,907	Enrollment budgeted at 99% of actual number of seats
Buffalo City SD	\$13,308.00	26,204,915.88	-	-	-	26,204,916	Enrollment budgeted at 99% of actual number of seats
Cheektowaga CSD	\$11,502.00	387,190.98	-	-	-	387,191	Enrollment budgeted at 99% of actual number of seats
Amherst	\$11,547.00	160,041.42	-	-	-	160,041	Enrollment budgeted at 99% of actual number of seats
School District 5 (Enter Name)	various	2,144,925.09	-	-	-	2,144,925	Enrollment budgeted at 99% of actual number of seats
		30,433,980	-	-	-	30,433,980	
Special Education Revenue		-	1,750,000.00	-	-	1,750,000	
Grants							
Stimulus		1,416,083.56	-	-	-	1,416,084	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>		31,850,064	1,750,000	-	-	33,600,064	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		-	-	-	-	-	
Title I		990,847.00	-	-	-	990,847	
Title Funding - Other		200,990.00	-	-	-	200,990	
School Food Service (Free Lunch)		-	-	1,514,600.00	-	1,514,600	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		1,191,837	-	1,514,600	-	2,706,437	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	250,000.00	250,000	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		-	-	-	2,045.00	2,045	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		-	-	-	252,045	252,045	
<b>TOTAL REVENUE</b>		33,041,901	1,750,000	1,514,600	-	36,558,546	
<b>EXPENSES</b>							List exact titles and staff FTE"s ( Full time equiilivalent)
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>	No. of Positions						
Executive Management	4.00	-	-	-	569,154	569,154	Salary Increased 2% over prior year
Instructional Management	10.00	894,428	-	-	-	894,428	Salary Increased 2% over prior year
Deans, Directors & Coordinators	12.00	-	93,429	88,485	802,441	984,355	Salary Increased 2% over prior year
CFO / Director of Finance	-	-	-	-	-	-	Salary Increased 2% over prior year
Operation / Business Manager	10.00	-	-	-	488,755	488,755	Salary Increased 2% over prior year
Administrative Staff	23.00	351,643	-	-	659,717	1,011,360	Salary Increased 2% over prior year
<b>TOTAL ADMINISTRATIVE STAFF</b>	59.00	1,246,071	93,429	88,485	2,520,067	3,948,052	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	103.00	6,227,426	-	-	-	6,227,426	Salary Increased 2% over prior year or BTM
Teachers - SPED	26.00	-	1,501,526	-	-	1,501,526	Salary Increased 2% over prior year or BTM
Substitute Teachers	9.00	405,000	-	-	-	405,000	Salary Increased 2% over prior year or BTM
Teaching Assistants	-	-	-	-	-	-	Salary Increased 2% over prior year or BTM
Specialty Teachers	69.00	3,759,517	-	-	-	3,759,517	Salary Increased 2% over prior year or BTM



**Charter School for Applied Technologies**

PROJECTED BUDGET FOR 2021-2022								Assumptions
July 1, 2021 to June 30, 2022								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		33,041,901	1,750,000	1,514,600	-	252,045	36,558,546	
Total Expenses		23,157,517	2,694,380	4,015,054	-	7,665,549	37,532,500	
Net Income		9,884,383	(944,380)	(2,500,454)	-	(7,413,504)	(973,955)	
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	385,424	131,233	-	-	-	516,657	Salary Increased 2% over prior year
Therapists & Counselors	17.00	932,970	-	-	-	-	932,970	Salary Increased 2% over prior year or BTM
Other	10.00	285,000	-	289,730	-	-	574,730	Salary Increased 2% over prior year
<b>TOTAL INSTRUCTIONAL</b>	<b>249</b>	<b>11,995,337</b>	<b>1,632,759</b>	<b>289,730</b>	<b>-</b>	<b>-</b>	<b>13,917,826</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>								
Nurse	2.00	-	-	109,229	-	-	109,229	Salary Increased 2% over prior year
Librarian	2.00	154,108	-	-	-	-	154,108	Salary Increased 2% over prior year
Custodian	24.00	-	-	-	-	1,114,817	1,114,817	Salary Increased 2% over prior year
Security	-	-	-	-	-	-	-	Salary Increased 2% over prior year
Other	11.00	109,241	-	585,389	-	-	694,630	Stipends - Club, Athletics
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>39</b>	<b>263,349</b>	<b>-</b>	<b>694,618</b>	<b>-</b>	<b>1,114,817</b>	<b>2,072,784</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>347</b>	<b>13,504,757</b>	<b>1,726,188</b>	<b>1,072,833</b>	<b>-</b>	<b>3,634,884</b>	<b>19,938,662</b>	
<b>PAYROLL TAXES AND BENEFITS</b>								
Payroll Taxes		1,033,114	132,053	82,072	-	278,069	1,525,308	
Fringe / Employee Benefits		3,283,714	419,727	260,862	-	883,831	4,848,133	
Retirement / Pension		1,269,834	162,311	100,877	-	341,783	1,874,805	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>5,586,662</b>	<b>714,091</b>	<b>443,810</b>	<b>-</b>	<b>1,503,683</b>	<b>8,248,246</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>19,091,419</b>	<b>2,440,280</b>	<b>1,516,643</b>	<b>-</b>	<b>5,138,567</b>	<b>28,186,908</b>	
<b>CONTRACTED SERVICES</b>								
Accounting / Audit		-	-	-	-	52,500	52,500	Independent Audit
Legal		-	-	-	-	50,000	50,000	
Management Company Fee		-	-	-	-	-	-	
Nurse Services		-	-	7,500	-	-	7,500	Substitute Nursing Services
Food Service / School Lunch		-	-	-	-	-	-	
Payroll Services		-	-	-	-	-	-	
Special Ed Services		-	247,000	-	-	-	247,000	OT/PT, Vision, Hearing Services
Titlement Services (i.e. Title I)		-	-	-	-	-	-	
Other Purchased / Professional / Consulting		253,557	-	105,394	-	275,393	634,344	Interpreter, Athletics, BOCES
<b>TOTAL CONTRACTED SERVICES</b>		<b>253,557</b>	<b>247,000</b>	<b>112,894</b>	<b>-</b>	<b>377,893</b>	<b>991,344</b>	
<b>SCHOOL OPERATIONS</b>								
Board Expenses		-	-	-	-	25,000	25,000	
Classroom / Teaching Supplies & Materials		211,525	-	875,017	-	-	1,086,542	
Special Ed Supplies & Materials		-	-	-	-	-	-	
Textbooks / Workbooks		130,247	-	-	-	-	130,247	
Supplies & Materials other		36,690	6,500	112,300	-	22,500	177,990	
Equipment / Furniture		130,254	-	11,000	-	24,800	166,054	
Telephone		51,000	-	-	-	34,800	85,800	
Technology		403,224	-	-	-	51,175	454,399	
Student Testing & Assessment		13,250	-	-	-	-	13,250	
Field Trips		18,600	-	-	-	-	18,600	
Transportation (student)		29,400	-	1,196,147	-	37,500	1,263,047	
Student Services - other		-	-	-	-	-	-	
Office Expense		144,667	-	1,000	-	17,500	163,167	Postage, Printing
Staff Development		228,533	-	20,900	-	16,400	265,833	
Staff Recruitment		-	-	-	-	500	500	
Student Recruitment / Marketing		29,100	-	5,500	-	113,100	147,700	
School Meals / Lunch		500	-	33,000	-	3,500	37,000	
Travel (Staff)		4,000	600	100	-	1,200	5,900	
Fundraising		-	-	-	-	-	-	
Other		128,798	-	107,854	-	983,075	1,219,727	Dues & Subscriptions, Bond Interest Expense
<b>TOTAL SCHOOL OPERATIONS</b>		<b>1,559,788</b>	<b>7,100</b>	<b>2,362,817</b>	<b>-</b>	<b>1,331,050</b>	<b>5,260,755</b>	

**Charter School for Applied Technologies**

PROJECTED BUDGET FOR 2021-2022							Assumptions
July 1, 2021 to June 30, 2022							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	33,041,901	1,750,000	1,514,600	-	252,045	36,558,546	
Total Expenses	23,157,517	2,694,380	4,015,054	-	7,665,549	37,532,500	
Net Income	9,884,383	(944,380)	(2,500,454)	-	(7,413,504)	(973,955)	
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	-	-	-	-	204,464	204,464	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	725,253	-	-	-	59,220	784,473	
Repairs & Maintenance	2,500	-	22,700	-	423,836	449,036	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	130,520	130,520	
Utilities	425,000	-	-	-	-	425,000	
TOTAL FACILITY OPERATION & MAINTENANCE	1,152,753	-	22,700	-	818,040	1,993,493	
DEPRECIATION & AMORTIZATION	1,100,000	-	-	-	-	1,100,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	placed under Cash Flow Adjustment in the renewal application.
TOTAL EXPENSES	23,157,517	2,694,380	4,015,054	-	7,665,549	37,532,500	
NET INCOME	9,884,383	(944,380)	(2,500,454)	-	(7,413,504)	(973,955)	Prior year Net Income offset
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
Kenmore-Tonawanda	151		151				
Buffalo City SD	1,989		1,989				
Cheektowaga CSD	34		34				
Amherst	14		14				
School District 5 (Enter Name)	177		177				
TOTAL ENROLLMENT	2,365	-	2,365				
REVENUE PER PUPIL	13,971	-	640				
EXPENSES PER PUPIL	9,792	-	1,698				





## Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Charter School for Applied Technologies
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Ken-Ton (Kenmore - Town of Tonawanda Union Free School District)
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Tanya Moore
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Lumsden & McCormick
School Audit Contact Name:	Donna Gonser
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2020-21
Prior Year:	2019-20

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	
Management Letter Response	N/A
Form 990	Not yet filed
Federal Single Audit (A-133)	Not yet filed
Corrective Action Plan	N/A

**Charter School for Applied Technologies**  
**Statement of Financial Position**  
**as of June 30**

	<u>2021</u>	<u>2020</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 12,157,067	\$ 11,112,122
Grants and contracts receivable	-	-
Accounts receivables	2,325,208	2,165,534
Prepaid Expenses	734,345	278,409
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<u>15,216,620</u>	<u>13,556,065</u>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 19,326,352	\$ 20,304,955
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	22,294,221	18,185,608
<b>TOTAL NON-CURRENT ASSETS</b>	<u>41,620,573</u>	<u>38,490,563</u>
<b>TOTAL ASSETS</b>	<u><b>56,837,193</b></u>	<u><b>52,046,628</b></u>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 5,368,808	\$ 4,322,317
Accrued payroll, payroll taxes and benefits	-	-
Current Portion of Loan Payable	1,040,668	1,005,668
Due to Related Parties	-	-
Refundable Advances	83,745	3,989
Deferred Revenue	-	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<u>6,493,221</u>	<u>5,331,974</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	18,673,685	19,714,353
<b>TOTAL LONG-TERM LIABILITIES</b>	<u>18,673,685</u>	<u>19,714,353</u>
<b>TOTAL LIABILITIES</b>	<u>25,166,906</u>	<u>25,046,327</u>
<b><u>NET ASSETS</u></b>		
Unrestricted	\$ 31,670,287	\$ 27,000,301
Temporarily restricted	-	-
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>31,670,287</u>	<u>27,000,301</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>56,837,193</b></u>	<u><b>52,046,628</b></u>

**Charter School for Applied Technologies**  
**Statement of Activities**  
**as of June 30**

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 30,300,090	\$ -	\$ 30,300,090	\$ 30,789,300
State and Local Per Pupil Revenue - SPED	1,565,224	-	1,565,224	1,843,987
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	2,780,590	-	2,780,590	2,511,748
State and City Grants	14,242	-	14,242	32,100
Other Operating Income	76,976	-	76,976	82,385
Food Service/Child Nutrition Program	14,813	-	14,813	35,304
<b>TOTAL OPERATING REVENUE</b>	<b>34,751,935</b>	<b>-</b>	<b>34,751,935</b>	<b>35,294,824</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 23,138,766	\$ -	\$ 23,138,766	\$ 21,499,264
Special Education	2,236,571	-	2,236,571	2,758,785
Other Programs	1,798,992	-	1,798,992	2,853,022
Total Program Services	27,174,329	-	27,174,329	27,111,071
Management and general	6,116,885	-	6,116,885	6,118,839
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>33,291,214</b>	<b>-</b>	<b>33,291,214</b>	<b>33,229,910</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>1,460,721</b>	<b>-</b>	<b>1,460,721</b>	<b>2,064,914</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	-	\$ -	\$ -	-
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	3,209,265	-	3,209,265	793,777
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>3,209,265</b>	<b>-</b>	<b>3,209,265</b>	<b>793,777</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>4,669,986</b>	<b>-</b>	<b>4,669,986</b>	<b>2,858,691</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 27,000,301</b>	<b>\$ -</b>	<b>\$ 27,000,301</b>	<b>\$ 24,141,610</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 31,670,287</b>	<b>\$ -</b>	<b>\$ 31,670,287</b>	<b>\$ 27,000,301</b>

**Charter School for Applied Technologies**  
**Statement of Cash Flows**

**as of June 30**

	<b>2021</b>	<b>2020</b>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ -	\$ -
Revenues from School Districts	32,454,847	32,527,511
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	-	-
Accounts Payable	(30,346,747)	(30,305,570)
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	2,168,157	2,637,726
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	(929,707)	(951,194)
Cash Received from Food Service and Vending	14,813	35,304
Other	303,708	565,877
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 3,665,071</b>	<b>\$ 4,509,654</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>		
Purchase of equipment	(448,180)	(542,771)
Other	(1,166,278)	35,930
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (1,614,458)</b>	<b>\$ (506,841)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>		
Principal payments on long-term debt	(1,005,668)	(980,668)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (1,005,668)</b>	<b>\$ (980,668)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 1,044,945</b>	<b>\$ 3,022,145</b>
Cash at beginning of year	-	-
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,044,945</b>	<b>\$ 3,022,145</b>



## Charter School for Applied Technologies Statement of Functional Expenses as of June 30

		2021							2020	
		Program Services				Supporting Services				
		Regular	Special	Other Education	Total	Fundraising	Management and	Total	Total	
No. of Positions		Education	Education				General			
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs										
Administrative Staff Personnel	42.80	1,344,937	93,516	51,052	1,489,505	-	1,870,078	1,870,078	3,359,583	3,105,638
Instructional Personnel	232.10	11,335,092	1,404,052	7,927	12,747,071	-	-	-	12,747,071	11,894,802
Non-Instructional Personnel	56.68	232,281	-	609,338	841,619	-	1,465,576	1,465,576	2,307,195	2,243,034
Total Salaries and Staff	331.58	12,912,310	1,497,568	668,317	15,078,195	-	3,335,654	3,335,654	18,413,849	17,243,474
Fringe Benefits & Payroll Taxes		4,195,084	292,908	125,728	4,613,720	-	870,985	870,985	5,484,705	5,549,812
Retirement		1,337,272	93,371	40,079	1,470,722	-	277,645	277,645	1,748,367	1,572,667
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		60,916	206,645	61,303	328,864	-	714,689	714,689	1,043,553	936,003
Building and Land Rent / Lease		764,091	-	-	764,091	-	-	-	764,091	751,320
Repairs & Maintenance		3,480	-	6,478	9,958	-	95,788	95,788	105,746	71,453
Insurance		162,727	10,170	20,341	193,238	-	10,170	10,170	203,408	186,922
Utilities		293,008	18,313	36,626	347,947	-	18,313	18,313	366,260	387,187
Supplies / Materials		474,657	56	101,558	576,271	-	142,181	142,181	718,452	1,334,741
Equipment / Furnishings		796,274	-	21,662	817,936	-	153,482	153,482	971,418	549,208
Staff Development		55,845	-	2,922	58,767	-	5,049	5,049	63,816	182,149
Marketing / Recruitment		-	-	-	-	-	113,917	113,917	113,917	128,093
Technology		-	-	-	-	-	-	-	-	-
Food Service		-	-	-	-	-	-	-	-	-
Student Services		-	-	450,536	450,536	-	-	-	450,536	807,028
Office Expense		85,697	-		85,697	-	22,916	22,916	108,613	226,502
Depreciation		1,139,364	71,210	142,421	1,352,995	-	71,210	71,210	1,424,205	1,482,399
OTHER		858,041	46,330	121,021	1,025,392	-	284,886	284,886	1,310,278	1,820,952
<b>Total Expenses</b>		\$ 23,138,766	\$ 2,236,571	\$ 1,798,992	\$ 27,174,329	\$ -	\$ 6,116,885	\$ 6,116,885	\$ 33,291,214	\$ 33,229,910

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

Name:

Joseph A. 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).

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ Yes ☒ 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
Please write "None" if applicable. Do not leave this space blank.			

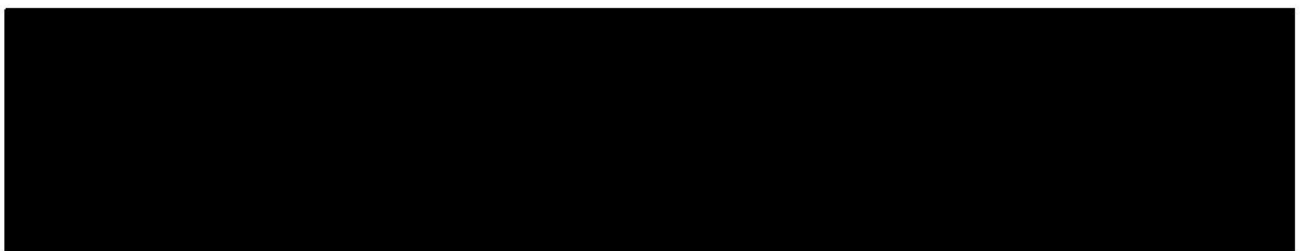
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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**."

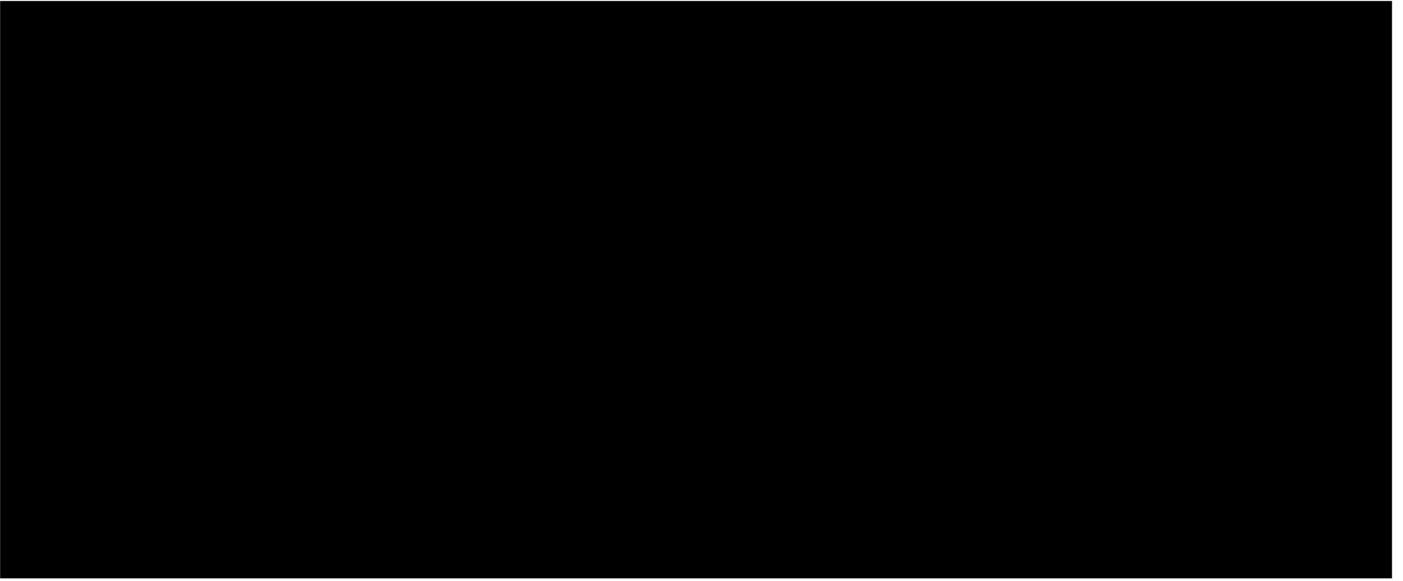
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

  
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.*





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**  
**John Cinquino**

---

**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 & Vice President**

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.

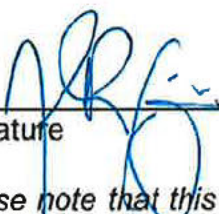
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the 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>Several Years</i>	<i>vendor</i>	<i>did not vote</i>	<i>wife</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."

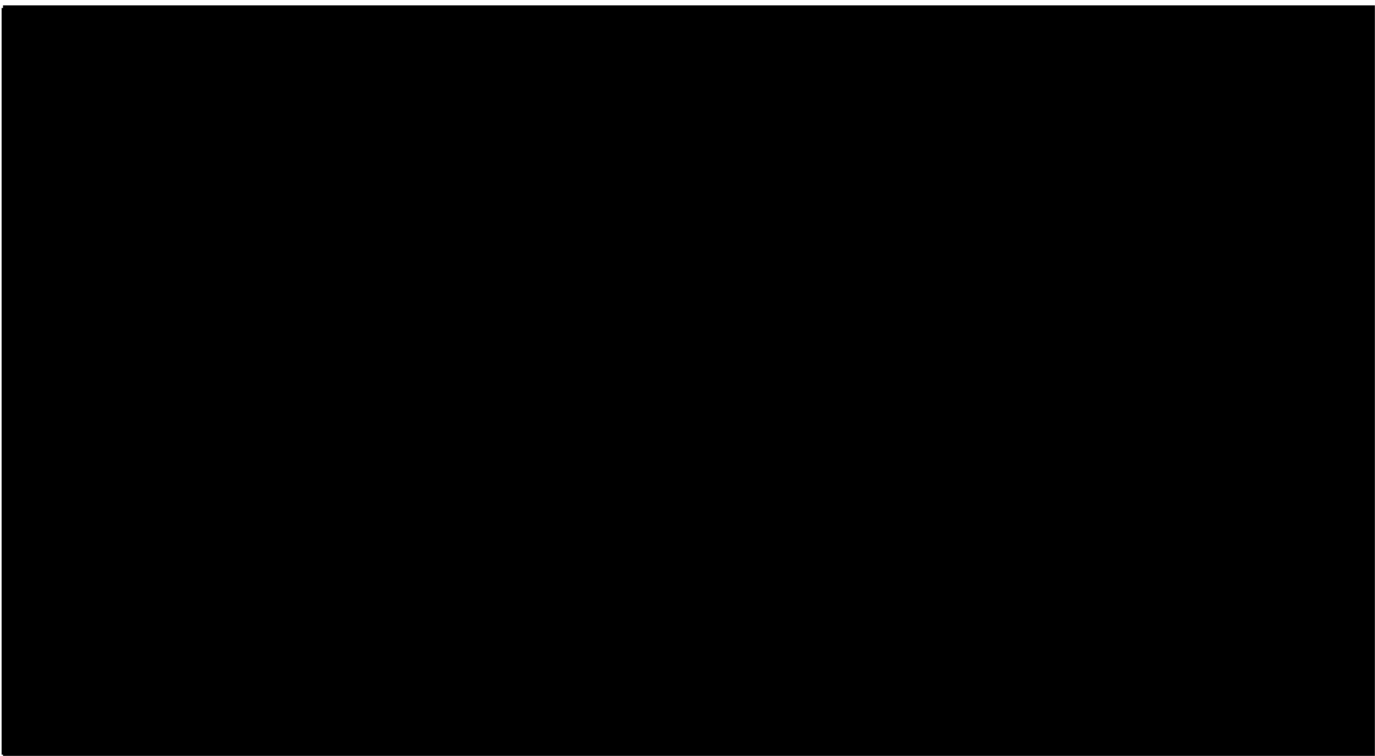
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

  
Signature

7-19-2021  
Date

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**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).

BOARD

2. Are you an employee of any school operated by the education corporation?

Yes ☒ 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?

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

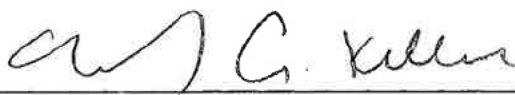
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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. NONE	NONE	NONE	NONE

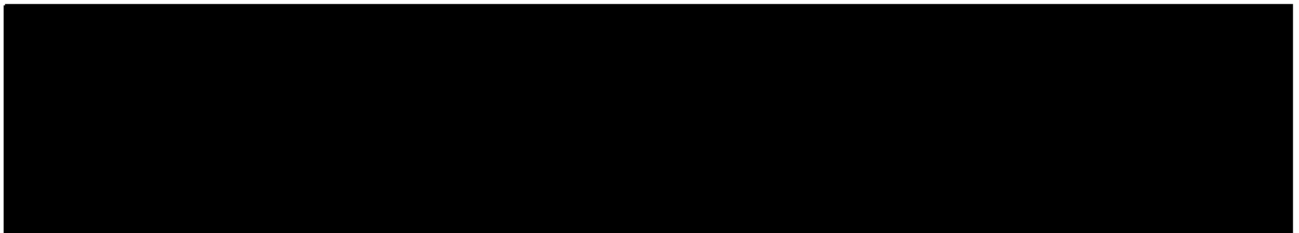
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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."

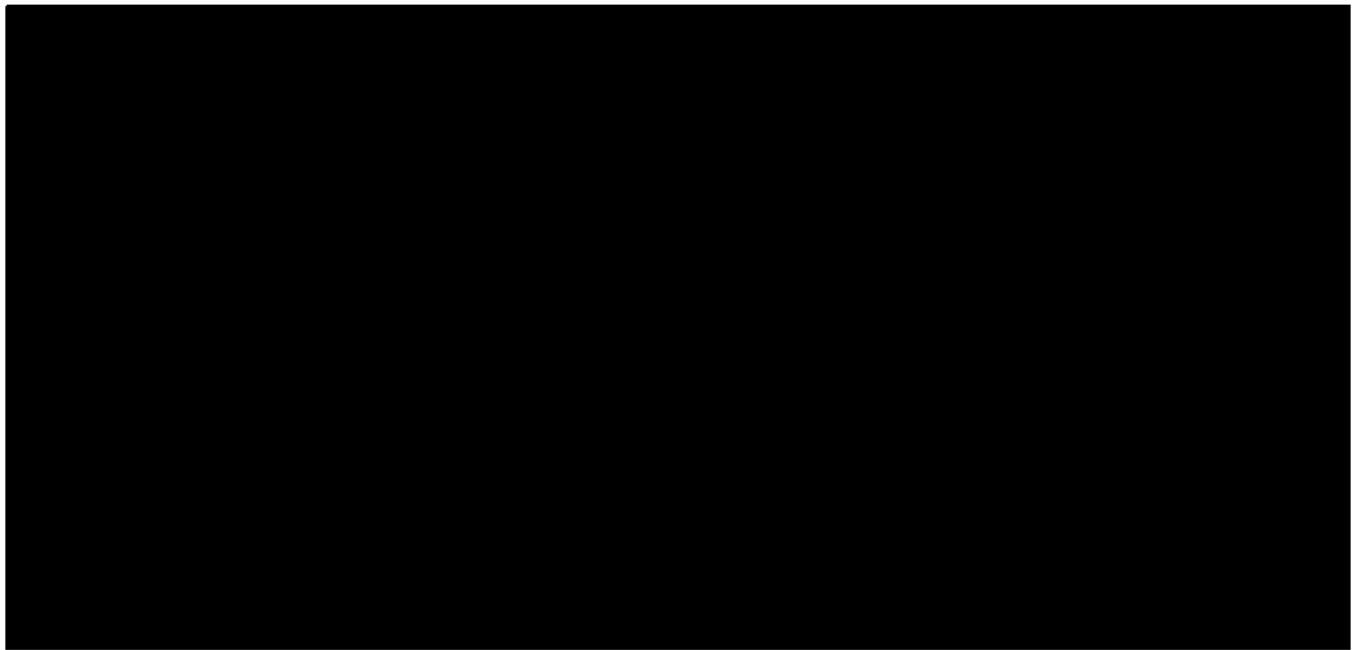
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

7/29/21  
Date

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<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

Andrea Pasieka

**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).

**Quality Assurance committee chair, Board 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?  
**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

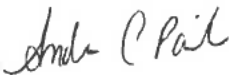
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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	Health Insurance Carrier	\$4.3M	Andrea Pasieka; Oversees the premium rates developed for health insurance plans offered	Do not participate in discussions & decisions regarding health insurance

  
 \_\_\_\_\_  
 Signature

7/29/2021  
 \_\_\_\_\_  
 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:**

DAVID S 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).

2. Are you an employee of any school operated by the education corporation?  
\_\_\_ Yes \_\_\_ ☒ 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.

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.

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.

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. <i>NONE</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
Please write "None" if applicable. Do not leave this space blank.				
		NONE		

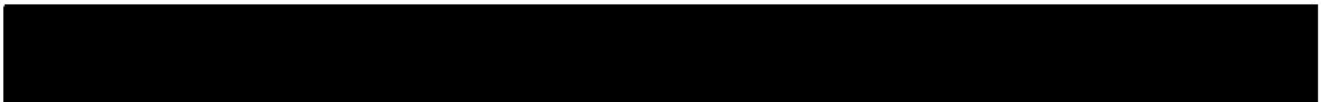


Signature

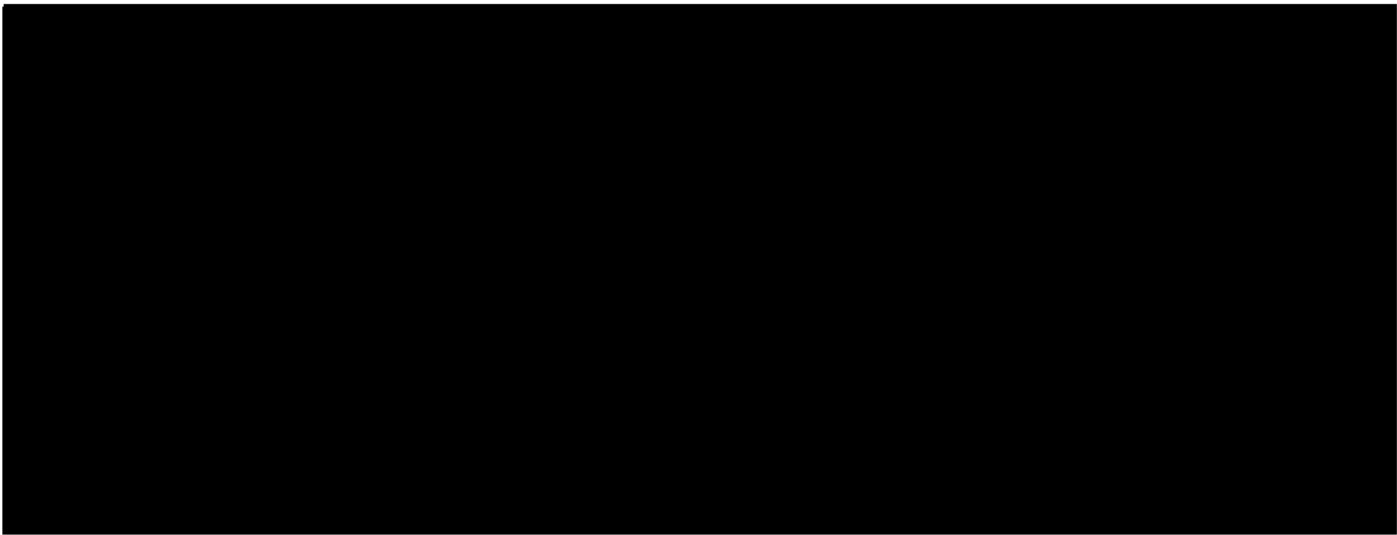
7/19/21

Date

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Signed as CSAT Foundation Trustee





<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**

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?

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.

**Yes- 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?

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.

**Yes- 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
<b>None</b> <i>Please write "None" if applicable. Do not leave this space blank.</i>	<b>None</b>	<b>None</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
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				



*Danielle Salasavage*

7/29/2021

Signature

Date

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<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name: Michael Stevens**

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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**

---

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

**Board of Trustees member**

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

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

- No

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

- 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?

- 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**

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>None.</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**."

- 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		

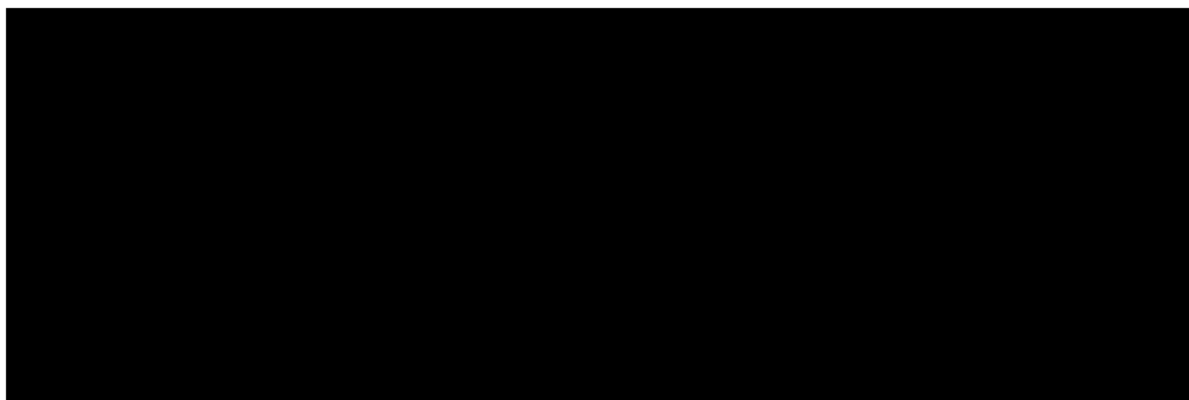


Signature

7/30/2021

Date

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**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   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
None				

**COMPLETED BY: Tanya Moore, CFO**

**8/2/2021**

Signature

Date

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**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).

**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
None				

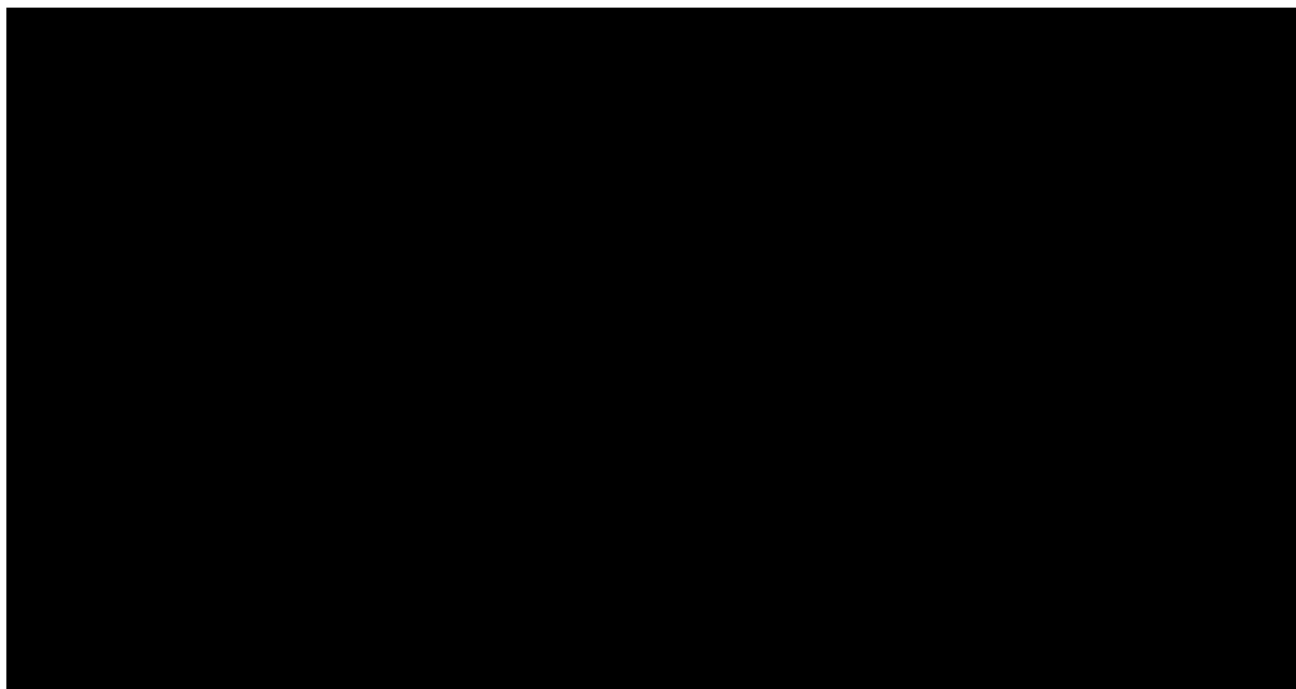
**COMPLETED BY: Tanya Moore, CFO**

**8/2/2021**

Signature

Date

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**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** ☒ **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
None				

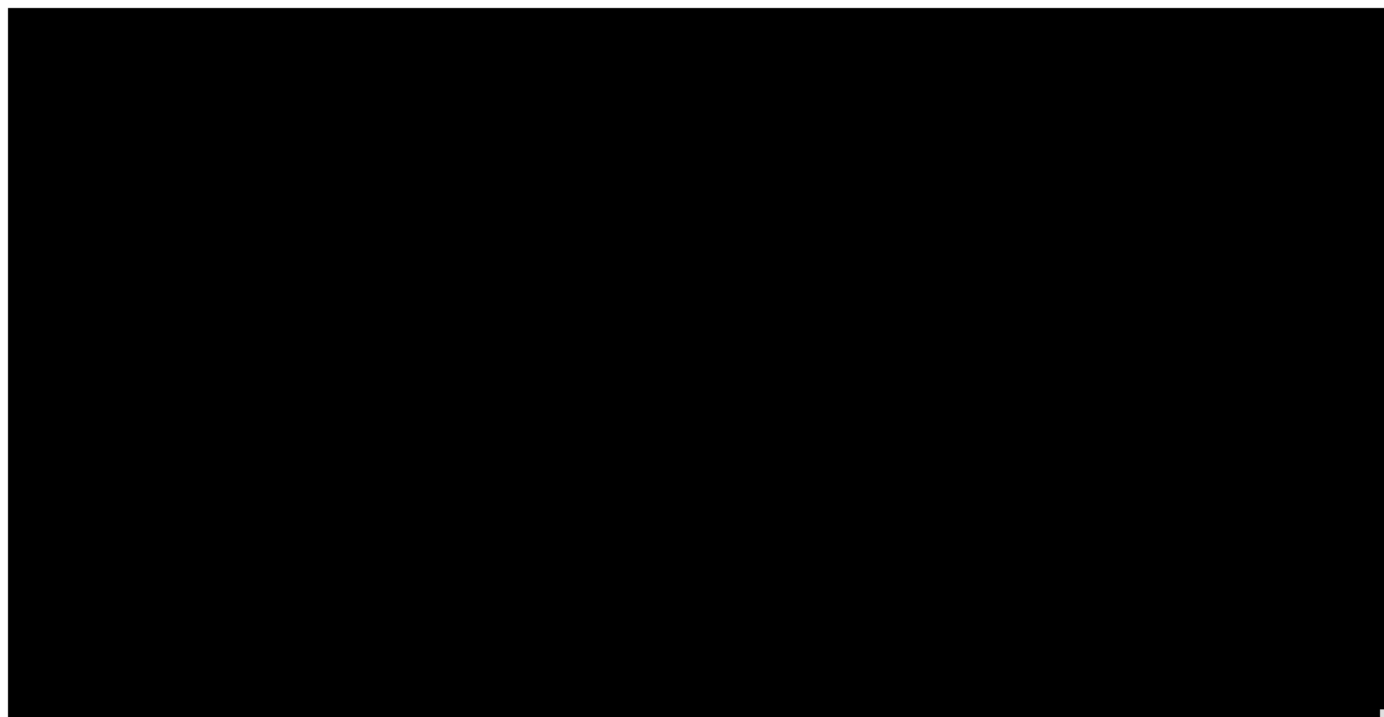
**COMPLETED BY: Tanya Moore, CFO**

**8/2/2021**

Signature

Date

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

**Name:**

*Lisa 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).

**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
None				

**COMPLETED BY: Tanya Moore, CFO**

**8/2/2021**

Signature

Date

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Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 8/11/2020**

**MINUTES**

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

**UNABLE TO ATTEND:** Kenneth Robinson

**OTHERS PRESENT:** **In person:** Andrew Lyle, Tanya Moore, Robert Shannon, Garrick Loveria, Ann Morgante, Thomas Sullivan, Melissa Perez (Parent) **Via Teleconference:** Sue Jurewicz, Gregory Mott, Brett Lutterbein, Anthony Favata, Daniel Scholze, Nicole Killion

**MINUTES**

Motion to approve the June 23, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Keller, seconded by Mr. Quackenbush. Minutes approved.

**PUBLIC COMMENTS**

Parent Melissa Perez thanked the Mr. Lyle and Board for deciding on a remote learning model to begin the school year.

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle said that a great deal of work has been accomplished since the last Board meeting on plans for the 2020-2021 school year. New York State asked that we submit 3 re-opening plans, in-person instruction, a hybrid model and a fully remote model. In order for CSAT to fully implement one of those plans, we asked permission to move back the opening day of school from August 24, 2020 to August 31, 2020. The Board of Trustees unanimously approved and the Charter School Office agreed to the new start date. The new start date does not affect our 180-day requirement. After Gov. Cuomo allowed schools to re-open, CSAT implemented mask requirement, 6ft. distance and cleaning/sanitizing protocols. After a review of classroom distance requirements, it was determined that we could not fit enough students in the K-

5 and 6-8 buildings unless we spent an enormous amount of money on polycarbonate barriers. It was therefore decided that CSAT would go fully remote for the first 10 weeks of school, until Oct. 30, 2020. Teachers will be in their respective rooms to teach. The response to our decision has been favorable. We will continue to promote high rigor and accountability. Instruction will be Mon-Tues, Thur-Fri with Wednesday as student check-in days. While not perfect, it is the right decision at this moment. All Board members have been sent the updated document on re-opening. The document is flexible as transportation will need to be adjusted if we decide eventually to go hybrid. Parent meetings have been scheduled for August 17 & 20 and Faculty/Staff August 21. The Board was provided on screen examples of protocols to be used in the buildings.

Mrs. Smith asked if students will be required to wear face masks when they return. Mr. Lyle indicated yes, though there will be mask breaks. If a student forgets his/her mask or soils it during the day, the school will provide one for them.

Mrs. Kelley inquired if our families have internet access. Mr. Lyle said that most do have internet, but that the school will have hot spots available in case they are needed. The Boys & Girls Club on Riverdale Avenue, just down the street from the school will prioritize CSAT families for use of their internet.

Mrs. Smith asked if we expect attrition if we don't have in-person learning. Mr. Lyle indicated that since we are overenrolled, that would help us.

**Principals Report-** Mr. Lyle introduced the new Middle School Assistant Principal, Anthony Favata. Mr. Favata reported on behalf of the Middle School

6-8: Mr. Favata indicated that the Middle School has been very busy with preparation for the new school year and the needs of the teachers, students and families. Our focus is on professional development for remote learning.

K-5: Mrs. Jurewicz said that it has been a very busy time at the elementary building as the staff has been focusing on curriculum, social/emotional needs and the new platforms for remote learning. We want to do our best to support our teachers, students and parents. We must keep our students engaged. We are exploring ways to connect live with our students. The safety and cleaning protocols are in place. The Kindergarten screening is taking place this week, on Thursday & Friday with the Kindergarten teachers screening their students.

9-12: Ms. Morgante announced that the High School is going to a block schedule. The students will take four 90-minute classes, which results in more class time. We have also divided the building into 4 areas for each grade level when we eventually go with the hybrid model. Our teachers will be engaged in professional development for the new block schedule, curriculum and the social/emotional needs of the students. Our priorities are curriculum, high rigor and social/emotional needs.

Mrs. Kelley asked how we know if a student has checked-in each day. Mr. Lyle said that the state requires daily attendance. A student needs to check in each day and has until

the evening to do so. The counselors will make phone calls and home visits if necessary if a child does not check in.

There were questions on Athletics and Fine Arts.

### **PERMANENT BOARD COMMITTEES**

**Finance-** Mrs. Moore said that the Annual Report has been submitted. She also reminded the Board members to send in the required financial forms.

### **AD HOC COMMITTEES**

**Appeals-** No report

**Facilities-** Mr. Keller indicated that the new surface parking lot is nearly complete. The landscaping and lighting will be finished shortly. There were additional costs with soil issues (\$81K) and landscaping (\$33K). The crosswalk at the High School is on hold for now, though we did receive the building permit for the crosswalk.

### **OLD BUSINESS- Pillars-to-Pathways**

Mr. Lyle announced that due to COVID-19 and the financial impact that it will have on CSAT, he would like to revisit the issue in January. This will allow for better budget forecasting and to allow time for the Foundation to work on additional funding opportunities. Mr. Lutterbein mentioned that the High School will continue to work with Buffalo State & ECC to explore funding possibilities to assist in program development.

There were several comments and questions raised by Board members about the program. A revised motion was proposed, which reads as follows:

The Board of Trustees approves the Pillars to Pathways program. The High School will continue to work with the CSAT Foundation, Buffalo State College and Erie Community College to pursue foundation grant support. A new budget, which will include staff input, will be presented at the January 2021 Board meeting. A formal written proposal will be provided to all Board Members.

A motion to approve the Revised Motion was made by Mr. Berti, seconded by Mr. Cinquino. Motion approved.

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria referenced the enrollment number which currently stands at 2445, or 80 over the targeted number. He indicated that we usually see a decrease in numbers the first week of school, but with COVID-19 we do not know that for sure. We will need to contact David Frank at Charter School Office to be sure our charter is not affected if we are over the target number. However, if we have more ELL, ENL and students of poverty, we may be fine.

**Personnel-** Mr. Lyle reviewed the personnel report. There are new teacher and substitute teacher hires and position changes, along with several resignations. Mr. Lyle indicated that the number of changes were less than previous years. A motion to accept the Enrollment and Personnel report was made by Mr. Berti, seconded by Mr. Keller. Motion approved.

**Policy- K-3 Discipline:** Mr. Loveria mentioned that the information was provided to members at the last Board Meeting. The purpose of the policy update is to eliminate suspensions for students in K-3 for non-violent offenses. This does not take away any of our other options. A motion to approve the updated Discipline Policy was made by Mrs. Kelley, seconded by Mr. Cinquino. Motion approved.

**Data Policy-** Mr. Shannon introduced the school's Data Privacy Policy (see handout). This is for consideration only, vote to approve will be at the September meeting. The new policy reflects student, teacher and principal privacy protections. Mr. Lyle indicated that CSAT is far ahead of many districts in this regard, thanks to Mr. Shannon and the technology staff. There is a significant cost impact, in the \$500K range. Mr. Shannon mentioned that CSAT is fully compliant with Education Law 2-d, regarding data breaches for student and school data. We are fully covered in the event of a data breach. Further information and discussion will occur at the September Board meeting.

Mr. Quackenbush referred to the glass enclosed framed blueprints of the former Curtiss-Wright building, which is now our elementary school building. This is in commemoration of CSAT's 20<sup>th</sup> anniversary this school year.

### **ADJOURNMENT**

A motion to adjourn the meeting at 6:15pm was made by Mr. Keller, seconded by Mr. Cinquino. Motion approved.

**Next Meeting: September 8, 2020, 4:30pm**



Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 9/8/2020**

**MINUTES**

**BOARD MEMBERS PRESENT:** **In person,** John Cinquino, Joseph Berti  
**Via Teleconference:** David Quackenbush, Andrea Pasioka, Michael Stevens, Karen Kelley, Danielle Salasavage

**UNABLE TO ATTEND:** Kenneth Robinson, Michael Keller, Ian Donnelly, Lisa Smith

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Ann Morgante, Brett Lutterbein, Anthony Favata, Michele Fiorella, Lindsey Dust, Thomas Sullivan, Keith Banas, Daniel Scholze **Via Teleconference:** Sue Jurewicz, Nicole Killion

**MINUTES**

Motion to approve the August 11, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Quackenbush, seconded by Mr. Cinquino. Minutes approved. It is noted for the record that this is the first motion made by Mr. Quackenbush in his 20 years as a Board member.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**ANNUAL MEETING BUSINESS**

Mr. Loveria presented the names of trustees for ratification and confirmation. The trustees whose terms have been adjusted for a three- year term to expire Sept. 1, 2023 are Ian Donnelly, Andrea Pasioka, Danielle Salasavage and Lisa Smith. A motion to accept the trustee terms was made by Mr. Cinquino, seconded by Mr. Berti. Motion approved. Additionally, Joe Berti to an adjusted term to expire Sept. 1. 2022 and David Quackenbush requested his term be reduced by a year to expire Sept. 1, 2021. Motion to accept the trustee terms was made by Mr. Cinquino, seconded by Karen Kelley. Motion approved.

Mr. Loveria presented the slate of Board Officers; President: David Quackenbush, Vice-President: Joseph Berti, Treasurer: John Cinquino and Secretary: Karen Kelley. A motion to accept the slate of officers was made by Mrs. Pasioka, seconded by Mr. Cinquino. Motion approved.

Mr. Loveria presented the list of committee assignments (see pg. 9 board packet). Mr. Loveria advised the board members to review the listing and contact Mr. Quackenbush if changes to your assignment(s) are needed. In addition, Mr. Loveria included the by-laws in the board packet and asked the members to re-acquaint themselves with the document.

### **ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle said that as of August 31, 2020, the remote learning model began and so far things are going well. The teachers have been doing an outstanding job. We will continue to monitor things as the next few weeks of remote learning continues. Today, a parent survey was sent asking parents if they would send their child to school in a hybrid model or continue with remote learning and would they send their child on a bus or would they transport them by car. At the moment, the responses show 171 parents would keep their child home. The parents have until Friday to let us know. The principals will meet with Mr. Lyle on Thursday to outline a plan for Hybrid learning. There is a concern with bus transportation and whether the charters will be negatively impacted on arrival and dismissal times. We have to inform all districts by Sept. 30 what our student bus numbers are. All students have been provided laptops for remote learning, expect for Grades K & 1. We will be providing devices to those students soon. Mr. Berti & Mr. Cinquino express the hope that CSAT is focused on bringing students back to school, regardless of what other school districts are doing. They also inquired about meals. Mrs. Moore said that meals are provided Mon-Fri. The number of meals is down compared to March-May of last school year. Mr. Lyle indicated that attendance is taken on a daily basis and is counted even if a student does not log in until evening.

**Principals Report-** Mr. Lyle reintroduced Mr. Anthony Favata, who has since been appointed Principal of the Middle School, replacing Mr. Gregory Mott. Also introduced was Mrs. Michele Fiorella, the new Middle School Assistant Principal.

6-8: Mr. Favata commented that his priority to begin the year is to introduce himself to the school community, especially the students and parents. The teachers have been doing outstanding work. We had 5 teachers who had perfect attendance last week! We have supports in place for parents and students, especially for those who are not on-line or who are having issues logging in. We have had our social worker make home visits, delivering supplies and meals. We will have distribution of additional supplies next week.

K-5: Mrs. Jurewicz indicated that attendance has been @90% so far. We continue to work with our parents on attendance and logging in. Please keep in mind that our K & 1 families do not have devices to check-in. We are almost complete with kindergarten screening. We recently purchased additional supplies for our student packets. The final day for pick-up is Thursday, from 8am-8pm. Our teachers have connected in some fashion with every parent, which is awesome! We will be having a Welcome Back-to-

School Parade on Wednesday from 2-4pm. One of our parents, who works at a day care center commented that CSAT is doing a great job in comparison to other schools with remote learning.

9-12: Ms. Morgante mentioned that High School Orientation Week went very well and the Parent Survey comments were quite positive. Attendance has been very high, and today only 2 absences were reported! Our classes with remote learning have been scheduled so that students have break time so they are not on their computers more than 5 hours a day.

Mrs. Salasavage, who is both a board member and a parent, thanked the high school staff for doing a great job with remote learning.

### **PERMANENT BOARD COMMITTEES**

**Finance-** Mr. Cinquino gave an update on CSAT's Portfolio. The market has seen a lot of volatility in recent months. We have 3 investment firms that manage our portfolios. The overall results so far this year show that one is up 4.7%, another up 11.6% and the other is at break even for the year. Each of the firms have different strategies to reflect down markets and make adjustment as needed. We continue to interview investment firms that align with CSAT's beliefs. We will begin the annual audit in a few weeks.

### **AD HOC COMMITTEES**

**Appeals-** No report

**Facilities-** Mr. Shannon showed a picture of the new surface lot at the corner of Vulcan and Kenmore Avenue. The lighting still needs to be installed.

Mr. Quackenbush commented that the parents need to know how the parking and drop-off procedure will work. Mr. Lyle said that a letter would go out shortly regarding that issue.

**Nominations-** Mr. Quackenbush would like the Board to consider the nomination of Mr. Steve Kottakis as a new member of the CSAT Board of Trustees (see pgs. 11 & 12 of board packet for his resume). Mr. Berti gave a brief overview of Mr. Kottakis career and family and feels he would be an excellent addition to the Board. A motion to approve Mr. Steve Kottakis as a member of the CSAT Board was made by Mr. Cinquino, seconded by Mr. Berti. Motion approved

### **OLD BUSINESS**

Transportation-Mr. Quackenbush commented on the bus transportation issue. He said that CSAT has been pro-active with this matter and will continue to be vigilant so that our students and families receive the same service on a timely basis as the public schools do for their students.

Foundation- Mr. Quackenbush said that he is waiting on an invoice from the law firm. The Foundation Committee will be meeting soon to begin their work. Members of the

committee are Kenneth Robinson, Robert Bennett, Robert Mikulec and Garrick Loveria. Mr. Stevens mentioned his experience in Foundation work that the start-up year is always the most challenging.

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria referenced the enrollment number which currently stands at 2361, down 4 from our maximum enrollment of 2365 (see pg. 13 of Board packet). The Kindergarten numbers are the lowest. Mr. Lyle mentioned that Kindergarten numbers are down in many schools. There was discussion on reasons for that, including more charters and the fact that parents are not sending their 5 year old children to school, mainly out of fear. CSAT will begin advertising and visit day care centers to encourage kindergarten enrollment.

**Personnel-** Mr. Lyle reviewed the personnel report. There are new teacher and substitute teacher hires and position changes, along with several resignations. Mr. Lyle mentioned the title change for Mrs. Moore to Assistant Superintendent of Business, Finance & Human Capital. He acknowledged Mrs. Moore outstanding work at CSAT during her tenure as Chief Financial Officer. A motion to accept the Enrollment and Personnel report was made by Mr. Cinquino, seconded by Mrs. Kelley Motion approved.

**Policy-** Data Privacy-Mr. Shannon reminded the Board that the Data Privacy Policy was introduced at the August meeting. As there was no discussion, a motion to accept the Data Privacy Policy was made by Mr. Cinquino, seconded by Mr. Quackenbush. Motion approved.

**DASA Coordinators-**Ms. Dust proposed changes to the DASA Coordinators at the Middle School & High School. DASA stands for Dignity for All Students Act that provides for a safe environment for students in NY State. The new coordinator at the Middle School is Jared Lincourt and at the High School, Courtney Doyle. This requires a Board vote. A motion to accept the new DASA Coordinators was made by Mrs. Kelley, seconded by Mrs. Pasioka. Motion approved.

### **ADJOURNMENT**

A motion to adjourn the meeting at 5:55pm was made by Mr. Cinquino, seconded by Mr. Berti. Motion approved.

**Next Meeting: October 13, 2020, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 10/13/2020**

**MINUTES**

**BOARD MEMBERS PRESENT: In person,** David Quackenbush, John Cinquino, Joseph Berti, Michael Keller, Kenneth Robinson, Steve Kottakis **Via Teleconference:** Lisa Smith, Ian Donnelly, Karen Kelley

**UNABLE TO ATTEND:** Andrea Pasieka, Danielle Salasavage, Michael Stevens

**OTHERS PRESENT: In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Ann Morgante, Brett Lutterbein, Sue Jurewicz, Nadine Williamson, Thomas Sullivan, Keith Banas, Mrs. Perez (parent) **Via Teleconference:** Anthony Favata, Nicole Killion, Daniel Scholze

**MINUTES**

Motion to approve the September 8, 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**

Mrs. Melissa Perez, parent of 5<sup>th</sup> grader, spoke of her concerns about receiving communications as she is not the custodial parent. She asked the Board if they would assist her in resolving this issue. Mr. Quackenbush asked Mr. Lyle to investigate this matter.

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle welcomed new Board member, Steve Kottakis. Mr. Lyle's time as of late has been spent dealing with Erie County Dept. of Health & State Education Dept. with daily reporting requirements related to cases of COVID-19. All three school buildings have had at least one adult COVID-19 case and now one student case. All required protocols including contact tracing have been followed. Out of an abundance of caution, the Middle School will be completely sanitized with the staff working remotely from home for the next few days. The parent survey for K-2 is complete which provided us with the number of students who chose hybrid and those

that will remain remote. We also forwarded the names and addresses of hybrid students to school districts for busing. Mr. Lyle commended the faculty and staff for the outstanding job they are doing in these most difficult times. The staff continue to do daily screening and temperature checks. As a school, we are stellar as compared with other schools/districts. Mr. Lyle asked the Board to carefully review the packet that was sent to them as a few items will require a Board vote.

A question was asked about connectivity and parent/student concerns. Mr. Shannon responded that one person in IT is assigned to take phone calls or email concerns about technical issues. All parents who requested laptops have received them. We have additional laptops if needed. The school has arranged for 65 hot spots.

### **Principals Report-**

K-5: Mrs. Jurewicz discussed the planning process that has been underway at the elementary building as they prepare to welcome K-2 students back on Nov. 2. The parent survey revealed that 254 families have opted for hybrid learning: K:88, 1<sup>st</sup>: 84, 2<sup>nd</sup>: 82. A total of 325 have opted for remote learning: K:105, 1<sup>st</sup>: 109, 2<sup>nd</sup>: 111. In order to follow all required protocols, specials and intervention teachers will assist with hybrid learning. Classes will hold between 8-10 students. PE will remain as students need this for their social and emotional well-being. The issue moving forward is staffing, as more parents may decide to send their children to school. Students are divided into learning days, with one group learning on Monday/Tuesday, the other group Thursday/Friday, with Wednesday as all remote.

The Planning process consisted of three committees: Building Level Procedures, Academic Planning and Student Expectations/Protocols. There were several issues discussed in each committee. A few examples are: scheduling both hybrid and remote learners, teacher changes that were necessary with two different learning models, keeping both hybrid and remote students on same learning targets, transportation, sanitizing, lunches, etc... Mrs. Jurewicz provided pictures of classrooms, lunch room, hallway and gymnasium set-up with new protocols.

There will be a wait list for parents who would like to switch to hybrid learning. The next hybrid enrollment period is January, 2021.

A number of comments were made by Board members, most notably the number of issues with just K-2.

Mr. Banas, who is President of CSAT teacher union, said his members are supportive of the initiatives that the administration has taken and thanked them and Board for including the teachers in the planning process. He mentioned that CSAT is further ahead than many schools.

Mr. Loveria and Mrs. Moore also commended Lori Allan for the fine work she has done with keeping parents informed via CSAT website.



## **PERMANENT BOARD COMMITTEES**

**Quality Assurance-** Mrs. Williamson presented the QA report (see pgs. 7-9 in Board packet). On page 7, your attention is drawn to the update of CSAT's Strategic Plan. The changes are in blue and green. In addition, there were 5 goals discussed at the Sept. 25 QA meeting. Goal 1 concerns iReady diagnostics which have begun in Grades 1-8. At this point, NYS has not granted any waiver for assessments. Goal 2 regards the decrease in discipline cases. Even prior to March, there was a decrease in discipline cases due to MTSS. Goal 3 relates to the transition to mainly remote learning and professional development. Goal 4 is the budget for QA. Goal 5 is parent survey results, which indicate satisfaction with remote learning and parent communication. Charters are outperforming public schools in these two areas.

Other items discussed were device roll-out, attendance, which has been excellent so far, support for struggling/non-engaged students, updates to NYS assessment standards, addressing our curriculum losses during COVID (March-June) 2020, HS student orientation and faculty professional development. The next QA meeting is Oct. 30, 2020.

A question was posed on how we are addressing concerns of special education students. The school is reaching out by phone with parents and students to assist them as needed.

**Finance-** Mr. Cinquino discussed the firms that CSAT uses for portfolio management. There is one firm that has been underperforming the other two. The Finance Committee has decided to replace the one firm, retain the other two and hire two more firms to assist. The Finance committee is introducing two separate resolutions, to be voted on separately, regarding this change.

Resolution One: Be it resolved that The Charter School for Applied Technologies will terminate the agreement with Winthrop Partners and engage the services of Currier Capital. A motion to accept the resolution is made by Mr. Cinquino, seconded by Mr. Keller. Motion approved

Resolution Two: Be it resolved that The Charter School for Applied Technologies will engage the services of Sandhill Investment Management. A motion to accept the resolution was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

**Career Readiness-** Mr. Berti referred the members to pgs. 11-13 of the packet on the recent Career Readiness committee meeting. The Bridge Program was discussed in length at the meeting. Mr. Lutterbein commented that students who are enrolled in the program will be taking career specific college level courses. Buffalo State College is assisting CSAT in securing grants. One of the major goals is to instill in students the perseverance and grit needed in order to succeed in college. A student who shows perseverance and grit is eligible to earn up to 50 college credits. The CSAT Foundation will be tasked with assisting in securing funds for the Bridge Program.

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## **AD HOC COMMITTEES**

**Appeals-** No report

**Facilities-** Mr. Keller noted that the new surface lot at Kenmore and Vulcan is complete, however, it was over budget due to increased costs for landscaping and dirt removal. As a result, this leaves only a small amount of monies available for this school year.

**CSAT Foundation, Inc.-** Mr. Quackenbush asked the members to review the Mission and Vision of the Foundation (see pg. 13 of packet). The members of the Foundation Board and Officers are listed. The first meeting of the Foundation will take place on Oct. 20, 2020. The Funding Priorities of the Foundation are listed as well.

## **OLD BUSINESS**

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria referenced the enrollment number which currently stands at 2360. The challenge with Kindergarten remains, but this issue is in all schools. There has been an increase in the number of student applications.

**Personnel-** Mr. Lyle reviewed the Personnel report, noting position changes and a few resignations. Sadly, the first employee lay-offs were in food service.

A motion to accept the Enrollment and Personnel report as made by Mr. Cinquino, seconded by Mr. Berti. Motion approved.

**Other-**Mr. Lyle asked the members to review pg. 6 of the packet which lists adjusted terms of the Board members. This requires a vote. A motion to accept the adjusted terms of the Board members was made by Mr. Berti, seconded by Mr. Robinson. Motion approved.

Mr. Quackenbush thanked Mr. Lyle for his leadership during this unprecedented time with COVID-19. He has done an outstanding job!

## **ADJOURNMENT**

A motion to adjourn the meeting at 6:25pm was made by Mr. Robinson, seconded by Mr. Berti. Motion approved.

**Next Meeting: November 10, 2020, 4:30pm**



Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 11/10/2020**

**MINUTES**

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

**UNABLE TO ATTEND:** Danielle Salasavage

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Thomas Sullivan **Via Teleconference:** Sue Jurewicz, Ann Morgante, Anthony Favata, Brett Lutterbein, Nicole Killian, Daniel Scholze

**MINUTES**

Motion to approve the October 13, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle noted that based on COVID-19 testing rates, most of Erie County has been designated as a Yellow Zone by Governor Cuomo. One of the requirements of schools located in a Yellow Zone is mandatory testing of 20% of faculty/staff and students on-site. The state indicated that this was to be in place by November 16. Mr. Lyle expressed his frustration that little guidance is being offered by Erie County so far, including what constitutes 20 percent (students, faculty/staff, or a mix of both) and who pays for test kits and processing. New York City was given a choice of testing options – Erie County has not announced what types of test they are offering. The protocols that CSAT has in place when a confirmed COVID case among students and/or staff has been faithfully followed. We have not had to shut down as a result. If the positive cases continue to rise in the community, it is likely we will move to a fully remote instructional model.

Mrs. Smith told Mr. Lyle that she has been in contact with Dr. Gale Burstein, Erie County Health Commissioner recently and would be glad to make contact on behalf of CSAT. Mr. Lyle will send Mrs. Smith an email after the meeting with his questions for Dr. Burstein.

### **Principals Report-**

K-5: Mrs. Jurewicz indicated that the first week back with students has gone well. The staff, parents and especially the students have followed all the protocols. Mask wearing and social distancing is not an issue at all. At lunch time, the students are seated one at a table, 45 students in total. The teachers are excited that the students are back and the students seem just as happy. The students are divided into two cohorts. Cohort A is in Monday & Tuesday, with the other three days as remote. Cohort B is in Thursday & Friday, and they attend remotely the other three days. We do have a waiting list of those parents who have changed their minds and want their child back in school.

6-8: Mr. Favata reports that a small group of students has been attending three days a week, from 9-11 a.m. It is designed for those who are struggling and/or disengaged. We continue to work remotely with those who are engaged in their learning. The staff has been terrific in reaching out to parents. So far, things are going well.

9-12: Ms. Morgante discussed the first round of intervention that the High School provided to students. Those students came to school two days for assistance and @300 attended. The caliber of work that the students submitted is very encouraging. We will try to do another intervention soon. We are bringing in seniors who we know need intervention. We have space each morning and afternoon for up to 45 students for 2.5 hours. The safety protocols have been faithfully followed by everyone in the building.

### **PERMANENT BOARD COMMITTEE**

**Career Readiness-** Mr. Berti discussed the importance of providing an internship experience, especially for High School seniors. The school has an established network of industries that have placed our student in the past and hopefully we can engage with them soon to place our students. Mrs. Kelley agrees that it is important to do our best to revive the internship program but feels that there will be resistance with employers due to the increase in COVID cases. Mr. Quackenbush expressed similar concerns that we may have to temper our expectations.

### **AD HOC COMMITTEES**

**Appeals-** No report

**CSAT Foundation, Inc.-** Mr. Quackenbush indicated that the Foundation Committee will meet this Thursday to discuss the Pillars to Pathways Program in order to prepare proper wording about the program for potential donors.

## **OLD BUSINESS**

**Transportation-** Mr. Loveria mentioned that there have been few issues with transportation since we began bringing students back last week, with the exception of one Buffalo bus that was one hour late. As we are not competing with Buffalo, the drop off and pick up times have run smoothly.

## **NEW BUSINESS**

**Enrollment-** Mr. Loveria referenced the enrollment number which currently stands at 2364, one short of capacity. Mr. Loveria spoke about the new marketing and branding campaign. We are entertaining proposals from Ch. 2 & Ch.4. Mrs. Kelley asked about what impact there will be with students who did not attend Kindergarten this year. Mr. Lyle did say this would certainly impact first grade enrollment. Mr. Berti asked if we are still pushing Kindergarten enrollment. Mr. Loveria said that if we accepted more Kindergartners, we would be over our maximum enrollment. We will continue to accept applications.

**Personnel-** Mr. Lyle reviewed the personnel report, noting new hires, several resignations and a few employees who are on leave as per COVID. We have brought the food service workers back in the elementary school.

A motion to accept the Enrollment and Personnel report as made by Mr. Cinquino, seconded by Mr. Donnelly. Motion approved.

## **ADJOURNMENT**

A motion to move to Executive Session at 5:40pm was made by Mr. Cinquino, seconded by Mr. Donnelly. Motion approved. No action requiring Board vote arose. A motion to adjourn the regular meeting at 6:00pm was made by Mr. Berti, seconded by Mr. Keller. Motion approved.

**Next Meeting: December 8, 2020, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 12/08/2020**

**MINUTES**

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

**UNABLE TO ATTEND:** Danielle Salasavage

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Sue Jurewicz, Anthony Favata, Thomas Sullivan  
**Via Teleconference:** Ann Morgante, Brett Lutterbein, Derek Mears, Nicole Killian, Daniel Scholze, Donna Gonser, Robert Torella (Lumsden & McCormick)

**MINUTES**

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

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle reported that schools in Erie County are now permitted to use the Erie County Department of Health's testing license with one caveat, that schools must be able to find their own medical director to oversee the testing. This has been the missing piece for CSAT and other charters. However, thanks to Mr. Loveria's persistence, the Kenmore-Town of Tonawanda UFSD has agreed to serve as our medical director. We will be meeting with Debra Carey, Ken-Ton's medical director, this week to work on the logistics of testing, which is 20% of students and staff each month. At this point, it may not be feasible to have this completed prior to January 4, so we are now looking at January 25 as our re-opening date. Mr. Donnelly asked what happens when a person tests positive. Mr. Lyle replied that the person must isolate for 10 days, reach out to their personal physician and be re-tested as negative. Mrs. Kelley asked what if a

parent refuses to permit their child to be tested. Mr. Lyle said the student will be allowed to return to school.

At the conclusion of the board reports, Mr. Lyle showed a slide presentation of how COVID-19 has impacted CSAT this year and most importantly, the great work of faculty, staff and board to keep the school moving forward. Some of the highlights include:

- \*The March 13 shutdown of the school
- \*The outstanding work of all faculty and staff, most especially in the packet distribution
- \*Meal pick-up, and local vendors who donated food (thanks to Pizza Bella & More)
- \*Laptop distribution and the great work of Bob Shannon and his team (1852 devices)!!!
- \*Communication with parents and students, especially with the social-emotional needs.
- \*Class of 2020 and Moving Up Day (Class of 2024) signs
- \*HS Graduation, a 3-day event went wonderfully!
- \*Start of Hybrid learning on Nov.2, only to be halted Nov. 13 with Orange Zone designation
- \*Faculty & Staff Food Drive to benefit the Delevan-Grider Center...over 7500 food items!
- \*And finally, so long and farewell to 2020, CSAT looks forward to 2021!!!

### **Principals Report-**

K-5: Mrs. Jurewicz mentioned the collaborative work that is taking place between faculty and parents, which is very encouraging. Kudos to the Technology department, in particular Alie Kuitems, technology integration specialist. The short two weeks that we had with the K-2 students were wonderful and hopefully we can have them return as well as Grades 3-5 sometime in January. We have been working with day care centers to assist them in understanding the expectations we have for the students, as many local centers have a number of our students with them on a daily basis.

6-8: Mr. Favata saluted the faculty and staff at the Middle School for their outstanding work during this remote learning experience. One of the top priorities has been communication with students and parents and that has gone very well. The attendance has also been outstanding. We are averaging a daily rate of over 98%, so we are very pleased.

9-12: Ms. Morgante also mentioned the great work the High School teachers and staff are doing to continue to engage with parents and students. The 5-week quarter grade reports will be mailed shortly. The teachers have been recording two, 90-minute lessons that require a great deal of student interaction. We continue to reach out to small groups of students, especially our ELL and Special Ed students. We have a number of activities to engage with the students, such as NEST Challenge, Spirit Week and Christmas Miss You messages. We are hopeful to have students return after Christmas. A board member asked how we are testing students. Ms. Morgante said that students are taking Unit Tests and will take Mid-Term tests. The teachers design several versions of the tests so students will not be able to copy and they have a 24-hour window to complete the test.

## **PERMANENT BOARD COMMITTEE**

**Finance**-Mr. Cinquino used a series of slides to review CSAT's June 30, 2020 Audited Financial Statement along with a review of the school's historic financial condition. The audit, performed by Lumsden & McCormick, required no significant adjustments or found any material deficiencies or weaknesses in CSAT finances. Highlights of the audit included the following:

- Long Term Debt (ECIDA bonds) has a balance of \$20m with our annual principal obligation @\$1 million per year.
- Debt to net worth ratio shows an improvement.
- Days Cash on Hand, which measures an organizations strength in meeting expenses, shows CSAT has 300 days cash on hand vs. other charters who have an average of 200 days cash on hand.
- Current ratio, which shows an organizations ability to meet short term obligations, rates CSAT at a score of 2.5 In terms of rating, an organization that falls between 1.5-3.0 indicates strength.
- Revenues to Expenses shows our revenues slightly outpaced expenses.
- Total Compensation & Vendor payment breakdown, for the year ended were as follows: 54% salary, 18% benefits, 23% vendors and 5% retirement.
- Enrollment trends have increased during past years but are now flat.
- COVID-19: CSAT received Erie County CARES Act funding and has applied for similar funds through NYS. The school decided not to participate in the Paycheck Protection Program.
- Revenue Challenges: With the student population now at its maximum number, no additional seats are scheduled to be added. This will become critical when budgeting for future years.

The auditors from Lumsden & McCormick, Ms. Goner & Mr. Torella said that CSAT continues to show a strong performance and thanked Mrs. Moore and her staff for their assistance during the audit. All reports were filed on a timely basis.

## **AD HOC COMMITTEES**

**Appeals**- No report

**CSAT Foundation, Inc.**- Mr. Quackenbush distributed a hand-out to those members present in person regarding the Early College Career Pathway Program. Members who are joining via Zoom will receive theirs shortly. We will be sending this out to three local foundations (John R. Oishei, Cullen and M & T) along with a cover letter to introduce them to the Early College Program and to gauge their interest in meeting to discuss and hopefully support the effort.



## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Enrollment-** Mr. Loveria noted that we are at our maximum enrollment of 2365. The challenge continues to be in our Kindergarten, where we are under-enrolled by 18. Our marketing efforts continue to be directed at improving that number for next school year. Mr. Lyle indicated that while we are near the number of ELL and Special Ed students compared to Kenmore, we are not matching Buffalo's numbers and the great majority of our students are from Buffalo. We addressed the issue in our renewal application and since we heard nothing from CSO Office we felt it was addressed. Just today, the CSO Office indicated that we needed to show a more concerted effort to recruit ELL and Special Ed students to CSAT. In order to show a good faith effort, a resolution has been prepared for Board approval. The resolution reads as follows:

The Board of Trustees hereby ratifies the resolution to revise the existing student application for the 2021-2022 school year to reflect the inclusion of a one-point preference granted in the lottery for applicants that have an Individual Education Plan (IEP) and receive special education services. Additionally, students classified as English Language Learners (ELL) will receive a two-point preference in the lottery. Applicants who receive special education services or are classified as an English Language Learner are not required to submit this information on the application.

A motion to accept the resolution was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

**Personnel-** Mr. Lyle reviewed the personnel report, noting no new hires, re-hires or resignations. We have a few employees who are on leave as per COVID and those on Family Leave

A motion to accept the Enrollment and Personnel report made by Mr. Keller, seconded by Mrs. Pasieka. Motion approved.

## **ADJOURNMENT**

A motion to move to Executive Session at 6:25pm was made by Mr. Keller, seconded by Mr. Cinquino. Motion approved. No action requiring Board vote arose. A motion to adjourn the regular meeting at 6:40pm was made by Mr. Stevens, seconded by Mr. Keller. Motion approved.

**Next Meeting: January12, 2021, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 1/12/2021**

**MINUTES**

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

**UNABLE TO ATTEND:** Kenneth Robinson

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Susan Jurewicz, Anthony Favata, Thomas Sullivan, Lindsay Bergman, Daniel Scholze, Keith Banas. **Via Teleconference:** Ann Morgante, Brett Lutterbein, Nicole Killian

**MINUTES**

Motion to approve the December 8, 2020 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Keller, seconded by Mr. Cinquino. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

**Greenhouse Initiative-**Mr. Shannon presented an overview of CSAT's Greenhouse and the activities that take place there. It is an active Greenhouse with student and community involvement. COVID has made it difficult in recent months. Our Greenhouse Director, Cinde Cozad, has done an outstanding job in elevating the Greenhouse activities since her hiring. She has more than 30 years of experience and is a certified master gardener. In a series of slides, Mr. Shannon explained that the Greenhouse is 75% hydroponics, meaning that plants grow without soil in a liquid nutrient solution. It should be noted that CAST is the only Charter School in this area with a Greenhouse. The following is a list of current and future projects/goals that the Greenhouse is undertaking:

\*Grades K-1 plant projects will go home with the students and an online curriculum in PowerPoint will be provided for online learners.

\*Video lessons and projects with grades K-5 Project Lead the Way teachers.



\*Continued outreach to all grade levels to incorporate greenhouse lessons tailored to current standards in math, science and technology.

\*Participation in New York State's Endangered Species cultivation programs which opens opportunities to collaborate with Tifft Nature Preserve and Buffalo Zoo.

\*Future engagement with local community gardening groups and Riverside coalition to provide urban and container gardening classes.

\*Increase local community engagement to local and national organizations such as Farm to Table and Urban Farmers.

Mr. Berti commented that he has been a visitor to the Greenhouse and can attest to the great work that happens there. He also described how Ms. Cozad help to revive a plant that he thought was dead. Mr. Berti presented a generous gift from Speed in the amount of \$500 and encouraged others to consider a gift to the Greenhouse.

## **ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle began his report by introducing Lindsay Bergman, CSAT's Athletic Director. Lindsay has been participating in ongoing professional development as was recently recognized as a Certified Athletic Administrator. Congratulations to Lindsay!

Mr. Lyle discussed the testing protocol that CSAT is following. After CSAT was able to partner with the Ken-Ton School District to serve as our medical director, we obtained test kits prior to Christmas break. Our nurses were trained in administering the BinexNOW rapid tests and we recruited nursing students from D'Youville College to assist in the testing. The tests are administered to students on Tuesdays & Thursdays and to staff on Wednesdays. The first round of testing began on January 5 at the High School. To date, we have had no positive tests. As students return to the Elementary School and Middle School at the end of January, the testing numbers will obviously increase.

As for the vaccine, New York State just announced that educators, who are in Phase 1B, can now receive the vaccine. The roll-out is a bit delayed at the moment, but more sites should be available in the next week or two.

Mr. Quackenbush asked if we had a choice in the type of tests. Mr. Lyle said we did not, but that the tests we are administering are not as invasive as the initial tests.

## **Principals Report-**

K-5: Mrs. Jurewicz stated that grades K-3 are slated to return in hybrid form on January 25 and grades 4 & 5 after the February break. Our transition plan is in place and we are putting the final touches to the building to be ready on January 25. We will conduct COVID-19 testing in the library.

6-8: Mr. Favata reports that grade 6 will return in hybrid form on January 25. They will be in session on Monday, Tuesday, Thursday and Friday. There will be limited transition in the building. We have built in P.E. each day to provide students a needed break. We are planning to have grades 7 & 8 return in small groups in early February. COVID-19 testing will take place in the school clinic.

9-12: Ms. Morgante said that those 9<sup>th</sup> graders who needed additional help were in school last week and that sophomores and juniors are in this week. COVID-19 testing is being conducted in the music room. Mid-terms will happen in the next two weeks. We will have all SPED & ELL students in school to take their mid-terms. When we return from February break, we will be in a full hybrid model in all grades.

Mr. Lyle indicated that New York State has made no decision yet on state assessments.

Mr. Quackenbush asked about how CSAT will access the educational model with remote and hybrid learning.

Mr. Lyle indicated that this is an important part of our assessment that will give us a better indication of what the future of education may look like.

### **PERMANENT BOARD COMMITTEE**

**Career Readiness-**Mr. Berti reported on the recent Career Readiness committee meeting in which the members discussed re-aligning the school's focus to encourage and develop relationships with the private sector in order to strengthen our career pathways program. The committee also discussed the issue of college persistence of CSAT graduates from freshmen to sophomore year. In regard to the Pillars to Pathways proposal, Mr. Lyle mentioned that the school continues to evaluate how we can focus on skills development in order to establish clear and concise programming that will reach all student in grades K-12.

Mr. Quackenbush mentioned his recent conversation with M & T Bank and their potential interest in partnering with local schools to encourage careers in information technology, which in turn could be a project for the Foundation.

Mr. Donnelly volunteered his home renovation as a learning opportunity for CSAT students interested in careers related to renovation.

### **AD HOC COMMITTEES**

**Appeals-** No report

**CSAT Foundation, Inc.-** Mr. Quackenbush indicated that the Foundation has been in contact with the Cullen Foundation and will meet later this month with the Oishei Foundation. There was also a recent donation to the Foundation.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria mentioned that the current enrollment is down slightly from last month, though we have had several new registrations in the last few days. He also asked the members to review pages 9 & 10 which details the marketing efforts we are currently undertaking with a focus on SPED & ENL learners.

**Personnel-** Mr. Lyle reviewed the personnel report, which is little changed from last month, with the exception of several layoffs in food service.

A motion to accept the Enrollment and Personnel report made by Mr. Cinquino, seconded by Mrs. Salasavage. Motion approved.

### **ADJOURNMENT**

A motion to move to Executive Session at 5:40pm was made by Mr. Keller, seconded by Mrs. Salasavage. Motion approved. No action requiring Board vote arose. A motion to adjourn the regular meeting at 6:15pm was made by Mr. Kottakis, seconded by Mr. Keller. Motion approved.

**Next Meeting: February 8, 2021, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 2/9/2021**

**MINUTES**

**BOARD MEMBERS PRESENT:** **In person:** David Quackenbush, John Cinquino, Joseph Berti, Michael Keller, Steve Kottakis **Via Teleconference:** Lisa Smith, Ian Donnelly, Andrea Pasioka, Michael Stevens

**UNABLE TO ATTEND:** Karen Kelley, Kenneth Robinson, Danielle Salasavage

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Susan Jurewicz, Anthony Favata, Ann Morgante, Brett Lutterbein, Daniel Scholze, Keith Banas. **Via Teleconference:** Thomas Sullivan, Nicole Killian

**MINUTES**

A correction to the January 12, 2021 minutes under Career Readiness report, page 4, Mr. Quackenbush mentioned in his recent conversation with M & T Bank and their potential interest in partnering with local schools to encourage “careers in IT and Finance”. Motion to approve the January 12, 2021 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

Two seniors, Gabriel Greco and Peyton Brzezinski, addressed the Board requesting a relaxed dress code for the senior class. The Board thanked them and said they would take their request into consideration.

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle reported that New York State has requested a waiver from the Federal Government to remove requirements for ELA, Math, Science assessments and Regents exams. He expressed concern that should the waiver be denied, and assessment and Regents results were poor, it would be held against Charter Schools, especially since our mid-year review from New York State is upcoming. He commented that while the data on the QA report is positive, it is not as high as it should be.

There is concern about the validity of the data as the gaps are real in some grade levels. Hopefully with the students returning, we will see growth in the numbers.

High risk sports have begun, except for wrestling. JV and Varsity basketball will be played without spectators, as per the Niagara Frontier League, of which we are a member. The faculty and staff continue their outstanding work. The success of some of our students learning online has raised the possibility of exploring a grade 9-12 online high school. Mr. Lyle recently visited a school in Pennsylvania that is currently doing this.

### **Principals Report-**

K-5: Mrs. Jurewicz reported that grades K-3 are back in hybrid with grades 4 & 5 scheduled to return hybrid on February 22. All safety protocols are being followed. The iReady mid- year assessments are now underway. There is a new fundraiser for a book vending machine. If interested in contributing, please reach out to Mrs. Jurewicz. A question was asked how lunches were going. Mrs. Jurewicz reported that students receive a box lunch and it is working out well.

6-8: Mr. Favata said that 85 students in grade 6 have returned in hybrid. The Middle School continues to research the logistics of returning grades 7 & 8 in hybrid, though space considerations are a concern. We have brought in some 7 & 8 graders who are in need of intervention. A question was raised about any issues with busing. Mr. Favata indicated that other than a late bus issue at the start, busing is on time.

9-12: Ms. Morgante reported that students were in school for intervention for two weeks and one week saw students who were not doing well remotely present for their mid-terms. The High School had approximately 80% of students who completed mid-terms on time and others were required to come to school to complete them. At present, roughly 92% have completed mid-terms. High School students will begin hybrid on February 22. The students will be present 4 days a month, which averages out to approximately 110 students per day. The teachers will be teaching simultaneously, in person and online.

### **PERMANENT BOARD COMMITTEE**

**Quality Assurance-** Mrs. Pasioka referenced pages 6-17 of the Board packet and highlighted the following items:

- \*Attendance: CSAT currently averages 95%, NYS goal is 90%

- \*Testing Waivers: Mr. Lyle addressed that in his report

- \*Performance reviews: Math is down while reading is satisfactory, however, students are not reading at grade level

- \*Diagnostic testing helps identify where students struggle and succeed

There were several questions on how attendance is taken and how participation is measured. A comment was made on the need to assist families in providing the proper environment at home for their children for them to succeed in this new way of educating. CSAT's technical support is abundant in assisting teachers in remote learning platforms.

**Career Readiness**-Mr. Berti reported on the recent Career Readiness committee meeting and highlighted the following:

- \*The committee feels strongly that preparing students for careers is a top priority

- \*Discussed the Industry Advisory Council and its role in career development

- \*A goal is to have 100% of our students in career touches

- \*The CSAT Foundation will be key in helping with career development

- \*CSAT will create a Job Board for students and families.

- \*Mr. Berti shared a story about meeting a new hire at Speed who is a 2011 graduate of CSAT

## **AD HOC COMMITTEES**

**Appeals**- No report

**CSAT Foundation, Inc.**- Mr. Quackenbush indicated that the Foundation has made good progress this month. Letters and subsequent conversations were held with Cullen, Oishei and M & T Foundations. The Oishei Foundation is helping to connect us with a national group that could possibly assist our efforts with the Early College Program. We have a Zoom meeting upcoming with West Herr Ford who would be an excellent partner with our Career Development efforts as they are a major employer in WNY.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Enrollment**- Mr. Loveria referenced Page 23 of the Board packet. Our current enrollment is at 2360. Please note two new columns which show students who will begin classes on Feb. 22 and another which shows number of SWD & ENL students who are hybrid learners. The marketing efforts are working well; applications for Kindergarten are @120. We have commercials on Ch. 2 and radio stations, both of which are giving us additional airtime.

**Personnel**- Mr. Lyle reviewed the personnel report which lists new hires and re-hires (cafeteria staff) as well as new substitutes. Other than that, no major changes.

A motion to accept the Enrollment and Personnel report made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Mr. Quackenbush encouraged current members to provide names of persons who may be a good match for membership on the Board.

Discussion ensued on the senior's request for relaxation of the dress code. After several minutes of discussion, Mr. Quackenbush directed Mr. Lyle to work with the High School to develop a sensible plan regarding the senior's request.

A motion to direct Mr. Lyle to convene a working group on the senior dress code request was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

**ADJOURNMENT** A motion to adjourn the meeting at 6:10pm was made by Mr. Cinquino, seconded by Mr. Kottakis. Motion approved.

**Next Meeting: March 9, 2021, 4:30pm**



Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 3/9/2021**

**MINUTES**

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

**UNABLE TO ATTEND:** Kenneth Robinson

**OTHERS PRESENT: In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Anthony Favata, Brett Lutterbein, Alison Kuitems Daniel Scholze, Keith Banas. **Via Teleconference:** Susan Jurewicz, Thomas Sullivan, Nicole Killian

**MINUTES**

Motion to approve the February 6, 2021 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**

Ms. Alison Kuitems, Technology Integration Specialist, presented an overview of the technology related teaching tools that have been introduced to the CSAT community as a result of the pandemic. In a series of slides, Ms. Kuitems highlighted the following, all of which are supported by Microsoft:

- Teacher Technology Support (general help, PowerPoint, etc.)
- Parent Technology Support (general help, videos, IT support, etc.)
- Monthly Newsletter
- On-going staff development
- Innovative Teachers (each building has designated and trained support teams)
- Classroom Set-Up (fully remote and remote/in-person teachers)
- Distance Learning Tools (i.e. Microsoft remote/stream, Nearpod, Remind...)
- Continued Partnerships w/Microsoft with TEALS, Innovative Teachers, as well as Erie 1 BOCES. CSAT is only charter school sharing best practices with other school districts in WNY.



Board members inquired about teacher training and families having proper equipment. Ms. Kuitens said she and other teachers provided training to all staff and that families were provided equipment by CSAT, or had their own compatible equipment.

## **ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle reported on his recent conversation with CSO Office on our recruitment policy. As you are aware, CSAT has been making efforts to increase our recruitment of special needs students and ENL learners. We made the changes in our policy that the CSO office recommended for charter renewal which we thought was sufficient. We were recently notified of an additional change in required language about the number of days a student has to enroll before they are dropped from our count. The policy currently is 5 consecutive days from start of school year, but CSO said it needs to be 20 consecutive days, with due diligence in attempting to contact the family. We were prepared to present the new policy today, but we have not heard back from CSO on their approval of the language we proposed in the revised policy.

In regard to testing, NYS is still pushing back at Federal Gov't. refusal to approve its waiver request to cancel state assessments and Regents exams. The state sent a survey to all schools in NY to assess how each school is assessing their students and how that is being communicated to parents. It is due on Friday, March 12.

The Pathways Program will be officially announced in the next few weeks. In conversations with David Frank, he was very supportive and said this would make CSAT stand out from other charters. He would like to see quality internships offered to students.

A Board member asked about any further update on the possibility of relaxing the 6ft. rule to 3ft. Mr. Lyle indicated that there is no update yet from NYS.

## **Principals Report-**

K-5: Mrs. Jurewicz reported that the Elementary School is now fully hybrid. We have accommodated nearly every parental request for their child's education. Our staff has been amazing, and the school is very proud of all they have done. We are now mining data from iReady diagnostics. Our counseling staff is pushing into classrooms and conducting virtual sessions with remote learners to address social/emotional issues.

6-8: Mr. Favata informed the Board that the Middle School is excited to announce that 99 7<sup>th</sup> graders and 96 8<sup>th</sup> graders will return on March 26 for 4 day a week in-person learning. This is in addition to the current total of 85 6<sup>th</sup> graders who are currently attending 4 days a week. The parents have been cooperative, and the staff has been simply incredible. Plans are in place to continue working with our remote learners.

9-12: Mr. Lutterbein said that the school has completed two weeks of hybrid learning. It was good to have students back in the building. Our staff has also been outstanding. They are focused on making sure all students stay connected to the school. We have had little to no issues with dress code and the seniors who have a bit of a relaxed dress code have complied fully. We hope that we will be able to increase our hybrid number in the 4<sup>th</sup> quarter.

## **PERMANENT BOARD COMMITTEE**

**Quality Assurance-** Mrs. Pasioka referenced page 8 of the QA report on attendance and engagement. We have stayed consistent as of Feb. 19 with CSAT's average attendance at 94.4%. The younger grades attendance is lower as they do rely heavily on parents getting them to school, so we continue to work on that issue. While NYS looks for schools to achieve 90% attendance, CSAT exceeds that with roughly 95%.

The committee also spent time discussing the High School data as it concerns the midterms. There were some students who did not complete the ELA midterms despite multiple attempts to contact home. The results for Algebra 1, Geometry and Algebra 2 were much better, with an 80% pass rate. We also discussed the issue of younger students being behind in their academic progress, so mining iReady data will be important. The possibility of holding back some students was discussed and how that may affect the lottery.

There was discussion on the possibility of having a summer program and how that may work.

**Career Readiness-** Mr. Berti reported on the recent Career Readiness meeting of March 4. The discussion centered around the goal of achieving 100% mandatory student participation in internships. We will continue to strengthen our relationship with our industry partners in order to achieve that goal. The Job Board, which was shared with all of the Board members, is now available to our students and their families. We need to encourage students to apply for those open positions, even if they may not at first have all of the requirements for the position. The Early College Program is a go. Mr. Lutterbein joined the discussion and mentioned that the marketing piece is in progress and the timeline for the roll-out is included in the Career Readiness report. A soft opening will be held soon with the official public launch set for May.

## **AD HOC COMMITTEES**

**Appeals-** No report

**CSAT Foundation, Inc.-** Mr. Quackenbush mentioned that the Oishei Foundation is willing to help us link up with other funders who are interested in our career readiness initiative. We had a productive meeting with M&T Bank and are now preparing a grant application to their Foundation. We have a meeting on Friday with West Herr Auto Group which we hope will result in their joining as one of our industry partners and as a possible Foundation donor.

Mr. Quackenbush also reminded the Board about providing names for possible Board membership. There is one person who has expressed interest. We will meet with that person soon.

## **OLD BUSINESS**

None

### **NEW BUSINESS**

**Enrollment-** Mr. Loveria reports that we are one student short of our full capacity of 2365. We have received approximately 500 applications so far, 158 of which are for Kindergarten. The lottery is slated for April 12. We continue our marketing efforts, with a concentration on digital and social media.

**Personnel-** Mr. Lyle reviewed the personnel report which lists new hires in high school and elementary school and re-hires (cafeteria staff) as well as new substitutes and coaches, now that sports have returned. Other than that, no major changes.

A motion to accept the Enrollment and Personnel report made by Mr. Keller seconded by Mr. Cinquino. Motion approved.

**ADJOURNMENT** A motion to adjourn the meeting at 6:05pm was made by Mr. Cinquino, seconded by Mr. Donnelly. Motion approved.

**Next Meeting: April 13, 2021, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 4/13/2021**

**MINUTES**

**BOARD MEMBERS PRESENT:** **In person,** David Quackenbush, John Cinquino, Joseph Berti, Karen Kelley, Steve Kottakis **Via Teleconference:** Lisa Smith, Ian Donnelly, Andrea Pasieka, Michael Stevens

**UNABLE TO ATTEND:** Michael Keller, Kenneth Robinson, Danielle Salasavage

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Susan Jurewicz, Ann Morgante, Brett Lutterbein, Michele Fiorella, Daniel Scholze, Keith Banas. **Via Teleconference:** Thomas Sullivan, Nicole Killian, Brad Kroth, Kevin Cornacchio

**MINUTES**

Motion to approve the March 9, 2021 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mrs. Pasieka. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

None

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle reported on a new initiative from Charter School Office called a monitoring visit which happens at the end of the first year of renewal. Susan Gibbons will conduct a virtual visit on April 30. Ms. Gibbons will meet with the leadership team and has requested certain documentation. They will be interested to know how CSAT is dealing with equity and diversity issues. On that same topic, David Frank sent out an article from the Wall Street Journal on diversity. Here at CSAT, we have initiated a book club in each building for adults that delves into that issue. It is a new venture and although it's not perfect, it is a positive start. Mr. Lyle also reported that we have not had to deal with the negative effects of diversity that have plagued other schools. Our administrators and teachers hold our students to a high standard that makes this less of an issue here than elsewhere.

Mr. Stevens commended CSAT for having these discussions in a proactive manner and for setting the right tone.

Mr. Lyle requested that the Board review the 2021-2022 calendar and vote on it today. There are 187 student days, two more than this year and 198 teacher days. We are working on a theme for professional development days.

A motion to approve the 2021-2022 calendar was made by Mrs. Kelley, seconded by Mr. Cinquino. Motion approved.

### **Principals Report-**

K-5: Mrs. Jurewicz reported that all grades are back in a hybrid model. We have approximately 50% Hybrid and 50% remote. We are now preparing for NYS testing and will bring back some students who are remote to take the tests. We met our fundraising goal and the Book Vending Machine is on its way. The Teachers Desk is supplying books for the vending machine for free. The lottery was held on Monday which means we will soon begin kindergarten screening. We plan on having a summer program that will focus on skills development. We are also planning a drive-thru celebration for Kindergarten as well as something for 5<sup>th</sup> graders.

6-8: Mrs. Fiorella informed the board that the Middle School has welcomed back grades 6-8 four days a week. The total number of students attending as of today is 279. We received wonderful feedback from our parent-teacher conferences. Our summer program will be primarily for students who are struggling.

9-12: Ms. Morgante said that graduation is set for June 9. It will resemble last year with a drive-thru but it will be one day only, from Noon-8 p.m. As for senior graduation eligibility, we are working with 20-30 seniors who are struggling. We will be bringing back students 4-days a week. Our summer program will be two-fold, one for incoming 9<sup>th</sup> graders and the other for credit recovery.

There was discussion on flexibility with NYS on standards and the pandemic, though it was made clear that while there are curriculum adjustments, we are not lowering our standards.

Mr. Lyle mentioned that we are still awaiting guidance from the state on whether schools must continue to provide remote learning next school year.

### **PERMANENT BOARD COMMITTEE**

**Quality Assurance-** Mrs. Pasioka noted that the principals covered several things in the QA report. A few other items for discussion included the attendance report which while down a bit from February is still very good overall. The intent to return numbers were 2188. There were 9 students who are not returning, but most were a result of moving out of state. The parent survey results were included in your packet. Overall, the responses were positive. This year the survey was done exclusively online and will continue that way in the future.

**Finance-**Mr. Cinquino indicated that the Finance Committee is still exploring the sale/leaseback option for the Shoshone property (Middle School). The main issue is the tax, which is roughly \$70K per year. The tax is currently being paid by the McGuire Group. We will continue to keep the Board updated on those discussions.

## **AD HOC COMMITTEES**

**Appeals-** No report

**CSAT Foundation, Inc.-** Mr. Quackenbush mentioned that the Foundation has been in discussion with three local funders, Cullen, Oishei and M&T Bank. We did receive \$39,000 from Cullen to help with the Early College & Career Program. We have a Zoom meeting scheduled with M&T on Friday. We hosted West Herr in March to discuss a partnership with them as their Career Pathways Program aligns closely with ours. In addition, Andy, Garrick and Brett visited Hadley Exhibits on Elmwood Avenue. Hadley has been producing high quality exhibits for museums, trade shows, corporate facilities and visitor centers for over seventy years. They employ very skilled craftsmen and metal workers. They are interested in partnering with CSAT.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Enrollment-** Mr. Loveria reports that we are two students short of capacity, 2363. The lottery was held yesterday and went well. We had approximately 570 applicants. This is the first year that we gave a weighted preference for ELL & SPED students. As a result, 76 of 187 Kindergartners qualified for admission based on the weighted preference. We are presently overenrolled, but those numbers will go down as we get closer to the start of the school year.

**Policy-**Mr. Loveria requests a board vote on an updated policy regarding the weighted lottery preference for ELL & SPED students in order that it be more reflective of the population of Buffalo Schools. This update was requested by the CSO Counsel's Office.

A motion to accept the updated policy was made by Mr. Cinquino, seconded by Mrs. Kelley. Motion approved.

**Personnel-** Mr. Lyle reviewed the personnel report which lists several new hires, position changes and leave of absences. Other than that, no major changes.

A motion to accept the Enrollment and Personnel report made by Mr. Kottakis seconded by Mrs. Pasieka. Motion approved.

**ADJOURNMENT** A motion to adjourn the meeting at 5:50pm was made by Mr. Cinquino, seconded by Mrs. Kelley. Motion approved.

**Next Meeting: May 11, 2021, 4:30pm**



Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 6/8/2021**

**MINUTES**

**BOARD MEMBERS PRESENT:** **In person,** David Quackenbush, Michael Stevens, Steve Kottakis **Via Teleconference:** Karen Kelley, Lisa Smith, Ian Donnelly, Andrea Pasioka, Kevin Cornacchio

**UNABLE TO ATTEND:** Kenneth Robinson, Joseph Berti, John Cinquino, Mike Keller

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Susan Jurewicz, Madeleine Fierstein, Ann Morgante, Brett Lutterbein, Anthony Favata, Yaritza Draine, Daniel Scholze **Via Teleconference:** Nicole Killion

**MINUTES**

Motion to approve the May 11, 2021 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Kottakis, seconded by Mr. Stevens. Minutes approved.

**PUBLIC COMMENTS**

None

**PRESENTATION**

Mrs. Jurewicz and Mrs. Fierstein presented the K-5 2021 summer school program, the first of its kind at CSAT. The program will take place five days a week from 8:30 a.m. - noon beginning June 28 and ending July 23. We currently have 180 students enrolled, with 3 teachers per grade level with a maximum of 10 students per classroom. Of the students enrolled, 73% are currently hybrid students and 28% are remote students. Approximately 10% are SPED, and 7% are ENL students. The Elementary School is excited to bring some of the remote students back who haven't been in our building the entire year. Curriculum to be used is Ready Math and Ready ELA. We are partnering with UB for the program, who will provide 18 students from the Graduate School of Education. These graduates students will provide targeted reading instruction and literacy supports.

Mr. Favata stated that the Middle School will be offering a virtual summer school for grades 6-8 with a goal of lessening summer regression.



## **ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle announced that he has been participated on several conference calls regarding the State's letter to the CDC regarding mask recommendations which the state hopes to change. Masks would no longer be required during outdoor activities but would still be recommended for use. Mr. Lyle participated in a call with Erie County regarding a reopening plan for the fall, which CSAT will have to create and resubmit. Our hope is that some of the social distancing guidelines are lightened for us to physically come back full-time. The state continues to discuss changes to social distancing and mask requirements and possible requirement of in-school COVID testing. Their recommendation was 10% of your student population and 10% of your staff be randomly tested per week, as well as 10% of any student athlete participating in sports. Karen Kelley stated that NYS Forward Database indicated that when New York is 70% vaccinated (18 and older), the state would remove mask requirements for PreK-12. Regarding bussing, we continue conversations with First Student. Morning pickups/drop-offs will not be a problem; however, afternoon pickups will be an issue as First Student is currently down 180 drivers. Mr. Lyle shared an email he received from a grandmother regarding a student that will be graduating tomorrow. The grandmother thanked teachers and staff for providing the support her grandson needed to be successful.

### **Principals Report-**

6-8: Mr. Favata indicated that diagnostics are complete and the NYS Science Assessment went very well. Teachers are working hard and getting more students into the building.

9-12: Ms. Morgante noted the launch of Early College & Career Pathways went very well. Graduation will be taking place June 9. As of right now, we have 2 students who will not be walking, but will complete their requirements by early July. Therefore, we will have a 100% graduation rate.

## **PERMANENT BOARD COMMITTEE**

**Career Readiness-** Mr. Loveria spoke with Mrs. Errington who is still conducting outreach to seniors. Many are still unsure of plans after graduation. Information will be presented at the next board meeting regarding the status of Pillars to Pathways and program evaluations. We have also talked about revamping internships given ECCP's influence. Camilo Hoyos will be transitioning into Mrs. Errington's position for internship oversight. The job board continues to grow and there have been 1,045 visits to the site since creation.

## **AD HOC COMMITTEES**

**Appeals-** No report

**CSAT Foundation, Inc.-** Mr. Quackenbush updated that this has been a very good year. The Foundation will be having a meeting on July 17 with The Community

Foundation for Greater Buffalo. There are many local foundations and organizations interested in what CSAT is doing and we hope to set meetings with them in the future.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Enrollment**-Mr. Loveria reported that the current enrollment stands at 2361, which is 3 off from last month's report. Kindergarten enrollment is set for 2021-2022, however, we are a few students short for first grade. We will increase marketing to solicit additional applications in the next few weeks.

**Personnel**-Mr. Lyle reviewed the personnel report which list substitute, position changes, resignations and leaves of absences. A temporary employee was hired to support IT to prepare computers for the High School this summer. Other than that, no major changes.

A motion to accept the Enrollment and Personnel report made by Mr. Donnelly, seconded by Mr. Cornacchio. Motion approved.

A motion to move to Executive Session at 5:33 was made by Mr. Quackenbush. No action requiring Board vote arose.

**Next Meeting: June 22, 2021, 4:30pm**

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 5/11/2021**

**MINUTES**

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

**UNABLE TO ATTEND:** Kenneth Robinson

**OTHERS PRESENT:** **In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Susan Jurewicz, Ann Morgante, Brett Lutterbein, Thomas Sullivan, Daniel Scholze, Keith Banas, Brad Kroth. **Via Teleconference:** Anthony Favata, Nicole Killian

**MINUTES**

Motion to approve the April 13, 2021 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

**ADMINISTRATIVE REPORTS**

**Cabinet Report-** Mr. Lyle announced that plans are being finalized for summer school in all three buildings. The High School graduation ceremony will be on June 9 from 12-8pm. Invites for Board members will be mailed shortly. The State Ed virtual visit with Susan Gibbons went well. She had the opportunity to meet first with the building administrators and later with teachers in each building. The day ended with a meeting with cabinet members. Ms. Gibbons made several positive comments and commended CSAT as one of the best visits she has had since the virtual visits began. The policy on the enrollment/lottery process was finally approved by State Ed. It is included in your packet and requires a final vote since there were a few minor changes made. We are still

awaiting state guidance for full reopening, i.e. 3ft.v 6ft., masks, remote learning option, etc.

### **Principals Report-**

K-5: Mrs. Jurewicz stated that the NYS Math Assessment is finishing up and attendance for taking the test was good. Final plans for a 4-week summer school program are nearly complete. At present, there are 156 verbal consents for the program. We are partnering with UB this summer on literacy supports and hope to continue the partnership in the fall. We are planning end of the year Kindergarten and Grade 5 celebrations.

6-8: Mr. Favata echoed Mrs. Jurewicz comment on state assessment and noted that middle school also saw good attendance. The Elementary School has agreed to house the Middle School summer program in their building. We had a wonderful teacher/staff appreciation week. Final plans are in place for a drive-thru 8<sup>th</sup> grade celebration.

9-12: Ms. Morgante mentioned that the teachers and counselors continue working with seniors to be sure as many as possible graduate on time. At present @75% are on course to graduate. Final assessments are planned for the first week in June. We are having three summer programs: a two-week prep course for incoming freshmen, a four-week credit recovery program all students and the six-week Early College program.

A question was asked on meal offerings during summer. Mrs. Moore said that meals will be provided for all summer programs.

### **PERMANENT BOARD COMMITTEE**

**Quality Assurance-**Mrs. Pasioka commented that the principals covered many of the points she was going to make. The attendance so far has followed a similar pattern, though it has fallen off somewhat from Zoom fatigue and with students returning to school in hybrid. The state goal is 90% attendance; we are exceeding that total. Mrs. Pasioka noted that in terms of assessments, there was no expectation from the State that remote learners must complete them, however several remote students did come to the building to complete the testing. It should be noted that the test that was administered was not new, but a repeat of the 2019 assessment. CSAT will survey parents to determine the number of students who would be willing to attend summer school, especially those who currently are 2+ years behind. The next meeting will concentrate on summer school plans. The school will not collect the computers from the students until summer school is completed.

**Finance-**Mr. Cinquino discussed the 2021-2022 school budget. Highlights of the budget include the following:

Revenue: \$36.5 million

Expenses: \$37.5 million

Change in Net Assets: (\$947k) and Net of Depreciation: \$153K

## Key Drivers of the budget:

Per Pupil Increase of @1%

Revenue includes \$1.4 million in stimulus dollars

The budget is predicated on enrollment at 99% capacity

Teacher Retirement increased slightly

Health Care will see a slight decrease

Addition of 7 teaching positions to address student loss of learning due to the pandemic

Interest on Bond is \$916K

Middle School lease cost \$784k

Transportation costs increased for coverage of Summer and After School programs

Hiring of in-house cleaning staff at Middle School

Mr. Quackenbush asked if inflation costs were figured into the budget.

Mrs. Moore indicated quotes received from vendors helps in determining increased cost.

The school also utilizes the State Contract program which provides for lower pricing and helps in mitigating increased costs.

A motion to accept the 2021-2022 budget was made by Mr. Keller, seconded by Mr. Kottakis. Motion approved.

**Career Readiness-** Mr. Berti noted that the committee covered a number of topics as noted on pgs. 14-18. The Job Board has grown substantially since its inception. At present, there are 80 job postings with hundreds of jobs. There have been 686 visits to the site. The ECCP Program is going well. The summer component will begin this year. The list of college course offerings is included in the report. The kick-off event for ECCP will take place on June 8, invites to Board will be sent this week. A number of dignitaries will be invited and David Frank will be attending virtually.

## **AD HOC COMMITTEES**

**Appeals-** No report

**CSAT Foundation, Inc.-** Mr. Quackenbush referenced pg. 17 of the Board packet which detailed the work of the committee since last meeting. As you can see, the ECCP program has been aided by the Cullen & M & T Foundations. The Foundation Board will be meeting again on May 18.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Nominations-** Mr. Quackenbush nominated a new trustee for consideration, Mr. Kevin Cornacchio. A biography of Mr. Cornacchio is enclosed on pg. 24 of the Board

packet. He is currently VP of Sales at PCB Piezotronics. A few Board members who had the opportunity of speaking with Mr. Cornacchio commented on his passion for education and feel he would be a welcome addition to the Board. A motion to accept Kevin Cornacchio as a member of CSAT's Board was made by Mr. Berti, seconded by Mr. Keller. Motion approved.

**Policy-** Mr. Loveria discussed the Enrollment/ Lottery policy update. There were a few minor changes needed. The proposal was approved by State Ed pending the changes. The new policy did result in @14% of new applicants to CSAT who qualified because of the new weighted criteria.

A motion to accept the updated policy was made by Mrs. Kelley, seconded by Mrs. Smith. Motion approved.

**Enrollment-**Mr. Loveria reported that the current enrollment stands at 2364, one short of capacity. At present, there are 175 enrolled in Kindergarten for next year. The school is still recruiting and hopes to reach 195 enrolled. While that number would be more than needed, the assumption is that some will leave before the start of school.

**Personnel-** Mr. Lyle reviewed the personnel report which lists several new substitute hires, position changes, resignations and leaves of absence. Other than that, no major changes.

A motion to accept the Enrollment and Personnel report made by, seconded by Mr. Cinquino, seconded by Mr. Stevens. Motion approved.

A motion to move to Executive Session at 6:15pm was made by Mrs. Kelley, seconded by Mr. Stevens. Motion approved. No action requiring Board vote arose. A motion to adjourn the regular meeting at 7:30pm was made by Mr. Kottakis, seconded by Mr. Cinquino. Motion approved.

**Next Meeting: June 8, 2021, 4:30pm**

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 ☐

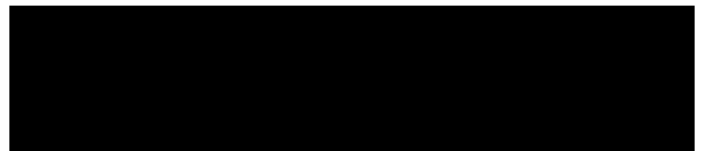
If yes, indicate ownership of the system.

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	4
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Minutes

0	0
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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

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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: \_\_\_\_\_ 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 11-12-20 (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: Mark Mallick Title: Fire Insp.

Signature: [Signature] Date: 11-12-20

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

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

H. Shay Fire Protection Inc.  
Mark F. Mallick, Inspector  
PO Box 122  
Williamsville, NY 14231  
(716) 908-0349 | Reg. #1086-70498  
shayfireprot@yahoo.com

### 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: Dir. It & Support Operations

Signature: [Signature]

Telephone #: \_\_\_\_\_

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

## MANAGEMENT LETTER

October 29, 2021

The Board of Trustees  
Charter School for Applied Technologies and Affiliates

In planning and performing our audit of the consolidated financial statements of Charter School for Applied Technologies and Affiliates (the Organization) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the 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 Organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to errors or fraud may occur and not be detected by such controls. 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.

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This information is intended solely for the use of the Board of Trustees and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

*Lumsden & McCormick, LLP*



## 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, 2021
Primary District of Location (If NYC select NYC DOE):	Ken-Ton (Kenmore - Town of Tonawanda Union Free School District)
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Tanya Moore
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Lumsden & McCormick
School Audit Contact Name:	Donna Gonser
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2020-21
Prior Year:	2019-20

**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	
Management Letter Response	N/A
Form 990	Not yet filed
Federal Single Audit (A-133)	Not yet filed
Corrective Action Plan	N/A



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**

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 ☐

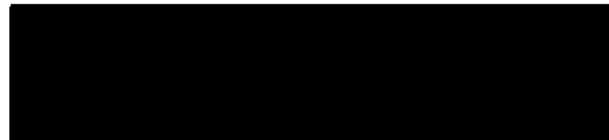
If yes, indicate ownership of the system.

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:

01

Minutes

35

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 11-12-20 (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: Mark F. Mallick Title: FIRE INSPECTOR

Signature: [Signature] Date: 11-12-20

Inspector's Organization: H. Shay Fire Protection Inc.

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: Mark F. Mallick Inspector

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_ PO Box 122  
Williamsville, NY 14231  
(716) 908-0349 | Reg. #1086-70498  
shayfireprot@yahoo.com

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: Dir. of IT & Support Operations

Signature: [Signature] Telephone #: 716-876-7505 x1212

Email: jmena@csat-kl2.org

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





# 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*  
 Commissioner 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 Code: 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:

Kitchen/Cafeteria/Lounge/Storage/classrooms/Shower/Utilities

1<sup>st</sup> Floor:

Offices/Classroom/Clinic/Gym/Media Room/Auditorium

2<sup>nd</sup> Floor:

Studio/Classrooms/Faculty Rooms

3<sup>rd</sup> Floor:

Offices/Classrooms/Music Room/Storage

**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**

CHARTER SCHOOL APPLIED TECH

**Facility/Building Name**

MIDDLE SCHOOL

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

24 SHOSHONE STREET

**City/Town/Village**

**Zip Code**

BUFFALO 14214

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

CITY OF 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:

0	2	3	6
---	---	---	---

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 11-12-20 (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: Mark Mallick Title: Fire Insp

Signature: [Signature] Date: 11-12-20

Inspector's Organization: H. Shay Fire Protection Inc.

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: Mark F. Mallick Inspector

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_ PO Box 122  
Williamsville, NY 14231  
(716) 908-0349 | Reg. #1086-7049B  
shayfireprot@yahoo.com

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: Dir of IT & Support Operations

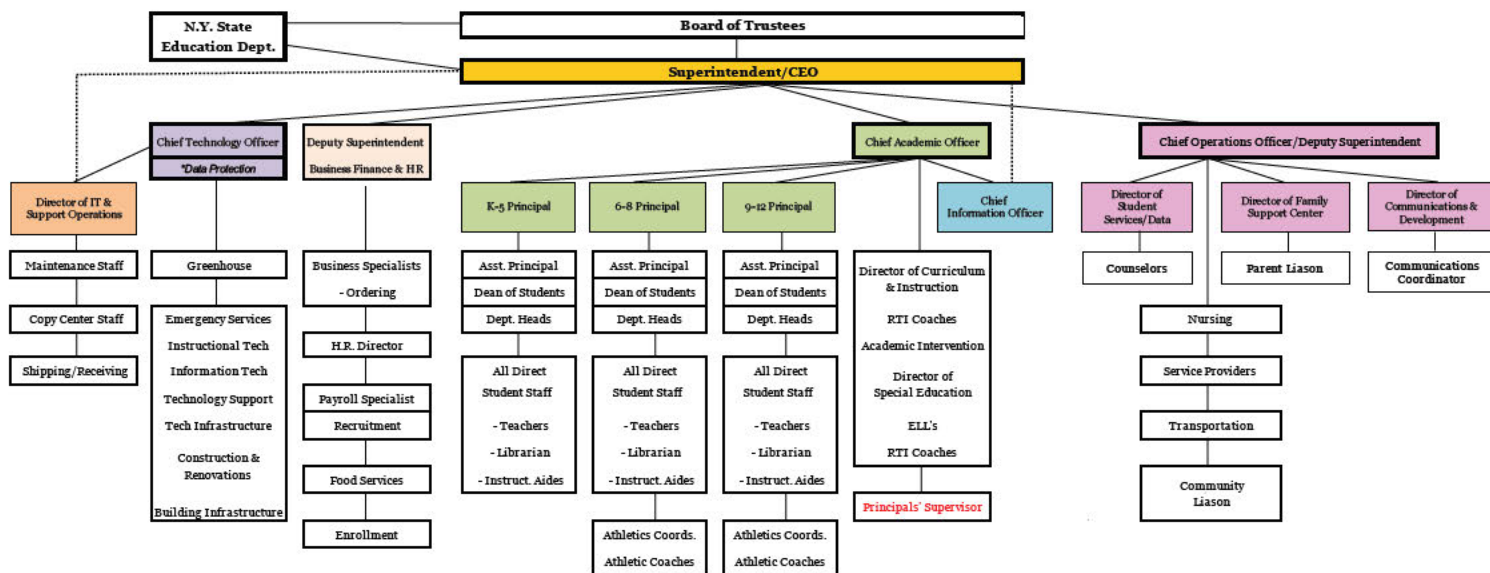
Signature: [Signature] Telephone #: 716-876-7505 x1212

Email: jmena@csat-vc12.org



# Charter School for Applied Technologies

## Organizational Chart





# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

## 2021-2022 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: 196

### JULY

4th: Independence Day

### AUGUST

17th-20th: No School Professional Devel. Day

23rd: First Day of School-Full Day

### SEPTEMBER

6th: School Closed-Labor Day

24th: 5-Week Progress Report

### OCTOBER

11th: School Closed-Indigenous Peoples' Day

15th: No School Professional Devel. Day

29th: 1st Marking Period Ends

### NOVEMBER

4th: No School Parent/Teacher Conferences

5th: School Closed

11th: School Closed-Veteran's Day

24th-26th: Thanksgiving Recess

### DECEMBER

10th: 15-Week Progress Report

24th-31st: Winter Recess No School

### JANUARY

1st: New Year's Day

17th: School Closed-MLK Jr. Day

28th: 2nd Marking Period Ends

31st: No School Professional Devel. Day

### FEBRUARY

21st: School Closed-President's Day

22nd-25th: Winter Recess No School

### MARCH

4th: 25-Week Progress Report

18th: No School Professional Devel. Day

24th: No School Parent/Teacher Conferences

29th-31st: NYS ELA Assessment Grade 3-5

### APRIL

8th: ELA Scoring Day-No School

8th: 3rd Marking Period Ends

11th-18th: Spring Recess No School

26th-28th: NYS Math Assessment Grade 3-5

### MAY

9th: Math Scoring Day-No School

13th: 35-Week Progress Report

27th: School Closed

30th: School Closed-Memorial Day

### JUNE

20th: School Closed-Juneteenth

23rd: Last Day of School-Full Day

23rd: 4th Marking Period Ends

24th: 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/Conference-No School for students



# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

2021-2022 School Year Calendar Grades 6-8

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: 196

JULY						
4th: Independence Day						

AUGUST						
17th-20th: No School Professional Devel. Day						
23rd: First Day of School-Full Day						

SEPTEMBER						
6th: School Closed-Labor Day						
24th: 5-Week Progress Report						
OCTOBER						
11th: School Closed-Indigenous Peoples' Day						
15th: No School Professional Devel. Day						
29th: 1st Marking Period Ends						

NOVEMBER						
4th: No School Parent/Teacher Conferences						
5th: School Closed						
11th: School Closed-Veteran's Day						
24th-26th: Thanksgiving Recess						
DECEMBER						
10th: 15-Week Progress Report						
24th-31st: Winter Recess No School						

JANUARY						
1st: New Year's Day						
17th: School Closed-MLK Jr. Day						
28th: 2nd Marking Period Ends						
31st: No School Professional Devel. Day						
FEBRUARY						
21st: School Closed-President's Day						
22nd-25th: Winter Recess No School						

MARCH						
4th: 25-Week Progress Report						
18th: No School Professional Devel. Day						
24th: No School Parent/Teacher Conferences						
29th-31st: NYS ELA Assessment Grade 6-8						

APRIL						
8th: ELA Scoring Day-No School						
8th: 3rd Marking Period Ends						
11th-18th: Spring Recess No School						
26th-28th: NYS Math Assessment Grade 6-8						

MAY						
9th: Math Scoring Day-No School						
13th: 35-Week Progress Report						
27th: School Closed						
30th: School Closed-Memorial Day						
JUNE						

14th-17th: Final Exams-Half Days  
20th: School Closed-Juneteenth  
23rd: Last Day of School-Half Day  
23rd: 4th Marking Period Ends  
24th: 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 Day
	Student Last Day:Half Day
	Prof Dev. Day/
	Conference-No School
	Half Days-Noon Dismissal



# CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

## 2021-2022 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: 183  
Teacher Days: 196

JULY						
4th: Independence Day						
AUGUST						

17th-20th: No School Professional Dev.  
23rd: 9th & 12th Grade only  
24th: 10th Grade & 11th Grade only  
25th: ALL HS Students report

SEPTEMBER						
6th: School Closed - Labor Day						
24th: 5-Week Progress Report						
OCTOBER						

11th: School Closed - Indigenous Peoples' Day  
15th: No School Professional Dev.  
29th: 1st Marking Period Ends

NOVEMBER						
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4th: No School Parent/Teacher Conferences  
5th: School Closed  
11th: School Closed-Veteran's Day  
24th-26th: Thanksgiving Recess

DECEMBER						
8th: No School Professional Dev. Day						
10th: 15-Week Progress Report						
24th-31st: Winter Recess No School						
JANUARY						

1st: New Year's Day  
17th: School Closed - MLK Jr. Day  
24th-28th: NYS Regents Exams  
28th: 2nd Marking Period Ends  
31st: No School Professional Dev.

FEBRUARY						
16th: No School Professional Dev.						
21st: School Closed-President's Day						
22nd-25th: Winter Recess No School						
MARCH						

4th: 25-Week Progress Report  
18th: No School Professional Dev.  
24th: No School Parent/Teacher Conferences

APRIL						
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8th: 3rd Marking Period Ends  
11th-15th: Spring Recess No School

MAY						
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13th: 35-Week Progress Report  
27th: School Closed  
30th: School Closed-Memorial Day

JUNE						
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15th-17th, 21st-23rd: NYS Regents Exams  
20th: School Closed Juneteenth  
23rd: Last Day of School - Full Day  
23rd: 4th Marking Period Ends  
24th: 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. / Conf. Day-  
No School for students

NYS Regents Exams



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

Town of  
Tonawanda