

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 08/15/2023**

**MINUTES**

**BOARD MEMBERS PRESENT:** Joseph Berti, Danielle Salasavage, Steve Kottakis, Terrell Chambers, John Cinquino, Lisa Smith, Ian Donnelly

**UNABLE TO ATTEND:** Andrea Pasioka, Ian Donnelly, Kevin Cornacchio

**OTHERS PRESENT: In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Bob Shannon, Patrick Heyden, Brett Lutterbein, Tara Jefferson, Dara Seely, Ann Morgante, Daniel Scholze, Nicole Killian, Bryan Carlo (Trustee nominee)

**MINUTES**

Mr. Berti requested a correction to the June 20, 2023, Minutes under Quality Assurance that “*results for CSAT were compared against 133,000 schools in New York State.*” Motion to approve the June 20, 2023 minutes as corrected including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mrs. Salasavage. Minutes approved.

**PUBLIC COMMENTS**

Mr. Berti introduced CSAT alum and CSAT Trustee nominee Bryan Carlo, providing a brief background regarding Mr. Carlo’s professional career to date. Mr. Carlo then introduced himself to the Board explaining how the education he received at CSAT helped shaped the individual he is today.

**PRESENTATION**

None

**ANNUAL MEETING BUSINESS-** Mr. Loveria presented the names of trustees for ratification and confirmation as per the Annual Meeting Business for the 2023-2024 school year.

- Ian Donnelly's adjusted three-year term will now expire on Sept. 1, 2026. A motion to accept the new term for Mr. Donnelly was made by Mr. Cinquino, seconded by Mrs. Salasavage. Motion approved.
- Steve Kottakis requested an adjusted one-year term to expire on Sept. 1, 2026. A motion to accept the new term for Mr. Kottakis was made by Mr. Donnelly, seconded by Mr. Berti. Motion approved.
- Andrea Pasioka's adjusted three-year term will now expire on Sept. 1, 2026. A motion to accept the new term for Mrs. Pasioka was made by Mr. Berti, seconded by Mrs. Salasavage. Motion approved.
- Lisa Smith's adjusted three-year term will now expire on Sept. 1, 2026. A motion to accept the new term for Mrs. Smith was made by Mr. Cinquino, seconded by Mr. Berti. Motion approved.
- Danielle Salasavage's adjusted one-year term will now expire on Sept. 1, 2024. A motion to accept the new term for Mrs. Salasavage was made by Mr. Berti, seconded by Mr. Chambers. Motion approved.

Election of Officers: Mr. Loveria presented the following individuals for election as Board officers:

President: Joseph Berti. A motion to accept the nomination of Joseph Berti as president made by Mr. Cinquino, seconded by Mr. Kottakis. Motion approved.

Vice-President: Lisa Smith. A motion to accept the nomination of Lisa Smith as Vice-President was made by Mrs. Salasavage, seconded by Mr. Donnelly. Motion approved.

Treasurer: John Cinquino. A motion to accept the nomination of John Cinquino as Treasurer was made by Mr. Berti, seconded by Mr. Donnelly. Motion approved.

Secretary: Andrea Pasioka. A motion to accept the nomination of Andrea Pasioka as Secretary was made by Mrs. Smith, seconded by Mr. Cinquino. Motion approved.

Committee Assignments: Mr. Loveria referenced pages 7 & 8 of the Board packet regarding tentative committee assignments for Board Members. Mr. Berti suggested that as a recent addition to the board, Mr. Chambers might best employ his talent in the Career Readiness committee to which he agreed. Additionally, Mr. Cinquino should also be added to the Facilities committee, and should Bryan Carlo be confirmed for trusteeship he might be best qualified to join the Finance committee. If any changes are needed, please notify Mr. Berti and Mr. Loveria.

By-Laws/Open Meetings Law: As an annual practice Mr. Loveria requested that the Board members review the By-Laws and Open Meetings Law at their earliest convenience.

## **ADMINISTRATIVE REPORTS**

**Cabinet Report** – Ms. Moore began by thanking all the Trustees for submitting their annual financial disclosure/conflict of interest forms so that Moore could make the

August 1<sup>st</sup> submission deadline to NYSED for the school's Annual Report. Moore reviewed a list of items that were included in this state report along with links that were provided to publicly accessible information pertaining to the school and board trustees.

### **PERMANENT BOARD COMMITTEE**

**Quality Assurance** – Ms. Morgante distributed a list of Quality Assurance committee meeting dates for the 2023-2024 school year. All meetings are scheduled to occur from 9-10:30am.

### **AD HOC COMMITTEES**

**Appeals**- None

**Facilities**- None

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Policy – Code of Conduct** – Mr. Loveria presented two proposed amendments to the current CSAT student code of conduct. The first, the addition of a Communications policy on p. 9-14 of the Board packet outlines parent and staff expectations for appropriate communications to include recent forms of instant messaging such as Remind. The second amendment to the code involves a proposed revision to the Disciplinary Code of prohibited conduct under D.4. which would now prohibit both the *possession* and *brandishing* of any item that appears to be a weapon. Motion to approve both amendments to the CSAT Student Code of Conduct by Mrs. Smith, seconded by Mr. Cinquino. Code of Conduct approved.

**2023-2024 District-wide Safety Plan** – Mr. Loveria reported that the district-wide safety plan has been posted on the school's website since August 2, 2023 and in most instances remains similar to past years with the exception of a new requirement by the state to include an Emergency Remote Instruction plan. This plan is in the annex section and can be accessed with the link provided in the agenda.

**Enrollment**-Mr. Loveria referred to the enrollment report which shows our current enrollment at 2399. As this preliminary report illustrates, prior to the opening day of school the enrollment department intentionally over-enrolls with the historical expectation that several new students will accept positions in other institutions. A true enrollment number will most likely not be arrived at until the transition period spanning the month of September has ended. The recruitment of kindergarten students remains a struggle which the school leadership attributes to increased charter competition and transportation difficulties, forcing families to make non-academic choices to have their children attend schools closer to homes. Mr. Cinquino did inquire about why the school chose not to collapse a kindergarten class and then move that teacher into 1<sup>st</sup> or 2<sup>nd</sup> grade to ensure those classrooms remain 20 students as the report

shows that Grades 1 and 2 are now over enrolled in order to meet the school's maximum enrollment target. Mr. Lyle replied that he did intend to maintain the smaller classroom size and that there would be the typical student transition out of each grade and that if there was not sufficient enrollment in the kindergarten that he may need to consider downsizing or eliminating a kindergarten classroom to preserve the budget. Loveria reported that the school continues its recruitment efforts with an additional marketing campaign aimed at families of younger children who may still be undecided about their children's education placement.

**Personnel**-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, along with a few position changes, resignations due to staff migrating to positions in districts for increased salaries. Of note, was the resignation of Christopher Derrick (HS PLTW teacher) and Laura Errington (Dir. of College and Career Readiness). High School Principal Brett Lutterbein did comment that the hiring pool remains shallow as teachers for business subject area vacancies are difficult to fill. Motion to accept the Personnel report made by Mr. Donnelly, seconded by Mrs. Smith. Motion approved.

A motion to adjourn the regular meeting at 5:40pm was made by Mr. Cinquino, seconded by Mr. Kottakis. Motion approved.

**Next Meeting: September 12, 2023, @4:30pm**