

Charter School for Applied Technologies

Board Meeting Minutes

April 16, 2024



Public Comments (5 minutes)

Minutes (5 minutes)

- Minutes from March 12, 2024
 - Motion to approve – Kevin Cornacchio
 - Second – John Cinquino
 - Minutes approved.

Presentation

Renewal Benchmarks 4 & 5

Ms. Moore presented on benchmarks 4 and 5 of the charter renewal. The performance framework is based on academic success, organizational soundness, and faithfulness to charter and law.

Benchmark 4

- *Provide information that the school is in sound and stable financial condition as evidence by performance on key financial indicators.*

Ms. Moore discussed financial information that is applicable to our renewal – through a bound document. The second document inside of the binder addresses a summary of the balance sheet, the income statement, and ratios. This is how SED condenses our information onto a one-pager, so this was provided. Additional information is responses to information about the financial history, how the board provides fiscal due diligence, how the board monitors the school's financial condition.

There was a discussion that focused on the change in net assets, to create a “gradual” resizing. Have asked the finance committee to consider needs for assisting using some cash reserves. We can do this based on the way that our school board manages the finances. Some areas of reporting are still being worked on.

Benchmark 5

- *Provide information that the school operates in a fiscally sound manner in accordance with state law and generally accepted accounting practices.*

Discussion of the components of benchmark 5 including accurate accounting systems and financial professionals, along with reporting requirements and procedures in place to ensure that programmatic and independent fiscal audits occur consistent with state law and accounting practices.

Mr. Berti discussed that the purpose of the updates help to keep the board all on the same page. Some will know answers and some will not. Discussion of date for charter renewal is due August 15, 2024.

Administrative Report

Mr. Loveria – Susan Gibbons will come to visit on May 30, 2024. We await her schedule. Mr. Berti suggested he would like the board to meet with her, but we are unsure of her schedule. May 8th is the board retreat at the Saturn Club.

Mr. Loveria provided an update about the foundation, foundation aid, and ensuring charter “voice.” Mr. Carlo asked if the foundation has explored private funding, and the discussion ensued about how that has happened to support the advent of ECCP, individual funders, and how that might be further secured using networking.

Permanent Board Committees

- **Quality Assurance**

Ms. Morgante and Ms. Jurewicz provided highlights from the middle-of-year testing for grades K-5.

Kindergarten: 11 students in K have not yet mastered all letter names, compared to last year at 15.

There is a correlation with chronic attendance issues. Overall, students who are struggling will likely be receiving special education services eventually, but these students will all receive small group, Tier 3 intervention services to try to catch them up before end of year. From the beginning of the year data

there is growth, especially in comparison to last year. There was a discussion about retention at the K-1 level if students have not mastered the focus skills, and the increase of special education students based on the lottery, along with trends of student performance based on birthday and other impacts on academic achievement.

First Grade: Last school year there was a deficit in sight words, so this was an emphasis. Seeing significant growth in comparison to last year. 66 fewer students knowing less than 50 sight words. There are only 28 now. 43 more students know all sight words for end of year at first grade currently – there are 51 who know 134 sight words. The first grade is now year 2 of the smaller class sizes so the growth is sizable. Even more gains will be had before the end of the school year.

Second Grade: The emphasis was on Oral Reading Fluency and F&P – comprehension of reading. Compared to last year, we have 44 more students passing the ORF (indicator of whether or not students can read words). Last year, 66, this year 111 passing. These students have also seen the benefit of smaller class sizes. Additional 29 students meeting end of year expectations right now.

Notes:

- Chronic absences continue to be an issue in learning. Many students who are struggling with reading issues are new to CSAT.
- There was a discussion of the “threshold” of what creates a retention. Ms. Jurewicz discussed the indicators and ramifications of retention being the most appropriate choice for students. There was also a discussion about how information regarding mandatory attendance is presented to new-to-CSAT families, and how attendance is celebrated, recognized, or supported.
- There is a dip in data from BOY to MOY in third grade. This could be a result of students transitioning from a class of 20 to one of 28 or could be a result of new students in the classroom. The team is currently digging into the data around this.

• **Career Readiness**

Mr. Loveria summarized the last career readiness meeting. Chris and Lindsay summarized their work with the CR team. Looking to expand internship program, there will be some additional costs with this – a teacher and transportation needs. Tomorrow is the Career Fair (pg 7 board notes). Chris Bigouette summarized the employers and process for the fair, and it is open to the students from 1-3pm and to the public from 3-5pm tomorrow. Mock interviews coming up next week Monday, April 22 – 9:00-10:00am at Daemen College, 15–20-minute mock interviews. 40 students in internship, and students will also receive a tour of the campus. Mr. Berti recommended the board attend if at all possible. Mr. Berti asked for a timeline for when the board would know whether there was a budgetary need for the expanded internship program – this is still being discussed.

• **Finance –**

Mr. Cinquino discussed financials and that things are steady and stable. Discussed the funds in use and in need for day-to-day operations. Discussed assets and investments and they are up, reflecting the changes in the market. Deferred revenue represents dollars received for services not yet rendered – this will move from liability to income eventually. Income statement – interest reflects interest income from the portfolio, this is also related to time and the market, and increases from year to year based on the per pupil ratio. Mr. Berti asked about the number for food service – we are a CEP school, so all of our students do receive free lunches. There was an explanation from Ms. Moore about how we receive money directly from SED through the Child Nutrition program for student lunches. Expenses – personnel is up, reflective of benefits and wages. Transportation costs are up as well. Showing a change in net assets for a loss, but it is early in the year. Budgets will be overall to break even from a cash flow perspective.

Ad Hoc Board Committees

- **Appeals** – 2 since the last report. Both denied.

Old Business

- Transportation: nothing new. There was a discussion about students who have to stay late when the route is uncovered.

New Business

- **2024-2025 School Calendar**
 - Waiting on two floating days from BPS.

- Vote
 - Motion: John Cinquino, Second: Steve Kottakis
- **Policy – McKinney-Vento**
 - Train all staff electronically now based on this change. Some information based on this was discussed, including a community fridge and nutrition. There was a question as to why we are no longer doing the Nutrition Club. The board would like to know how many unhoused students we have in our school. Mr. Loveria will report on this in May. Mr. Chambers will reach out to a community organization to help create a partnership for a community fridge/nutrition club.
 - **Vote**
 - Motion: Bryan Carlo
 - Second: Steve Kottakis
- **Enrollment**
 - Mr. Loveria reviewed the enrollment report. No longer accepting new students this year. Lottery results – 646 applications – this is down from last year, even with strategic advertising. We have 149 kindergarteners, they are still trickling in, plus 20 possible retentions. This is an area of concern. We are using a grassroots approach to recruiting students, and the new marketing director will assist with some new ideas. There was a discussion about student recruitment, incentivizing retention, and trends, especially marketing the ECCP at the high school level to promote student longevity, starting in kindergarten. Highest performing students are those who stay with us, K-12. Is the population down or is it CSAT?
- **Personnel Report**
 - Mr. Loveria presented the personnel report. New hires including a new counselor, a new PLTW teacher in 3-5, and the new marketing person. Resignations include 5, no terminations.
 - **Vote**
 - Motion: Danielle Salasalvage
 - Second: Steve
- **Ten minutes in executive session**
- **Vote:** Motion to adjourn
 - Motion: Cinquino
 - Second: Kottakis

Next Meeting – May 14, 2024

Attendance in person: Joseph Berti, Bryan Carlo, John Cinquino, Terrell Chambers, Lisa Smith, Danielle Salasalvage, Jina Gentry, Steve Kottakis, Kevin Cornacchio

Others: Brett Lutterbein, Sue Jurewicz, Patrick Heyden, Tanya Moore, Garrick Loveria, Bob Shannon, Tara Jefferson, Chris Bigouette, Dara Seeley, Ann Morgante, Nicole Killion, Tara Puff, Shane Lynch