

# I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, July 28, 2014

Updated Friday, August 01, 2014

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## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

142601860031 CS FOR APPLIED TECHNOLOG

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Kenmore-Tonawanda

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
2303 Kenmore Avenue Buffalo, NY 14207	716-876-7505	716-447-9922	[REDACTED]

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	J. Efrain Martinez
Title	Superintendent
Emergency Phone Number (###-###-####)	[REDACTED]

### 5. SCHOOL WEB ADDRESS (URL)

www.csat-k12.org

### 6. DATE OF INITIAL CHARTER

2001-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2001-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes/No	Name of CMO/EMO
Yes	EST, LLC

10a. Please provide the name and contact information for each of the following individuals who are management level personnel associated with the CMO.

	Name	Work Phone	Alternate Phone	Email Address	Contact this individual also in emergencies
CEO (e.g., network superintendent)	J. Efrain Martinez	[REDACTED]		[REDACTED]	Yes
CFO (e.g., network CFO)	Tanya Moore	[REDACTED]		[REDACTED]	Yes

## 11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 3 sites

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	2303 Kenmore Avenue Buffalo, NY 14207	716-876-7505	KENMORE-TON AWANDA UFSD	K-5	Yes	Own
Site 2	2245 Kenmore Avenue Buffalo, NY 14207	716-871-7400	KENMORE-TON AWANDA UFSD	9-12	Yes	Own
Site 3	24 Shoshone Street Buffalo, NY 14214	716-876-7505	BUFFALO CITY SD	6-8	Yes	Rent/Lease

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	J. Efrain Martinez	716-876-7505		[REDACTED]
Operational Leader	Andrew Lyle	716-876-7505		[REDACTED]

12b. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	J. Efrain Martinez	716-876-7505		[REDACTED]
Operational Leader	Ann Morgante	716-871-7400		[REDACTED]

12c. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	J. Efrain Martinez	716-876-7505		[REDACTED]g
Operational Leader	Brandon Pafk	716-876-7505		[REDACTED]

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

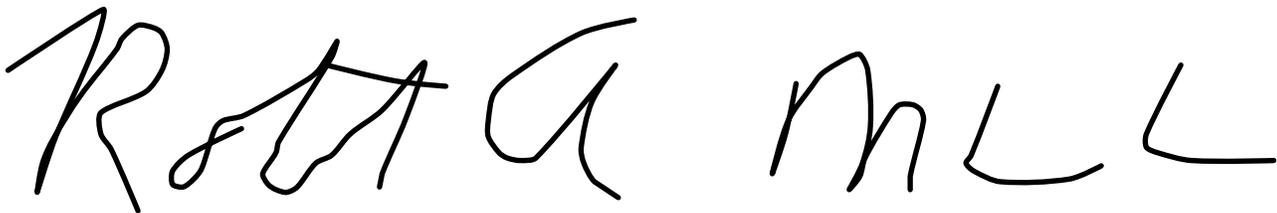
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in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

• Yes

Signature, Head of Charter School

A highly stylized, cursive handwritten signature in black ink, appearing to read 'J. P. [unclear]'. The signature is written on a horizontal line.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads 'RITA MILL' in a cursive style. The signature is written on a horizontal line.

Thank you.

# Audited Financial Statement Checklist

Created Friday, October 31, 2014

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Yes
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	No
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.

# Appendix A: Progress Toward Goals

Created Wednesday, July 30, 2014

Updated Thursday, July 31, 2014

## Page 1

Charter School Name: 142601860031 CS FOR APPLIED TECHNOLOG

### 1. NEW YORK STATE REPORT CARD

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

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

<https://reportcards.nysed.gov/schools.php?year=2012&instid=800000051942>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	90% of students will read on grade level by the end of 3rd grade as measured by The Fountas & Pinnell End of Year Benchmark	3rd Grade Fountas & Pinnell End of Year Benchmark	83% of students in third grade were on reading level based on The Fountas & Pinnell End of the Year Benchmark	CSAT continues to increase the rigor of the instructional level expectations to align with the higher standards of the state. Furthermore, we fully adopted Core Knowledge for Grades K-2 and the Engage NY modules for Grade 3-8 during the 2013-14 school year. We are optimistic of having increased reading levels as the students continue with the NYS expectations.
Academic Goal 2	Student Achievement on Grades 3-8 NYS Math Assessments will meet or exceed the state average	NYS Math Assessments - Grades 3-8	results currently unavailable	
Academic Goal 3	Student Achievement on Grade 3-8 NYS ELA Assessments will meet or exceed the state average	NYS ELA Assessments - Grades 3-8	results currently unavailable	

Academic Goal 4	The graduation rate will meet or exceed the state average	Graduation Rate	CSAT's rate was 97% - goal met	Goal Met
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2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

## 2b. ORGANIZATIONAL GOALS

### 2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	NONE			

### 2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	NONE			

# Appendix I: Teacher and Administrator Attrition

Created Wednesday, July 30, 2014

Updated Thursday, July 31, 2014

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Charter School Name: 142601860031 CS FOR APPLIED TECHNOLOG

Instructions for completing the Teacher and Administrator Attrition Tables  
ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
122	14	15

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
5	1	0

Thank you

# Appendix J: Uncertified Teachers

Created Wednesday, July 30, 2014

Updated Thursday, July 31, 2014

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Charter School Name: 142601860031 CS FOR APPLIED TECHNOLOG

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	0

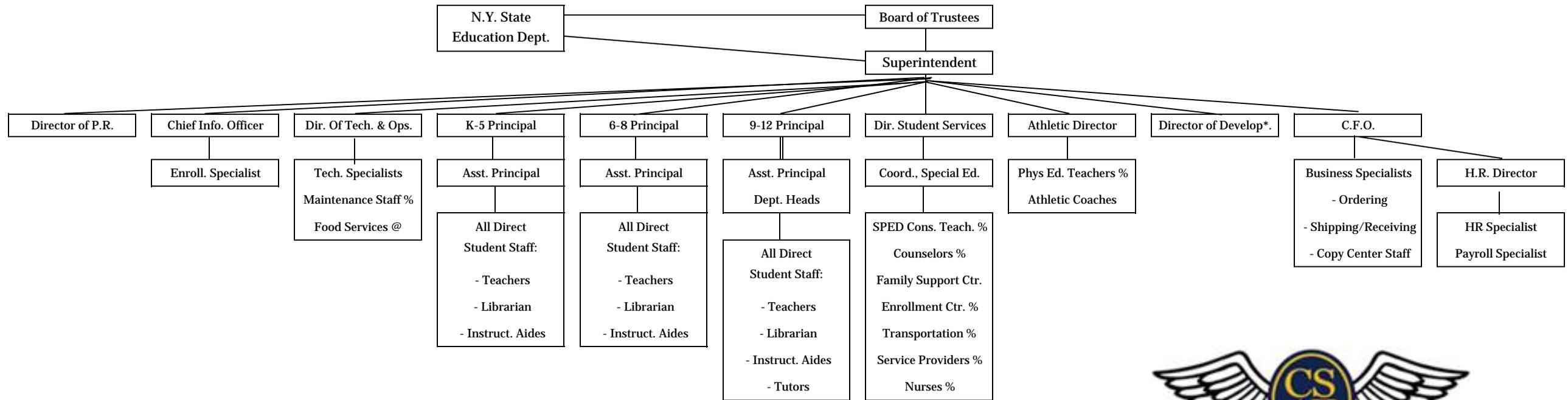
How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

114

Thank you.

# Charter School for Applied Technologies

## Organizational Chart



% In coordination with the principals

@ In coordination with the K-8 Principal

\* In coordination with CFO



## Financial Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

<b>School Name:</b>	<a href="#">Charter School for Applied Technologies</a>
<b>Date:</b>	July 28, 2014
<b>School Fiscal Contact Name:</b>	<a href="#">Tanya Moore</a>
<b>School Fiscal Contact Email:</b>	[REDACTED]
<b>School Fiscal Contact Phone:</b>	[REDACTED]
<b>District of Location:</b>	<a href="#">Kenmore - Tonawanda</a>
<b>Authorizer:</b>	<a href="#">Board of Regents</a>
<b>Years of Operation:</b>	14
<b>Facility:</b>	
<b>Grades Currently Served:</b>	<a href="#">K-12</a>
<b>Planned Grades at Full Capacity:</b>	<a href="#">K-12</a>
<b>Enrollment:</b>	1665
<b>Max Enrollment:</b>	2365
<b>Year of Most Recent Data</b>	2014
<b>School Fiscal Contact Phone:</b>	[REDACTED]
<b>School Audit Firm Name:</b>	<a href="#">Lumsden &amp; McCormick</a>
<b>School Audit Contact Name:</b>	<a href="#">Donna Gonser</a>
<b>School Audit Contact Email:</b>	<a href="mailto:dgonser@lumsdencpa.com">dgonser@lumsdencpa.com</a>
<b>School Audit Contact Phone:</b>	716-856-3300x179
<b>Latest Audit Period (through June 30):</b>	2014
<b>Do Not Use this Box</b>	Charter School for Applied Technologies2014

**CHARTER SCHOOL FOR  
APPLIED TECHNOLOGIES  
AND AFFILIATES**

**SINGLE AUDIT REPORTING PACKAGE**

**JUNE 30, 2014**

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June 30, 2014

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## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Charter School for Applied Technologies

We have audited the accompanying consolidated balance sheets of Charter School for Applied Technologies and Affiliates (the Organization) as of June 30, 2014 and 2013, and the related consolidated statements of activities and cash flows for the years then ended, and the related notes to consolidated financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated 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 consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2014 and 2013, 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.

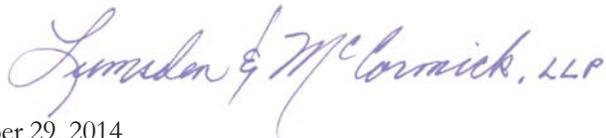
## **Additional Information**

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying additional information as listed in the table of contents and the schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the consolidated financial statements.

The accompanying additional information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the consolidated financial statements. Such information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated 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, 2014 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 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 "Lumsden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 29, 2014

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Balance Sheets**

June 30,	2014	2013
<b>Assets</b>		
<b>Current assets:</b>		
Cash	\$ 2,498,432	\$ 5,707,539
Grants and other receivables (Note 2)	1,201,954	1,073,917
Prepaid expenses and other assets	248,302	455,844
	<u>3,948,688</u>	<u>7,237,300</u>
Property and equipment, net (Note 3)	20,090,153	20,303,532
Investments held in trust (Note 4)	2,216,549	2,216,575
Investments (Note 5)	4,770,462	1,493,918
Deferred financing costs, net	1,044,535	1,094,279
	<u>\$ 32,070,387</u>	<u>\$ 32,345,604</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Current portion of long-term debt (Note 7)	\$ 205,000	\$ 185,000
Accounts payable and accrued expenses	2,496,454	2,322,104
Deferred revenue	60,547	117,737
	<u>2,762,001</u>	<u>2,624,841</u>
Long-term debt (Note 7)	20,062,665	20,246,366
<b>Net assets:</b>		
Unrestricted	9,245,721	9,474,397
	<u>\$ 32,070,387</u>	<u>\$ 32,345,604</u>

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Statements of Activities**

For the years ended June 30,	2014	2013
<b>Changes in unrestricted net assets:</b>		
Support and revenue:		
Public school districts:		
Revenue - resident student enrollment	\$ 19,332,779	\$ 19,356,441
Revenue - students with disabilities	602,120	637,123
Federal grants	1,838,139	2,177,980
State grants	34,233	42,268
Food service and vending	158,620	180,941
Investment income	298,322	12,063
Other income	1,341,054	1,049,013
<b>Total unrestricted support and revenue</b>	<b>23,605,267</b>	<b>23,455,829</b>
Expenses:		
Program expenses:		
Regular education	14,067,378	14,544,214
Special education	1,771,074	1,752,958
Other programs	4,273,911	4,276,246
Total program expenses	20,112,363	20,573,418
Supporting services:		
Management and general	3,721,580	3,909,231
<b>Total expenses</b>	<b>23,833,943</b>	<b>24,482,649</b>
<b>Change in net assets</b>	<b>(228,676)</b>	<b>(1,026,820)</b>
Net assets - beginning	9,474,397	10,501,217
Net assets - ending	\$ 9,245,721	\$ 9,474,397

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Consolidated Statements of Cash Flows**

For the years ended June 30,	2014	2013
<b>Operating activities:</b>		
Change in net assets	\$ (228,676)	\$ (1,026,820)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation and amortization	1,128,210	1,132,376
Loss (gain) on disposal of property and equipment	(376)	1,428
Unrealized (gain) loss on investments	(243,151)	6,102
Changes in operating assets and liabilities:		
Grants and other receivables	(128,037)	(237,321)
Prepaid expenses	207,542	(60,136)
Accounts payable and accrued expenses	251,153	386,056
Deferred revenue	(57,190)	34,008
<b>Net operating activities</b>	<b>929,475</b>	<b>235,693</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(936,464)	(926,770)
Proceeds from sale of property and equipment	16,249	575
Withdrawals from investments held in trust, net	26	8
Purchases of investments	(7,422,390)	(1,500,020)
Sales of investments	4,388,997	-
<b>Net investing activities</b>	<b>(3,953,582)</b>	<b>(2,426,207)</b>
<b>Financing activities:</b>		
Principal repayments on long-term debt	(185,000)	(170,000)
Net change in cash	(3,209,107)	(2,360,514)
Cash - beginning	5,707,539	8,068,053
Cash - ending	\$ 2,498,432	\$ 5,707,539

See accompanying notes.

**Notes to Consolidated Financial Statements**

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**1. Summary of Significant Accounting Policies:**

**Organization:**

The consolidated financial statements of Charter School for Applied Technologies and Affiliates (the Organization) include the accounts of Charter School for Applied Technologies (the School), EST, LLC (the LLC), and eDoctrina Corporation (the Corporation), affiliated entities of which the School is the sole member or stockholder.

The School operates a charter school in 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 2015, after which time the charter may be renewed, upon application.

The LLC was formed to serve as a resource to other charter schools. The Corporation provides educational support products and services to public, private and charter schools. Income from these entities is recorded as other income in the consolidated statements of activities. All significant inter-entity accounts and transactions have been eliminated in the accompanying consolidated financial statements.

**Subsequent Events:**

Management has evaluated events and transactions for potential recognition or disclosure through October 29, 2014, 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.

**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 bad debts expense and a credit to accounts receivable. An allowance for doubtful accounts is considered unnecessary because all significant amounts deemed uncollectible are written off each year.

**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 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.

**Bond Discount and Deferred Financing Costs:**

Bond discount and issuance costs associated with the issuance of the 2005 Series bonds are amortized on a straight-line basis over the life of the bonds. Unamortized bond discount is presented as a reduction in the face amount of the bonds payable, whereas issuance costs are recorded as deferred financing costs. Amortization of bond discounts was \$21,305 for 2014 and 2013. Amortization of bond issuance costs was \$49,735 for 2014 and 2013.

**Grants:**

The Organization receives certain governmental and other grants to fund various programs. The awards and reimbursements are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

The Organization records grant awards accounted for as exchange transactions as deferred revenue until related services are performed. Special project grants are generally recorded as revenue when the grant is awarded.

**Transportation:**

Several districts provide the School with certain transportation services without cost. The value of these services has not been recorded in these financial statements.

### Enrollment Fees:

The School is reimbursed by each resident district based on the product of the annual approved operating expense of the district and the full time equivalent enrollment of the students in the School residing in the district. Approximately 83% of enrollment fees are received annually from the City of Buffalo School District.

### Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under Section 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 Organization. The Corporation is taxed as a separate entity. Management believes it is no longer subject to examination by Federal and State taxing authorities for years prior to 2011.

### Use of Estimates:

The preparation of consolidated financial statements in conformity 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.

### Cost Allocation:

The Organization's costs of providing its various programs and activities have been summarized on a functional basis in the consolidated statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### 2. Grants and Other Receivables:

	2014	2013
Grants	\$ 712,303	\$ 900,161
Enrollment	240,884	143,373
Other	248,767	30,383
	<u>\$ 1,201,954</u>	<u>\$ 1,073,917</u>

### 3. Property and Equipment:

	2014	2013
Land	\$ 286,500	\$ 286,500
Building and improvements	25,270,913	24,343,194
Furniture and equipment	2,909,605	2,850,615
Vehicles	75,092	75,092
Construction in progress	342,770	503,286
	<u>28,884,880</u>	<u>28,058,687</u>
Less accumulated depreciation	8,794,727	7,755,155
	<u>\$ 20,090,153</u>	<u>\$ 20,303,532</u>

Depreciation expense for the years ended June 30, 2014 and 2013 was \$1,057,167 and \$1,061,336.

Construction in progress at June 30, 2014 and 2013 includes costs incurred in connection with building renovations. The 2014 renovations are expected to total approximately \$850,000 and be completed in fall 2014.

### 4. Investments Held in Trust:

The following accounts are held by a trustee in compliance with the issuance of 2005 Series bonds (Note 7), representing investments restricted for project construction, security reserves, principal reduction and interest payments. The accounts consist primarily of U.S. Treasury obligations.

	2014	2013
Reserve fund	\$ 1,914,938	\$ 1,914,938
Custodian and other funds	251,611	251,637
Repair fund	50,000	50,000
	<u>\$ 2,216,549</u>	<u>\$ 2,216,575</u>

### 5. Investments:

	2014	2013
Cash	\$ 471,695	\$ 846,727
Equities	1,719,198	313,517
Mutual funds	1,938,441	333,674
Fixed income	641,128	-
	<u>\$ 4,770,462</u>	<u>\$ 1,493,918</u>

Investment returns are as follows:

	2014	2013
Interest and dividends	\$ 55,171	\$ 18,165
Unrealized gains (losses)	243,151	(6,102)
	<u>\$ 298,322</u>	<u>\$ 12,063</u>

Investment fees totaling \$19,150 were expensed for the year ended June 30, 2014.

**6. Short-Term Borrowings:**

On August 27, 2013, the School obtained a \$1,000,000 bank demand line of credit, secured by investments with interest at 1.50% plus LIBOR. There were no amounts outstanding as of June 30, 2014.

**7. Long-Term Debt:**

	<u>2014</u>	<u>2013</u>
Erie County Industrial Development Agency Civic Facility Revenue Bonds (Charter School for Applied Technologies Project), Series 2005B (taxable) Bonds, beginning June 2006, payable in annual principal installments ranging from \$95,000 to \$205,000, plus interest at 9%, final payment due June 2015.	\$ 205,000	\$ 390,000
Erie County Industrial Development Agency Civic Facility Revenue Bonds (Charter School for Applied Technologies Project), Series 2005A (tax exempt) Bonds, principal payments beginning June 2016 in annual principal installments ranging from \$515,000 to \$1,790,000, plus interest from date of issuance at rates ranging from 6.250% to 6.875% due June 2035.	<u>20,510,000</u>	20,510,000
	<u>20,715,000</u>	20,900,000
Less current portion	205,000	185,000
Less unamortized bond discount	<u>447,335</u>	468,634
	<u>\$ 20,062,665</u>	\$ 20,246,366

In June 2005, the School entered into an installment sale agreement with the Erie County Industrial Development Agency (ECIDA), principally to finance the cost of acquiring, renovating, and equipping certain buildings to be used for expansion of the School, including the establishment of a high school and refinancing of existing debt. To finance the project, ECIDA authorized the sale of Civic Facility Revenue Bonds in the aggregate amount of \$21,940,000 under a trust indenture with a bank as trustee. The sale is 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).

Aggregate maturities of long-term debt subsequent to June 30, 2014 are:

2015	\$ 205,000
2016	515,000
2017	550,000
2018	585,000
2019	625,000
Thereafter	<u>18,235,000</u>
	<u>\$ 20,715,000</u>

Interest expense for the years ended June 30, 2014 and 2013 was \$1,431,088 and \$1,446,388.

**8. Retirement Plans:**

Effective July 1, 2013, the Corporation established a defined contribution 401(k) profit sharing plan covering essentially all employees. Contributions to the plan totaled \$79,950 for the year ended June 30, 2014.

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 for the System. The report may be obtained from the New York State Teachers' Retirement System 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 20.2% to 10.9% and 20.9% to 11.4% for 2014 and 2013 dependent on the participant's tier. 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 is 16.25% of the annual covered payroll as of June 30, 2014, and 11.84% for the year ended June 30, 2013.

The contributions to the Systems for all plans for 2014 and 2013 were \$1,528,519 and \$1,265,186.

**9. Lease Obligations:**

The Organization leases certain equipment and property under terms of various operating leases. Rental expense for all operating leases amounted to \$107,401 and \$99,533 for the years ended June 30, 2014 and 2013.

Future minimum rentals to be paid for this lease are:

2015	\$	87,870
2016		31,470
2017		23,603
	\$	<u>142,943</u>

In June 2014, the School entered into a building capital lease agreement for the period August 1, 2014 through July 31, 2034. Future minimum payments are:

2015	\$	419,500
2016		503,400
2017		503,400
2018		585,394
2019		592,848
Thereafter		11,406,564
	\$	<u>14,011,106</u>

**10. Cash Flows Information:**

Net cash flows from operating activities reflect cash payments for interest of \$1,431,088 and \$1,446,388 for the years ended June 30, 2014 and 2013. Noncash operating and investing activities excluded from the statement of cash flows include net accounts payable incurred for equipment additions of \$172,249 and \$249,052 at June 30, 2014 and 2013.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

**Additional Information**  
**Consolidated Schedule of Expenses**

For the year ended June 30, 2014 (with summarized comparative totals for 2013)

	2014				2013	
	Regular Education	Special Education	Other Programs	Management and General	Total	Total
Salaries	\$ 6,641,174	\$ 918,954	\$ 1,064,701	\$ 1,849,869	\$ 10,474,698	\$ 11,309,413
Employee benefits and taxes	3,283,668	451,560	463,419	819,185	5,017,832	4,728,148
Contracted services	102,192	80,635	36,434	410,376	629,637	676,961
Equipment rental	60,222	-	-	7,291	67,513	57,519
Interest	1,144,870	71,554	143,110	71,554	1,431,088	1,446,388
Professional fees	-	-	8,004	211,148	219,152	138,909
Maintenance and repairs	540,017	33,789	230,255	34,690	838,751	427,571
Occupancy	403,733	25,233	69,271	25,233	523,470	454,644
Printing	71,299	9,775	6,337	16,762	104,173	120,790
Supplies and materials	701,341	96,177	71,872	165,840	1,035,230	1,410,699
Other expenses	108,627	15,355	184,363	41,276	349,621	419,406
Staff development	18,966	474	948	3,319	23,707	50,449
Telephone	30,273	4,210	13,890	9,149	57,522	55,082
Textbooks	67,152	7,461	-	-	74,613	95,461
Transportation	-	-	1,836,428	-	1,836,428	1,935,798
Travel	322	52	21,881	43	22,298	23,035
	13,173,856	1,715,229	4,150,913	3,665,735	22,705,733	23,350,273
Depreciation and amortization	893,522	55,845	122,998	55,845	1,128,210	1,132,376
<b>Total</b>	<b>\$ 14,067,378</b>	<b>\$ 1,771,074</b>	<b>\$ 4,273,911</b>	<b>\$ 3,721,580</b>	<b>\$ 23,833,943</b>	<b>\$ 24,482,649</b>

**Additional Information**  
**Schedule of Expenditures of Federal Awards**

For the year ended June 30, 2014

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Grantor Number</u>	<u>Expenditures</u>
<b><u>U.S. Department of Education</u></b>			
<b>Passed through New York State Department of Education:</b>			
Title I Grants to Local Educational Agencies	84.010	0021-13-4050	\$ 137,823
Title I Grants to Local Educational Agencies	84.010	0021-14-4050	677,646
Improving Teacher Quality State Grants	84.367	0147-13-4050	4,617
Improving Teacher Quality State Grants	84.367	0147-14-4050	30,082
ARRA - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Grants, Recovery Act	84.395	5500-14-0004	70,966
<b>Total U.S. Department of Education</b>			<u>921,134</u>
<b><u>U.S. Department of Agriculture</u></b>			
<b>Passed through New York State Department of Education:</b>			
<b>Child Nutrition Cluster</b>			
School Breakfast Program	10.553	N/A	269,434
National School Lunch Program	10.555	N/A	608,094
<b>Total Child Nutrition Cluster</b>			<u>877,528</u>
<b>Passed through New York State Office of General Services:</b>			
Child Nutrition Discretionary Grants Limited Availability	10.579	N/A	39,477
<b>Total U.S. Department of Agriculture</b>			<u>917,005</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ 1,838,139</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 an accrual basis.

**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, 2014, the Organization used \$39,477 worth of commodities under the Child Nutrition Discretionary Grants Limited Availability program (CFDA Number 10.579).

**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

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, 2014, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated October 29, 2014.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Lynda E. McCormick, LLP". The signature is written in a cursive style with a large initial 'L' and 'M'.

October 29, 2014

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

The Board of Trustees  
Charter School for Applied Technologies

**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 Circular A-133 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, 2014. 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 the requirements of laws, regulations, contracts, and grants 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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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, 2014.

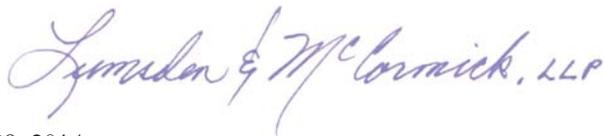
## Report on Internal Control Over Compliance

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 OMB Circular A-133, 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 a 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 material weaknesses or significant deficiencies. 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 OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

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

October 29, 2014

**Schedule of Findings and Questioned Costs**

For the year ended June 30, 2014

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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 510(a) of OMB Circular A-133? No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA#</u>	<u>Amount</u>
<b>Child Nutrition Cluster</b>		
School Breakfast Program	10.553	\$ 269,434
National School Lunch Program	10.555	608,094
<b>Total Child Nutrition Cluster</b>		<b>\$ 877,528</b>

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? Yes

**Section II. Financial Statement Findings**

No findings were reported.

**Section III. Federal Award Findings and Questioned Costs**

No matters were reported.

**Summary Schedule of Prior Audit Findings**

June 30, 2014

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No findings were reported and as such no corrective action plan is needed.





<Enter School Name Here>

**PROJECTED BUDGET FOR 2014-2015**

**July 1, 2014 to June 30, 2015**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	23,685,301	500,000	1,236,607	-	50,000	25,471,908	
Total Expenses	14,814,432	1,882,253	5,273,318	-	3,985,553	25,955,556	
Net Income	8,870,868	(1,382,253)	(4,036,711)	-	(3,935,553)	(483,648)	
Actual Student Enrollment	1,939	-	-	-	-	-	
Total Paid Student Enrollment	1,921	-	-	-	-	1,921	
PROGRAM SERVICES							SUPPORT SERVICES
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Janitorial	-	-	-	-	170,000	170,000	
Building and Land Rent / Lease	590,290	-	-	-	-	590,290	
Repairs & Maintenance	-	-	25,510	-	85,735	111,245	
Equipment / Furniture	-	-	-	-	20,025	20,025	
Security	-	-	-	-	36,325	36,325	
Utilities	425,000	-	-	-	-	425,000	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,015,290</b>	<b>-</b>	<b>25,510</b>	<b>-</b>	<b>476,178</b>	<b>1,516,978</b>	
DEPRECIATION & AMORTIZATION	627,187	102,462	123,059	-	147,291	1,000,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>14,814,432</b>	<b>1,882,253</b>	<b>5,273,318</b>	<b>-</b>	<b>3,985,553</b>	<b>25,955,556</b>	
<b>NET INCOME</b>	<b>8,870,868</b>	<b>(1,382,253)</b>	<b>(4,036,711)</b>	<b>-</b>	<b>(3,935,553)</b>	<b>(483,648)</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
Kenmore-Tonanwanda	244	-	244				
Buffalo City Schools	1,567	-	1,567				
Cheektowaga	19	-	19				
North Tonawanda	17	-	17				
All Others	92	-	92				
<b>TOTAL ENROLLMENT</b>	<b>1,939</b>	<b>-</b>	<b>1,939</b>				
<b>REVENUE PER PUPIL</b>	<b>12,215</b>	<b>-</b>	<b>638</b>				
<b>EXPENSES PER PUPIL</b>	<b>7,640</b>	<b>-</b>	<b>2,720</b>				

# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 30, 2014

Updated Thursday, July 31, 2014

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## Page 1

142601860031 CS FOR APPLIED TECHNOLOG

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.  
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 30, 2014

## Page 1

142601860031 CS FOR APPLIED TECHNOLOG

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Robert Mikulec	Chair/President	Yes	Business / Manufacturing	4, 3 years, 9/1/14	Facilities
2	David Quackenbush	Vice Chair/Vice President	Yes	Business / Manufacturing	5, 3 years, 9/1/14	Facilities, Negotiations
3	John Cinquino	Treasurer	Yes	Banking / Finance	4, 3 years, 9/1/15	Finance, Ancillary
4	Michael Keller	Member	Yes	Business / Manufacturing	5, 3 years, 9/1/16	Facilities, Finance
5	Karen Kelley	Member	Yes	Business / Finance	5, 3 years, 9/1/15	Quality Assurance, Negotiations
6	E. Edward Lattman	Member	Yes	Education	2, 3 years, 9/1/16	Development
7	Joseph Berti	Member	Yes	Business	0, 3 years, 9/1/15	Ancillary
8	Cheryl Misiejuk	Parent Rep	Yes	Parent	2, 3 years, 9/1/14	PTO
9	Kenneth Robinson	Member	Yes	Education	New Member	

### 2. Total Number of Members Joining Board during the 2013-14 school year

1

### 3. Total Number of Members Departing the Board during the 2013-14 school year

1

### 4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

11

### 5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 08/13/13**

**MINUTES**

**Board Members Present:** Robert Mikulec via teleconference, David Quackenbush, Eaton Lattman, Joseph Berti, Michael Keller, and Karen Kelley

**Others Present:** Efrain Martinez via teleconference, Garrick Loveria, Sue Jurewicz, Melinda Cebulski, Justina Fetterly, Brandon Pafk, Ann Morgante, Robert Shannon, and Alan Gregory

**MINUTES**

- Correction to the June 18, 2013 Minutes that Board Trustees Michael Keller and David Quackenbush were not in attendance. Motion to approve the June 18, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- **Web Ex** – Mr. Martinez began the presentation via teleconference from Massachusetts by explaining to Board members how the WebEx teleconferencing technology functions, specifically how trustees could access the application in order to join future Board or Committee meetings. Bob Shannon reviewed the technical process for setting up teleconferencing including the ability for users to utilize their computers, tablets and even smart phones to attend conferences. Shannon alluded to the fact that this mode of communication might best serve the committee structure while Martinez added that it satisfied the requirements for Board and committee meetings under the New York state Open-Meetings Law enabling trustees to vote on Board motions. Alan Gregory of Technology Support discussed the monthly or annual fees to run the program that allows

for unlimited access for a specified number of users which was at that moment being offered to the school on a trial basis. WebEx fees if purchased on a monthly basis were \$29 per month, or slightly less if purchased annually. Dr. Lattman inquired as to the capability to share documents to which Gregory provided a brief demonstration. Mr. Quackenbush also questioned if trustees participating via teleconference could view of the actual Board proceedings to which Gregory responded that participants could indeed view the entire room; though Mr. Mikulec's (also participating via teleconference from NJ) view was somewhat obscured by a correctable equipment issue. Mr. Quackenbush inquired as to whether this was technology that might be easily transferrable to the classroom for instructional purpose to which Martinez replied that though the school has indeed experimented with distance learning in the past, currently we do not believe it provides the best application for instruction. Motion to purchase WebEx teleconferencing subscription for one year at \$29 per month by Mr. Berti, seconded by Mrs. Kelley. Motion approved.

### **SCHEDULED BOARD REPORTS**

- **Finance** – Mr. Martinez provided the finance reports on pages 9-12 of the Board packet including balance sheets and income statements. Mr. Quackenbush noted that if any trustees had questions requiring a more detailed response that those inquires might be best posed to Mr. Cinquino or Tanya Moore via email or at the September 10<sup>th</sup> meeting as neither was present at that time.
- **Negotiations\*** – At 5:10 p.m. the Board moved into executive session on a motion from Mr. Keller, seconded by Mrs. Kelley to discuss matters of continuing union negotiations. No decisions requiring Board vote transpired. The Board left executive session at 5:25 p.m. and publicly thanked Mrs. Kelley for adroitly leading the committee through contract negotiations again.
- **Development** – Dr. Lattman recounted a meeting he recently attended with members of the Say Yes Foundation to again determine if there were any possibilities for institutional collaboration with CSAT. And while there was much positive interaction between the two parties, the idea of CSAT's involvement in the current scholarship program was not probable. Other discussions revolved around how Oishei Foundation involvement might possibly help offset costs involved in studying the idea of replicating the CSAT model

and thus offset CSAT's administrative expenses related to such a study. Martinez added that he came away from the meeting feeling positive that the Say Yes Foundation did indeed want to partner in the future with CSAT.

- Justina Fetterly provided a grant strategy to the Board in which she highlighted how our internal Grant committee will communicate with our outside consultants, J. O'Connell to identify attractive grant prospects and then engage a member from inside the CSAT community to work closely with J. O'Connell to pursue these opportunities. Additionally, J. O'Connell has been tasked with scanning the landscape of grant availability to identify possibilities that suit CSAT's mission, institutional strengths and strategic plan. Mr. Quackenbush inquired as to the state of the current competitive grants that we have received with Mr. Shannon responding that he and Mr. Martinez have been in communication with the Patrick Lee Foundation with updates regarding the progress of the Advanced Manufacturing Laboratory at the high school. Mr. Martinez noted that he has selected himself to serve as the point of contact with the various foundations CSAT is engaged with, providing both progress updates of how funding is utilized as well as conveying institutional appreciation for their continued support of the school.
- Lastly, Martinez explained the grants report format to be used moving forward and how this will best illustrated the committee's progress.
- **Facilities** – Mr. Shannon referred to pages 14-15 of the Board packet in providing an overview of projected and actual construction expenses to this point for both the addition of the four high school classrooms and the advanced manufacturing lab. The four classrooms are scheduled to be completed early with temporary occupancy permit issued, while the advanced manufacturing labs will most likely be completed by mid-September as power upgrades is addressed and equipment delivered Shannon feels that upon completion, the advanced manufacturing lab will serve as a showpiece for the high school generating real enthusiasm and interest in the student population. Mr. Quackenbush personal thanked Mr. Shannon for keeping the construction project on track as well as on budget.

- **Appeals** – Mr. Mikulec received an appeal from a parent whose child was not enrolled in the school for the new school year as the school failed to receive the student’s intent to return form by the reenrollment deadline and therefore lost her spot in the school. The parent argued that the form was delivered only a day late and therefore the school should make an exception to its rule and reenroll her daughter. The school replied that reversing its policy would have the effect of displacing/disenrolling the new student who immediately filled the spot that was vacated. This line of action would essentially run contrary to NYSED’s lottery procedures for accepting new students making it illegal and there are no additional spots available as CSAT’s enrollment number is capped via its charter with the state. Ms. Morgante cited multiple attempts by the staff to provide individualized notice of the impending deadline to both the parent and student to return the intent to return form. Chief Information Officer, Mrs. Cebulski confirmed through the school’s enrollment personnel that there multiple attempts to confirm the students intent status for the new year with no reply and therefore the appeal was denied by Mr. Mikulec.
- **PAC – None**

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – At 5:50 p.m. the Board moved into executive session on a motion from Dr. Lattman, seconded by Mr. Keller to discuss matters of pending litigation. No decisions requiring Board vote transpired. Executive session ended at 6:00 p.m.
- **Strategic Planning** – Mr. Martinez inquired of the Board if they could all review packet pages 17-18 with him in order to confirm that his assessment of the Board’s strategic vision is correctly summarized and that the macro-tactics listed are most appropriate to achieve this vision. Martinez related that there will be an articulated list of Board derived micro-tactics for reaching the achievement goals for the NYSED renewal and that these tactics will flow through the Quality Assurance committee. Dr. Lattman asked the Board to consider the global view of the issue facing the school in terms of three main criteria: 1.) how do we reach our student achievement goals, 2.) how do we pay the bills, and 3.) how do we conceptualize the institution in light of the charter renewal; and this is reason that strategic planning is of the utmost importance.

## **NEW BUSINESS**

- **SED Monitoring Report** – Mr. Martinez commented on the SED monitoring report provided to the school following the recent 3-year progress visit by state charter renewal officials. Martinez accepted that the nature of these visits is typically to provide a critical lens for the Board and administration to view the school through so that all efforts for the upcoming renewal can be made so that process can proceed smoothly. The achievement data presented provides a review of information already understood by teachers, administration and trustees and is and instructive only to the extent that it conveys urgency to improve scores without providing pedagogical recommendation or advice. Mrs. Kelley inquired into the factual correctness of several items with Mr. Keller agreeing that any factual errors should be notated with SED in our response after carefully considering their observations. Mr. Quackenbush concurred that a response should be provided in the areas of the report that require attention and that any response to SED should reflect a willingness to work collectively with the renewal committee to complete the impending renewal. The Board then instructed Mr. Martinez to draft a response to SED to allow the Board to review it before sending it on to SED.
- **Attendance Policy** – Mr. Loveria reviewed a proposal to the Board to alter the existing attendance policy in hopes of addressing several vital concerns in student attendance. Over the past several years CSAT’s overall student attendance has been averaging 92% which is a mediocre rate, however after reviewing attendance data it appears as if there is minority of students at one extreme of attendance who exhibit chronic absence. In essence, this small subgroup refuses to attend school consistently or is regularly late to school, missing large parts of the instructional day. Loveria proposed that a more vigorous approach to monitoring and intervening might need to be employed at this juncture to reach out to our parents and students, to reverse attendance trends. The multi-pronged approach calls for educating parents and students of CSAT’s proposed 95% attendance goal while also incorporating graduated steps of school-wide intervention as students slip below this 95% attendance benchmark. The focus on attendance will also extend to tracking the minutes that students are late to school and then calculating them into days of equivalent lost instructional time thus emphasizing the school’s imperative that it needs the students present in school if it is to be successful in educating them.

Reviewed in the proposal were four intervention steps designed to both heighten parent awareness of attendance goals, policy and state laws while also reaching out to offer assistance through collaboration to increase their child(ren)'s attendance. The final step that the proposal calls for is a holistic review of the child's attendance and intervention history by an Attendance Review Board in which a child could face dis-enrollment from the School in extreme cases of truancy. Mr. Martinez added to the conversation by citing that particularly in the K-6 grades, some parents have habitually refused to allow their child(ren) to participate in our instructional program completely by failing to bring their child(ren) to school on time or at all. At the very least this hinders a child to perform to their potential and in most cases causes severe academic delays. And in light of the increased rigor explicit in the new common core state standards students will need all the available instructional time available to achieve academic proficiency. After asking several questions of Mr. Loveria, the Board reviewed some of the previous year's attendance data presented by Mrs. Cebulski which reflected the issue at hand. Loveria also detailed the multitude of systemic and individualized interventions that are provided through the schools and Family Support Center. After discussing the issue at length Dr. Lattman made a motion to approve the policy as presented, seconded by Mrs. Kelley. Motion approved.

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the new school year stands at 1674 students.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report on page 25-26 for the Board packet in which the staffing changes (non-renewals for 2013-14) discussed at a prior budget meeting is reflected, including Ian Mutch who is awaiting results of his certification exam. Martinez announced the hiring of Project Lead the Way technology teacher Robert Uldrich, middle school ELA teacher Kerry Collins and middle school SPED teacher Kristin Steger. Additionally, Martinez noted that middle school called back ELA teacher Jacob Costello. Lastly, Martinez reviewed the list of three resignations. Motion to approve the personnel report by Mrs. Kelley, seconded by Mrs. Misiejuk. Report approved.

## **ADMINISTRATIVE REPORTS**

- **Superintendent Report** – Mr. Martinez informed the Board of the new high school student condom access initiative being run through Family Support Center coordinator, Sarah Rohde. Mr. Loveria explained the impetus for the initiative by reviewing Erie County Dept. of Health statistics regarding unplanned pregnancy rates (females 15-19 yrs. old) along with information incidents of sexually transmitted infections that affect our community at a disproportionately high rate. Loveria described the parent notification letter sent home to parents of high schoolers over the summer that provided information regarding the program as well as an opportunity for parents to opt-out of having their child participate. To this point only six (6) parents have requested to opt-out of the program. Several trustees voiced their approval of the new program as another instance of how CSAT extends itself to students, parents and the community to offer non-academic services that are critical to community health and well-being.
  - On the last page of the Board packet, Mr. Martinez noted an email from a fellow charter school director, Larry Astyk (Maritime Charter School) recounting the progress of collaborating to research the feasibility of filing a joint legal suit against the state for equal charter funding.

**Subsidiaries Report – None**

**AGENDA SETTING**

- **Next meeting September 10<sup>th</sup>, 2013**
  - Committee reports from Quality Assurance, Finance, Career Preparation and Negotiations\*.
  - CSAT et al v. BPS\*
  - Strategic Planning Proposals

**ADJOURNMENT**

- The meeting was adjourned at 7:10 p.m. following the motion of Mr. Berti seconded by Dr. Lattman. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 09/10/13**

**MINUTES**

**Board Members Present:** Karen Kelley, Michael Keller, John Cinquino, Cheryl Misiejuk, Joseph Berti, Eaton Lattman, Robert Mikulec, David Quackenbush

**Others Present:** Efrain Martinez, Garrick Loveria, Bob Shannon, Andy Lyle, Tanya Moore, Ann Morgante, Justina Fetterly, Melinda Cebulski, Brandon Pafk, Sue Jurewicz, Neil Shanahan, Ian Mutch

**MINUTES**

- Correction to the August 13, 2013 Minutes in the Personnel report that Trustee Cheryl Misiejuk did not vote on the personnel report, rather Karen Kelly and Eaton Lattman made motion for approvals. Motion to approve the August 13, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Cinquino. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- None

**SCHEDULED BOARD REPORTS**

- **Quality Assurance** – Mrs. Kelley reviewed the committee’s last discussion surround the 2012-12 3-8 NYS assessment results and the changes that were made to increase the rigor of the examinations. Further, Kelley mentioned how CSAT’s results, though not commensurate with past expectations, did mirror results in other districts state-wide which were significantly lower than in past years. Finally, Kelley stated that NYSED

will be using the 2012-13 assessment year results as a baseline for future achievement comparison and that prior years' data is no longer applicable for comparative use as the assessments have been so significantly altered. When asked about academic goals of the school, Mr. Martinez replied that according to the school's charter, Adequate Yearly Progress (AYP) as measured by NYSED has always stood as the benchmark for the school's academic achievement. Though CSAT has always met this goal [AYP] other goals have developed alongside it over time as a result of publication of the school's annual report that stated CSAT's ambition to meet or exceed NYS averages. Several trustees also inquired as to the preparations that are being made this year to meet the increased rigor of the exams to which Principal Lyle described the professional development that has been underway since the end of the last school year to adopt both NYS Engage exploratory learning modules and Core Knowledge curriculum for this year. Mr. Quackenbush asked how eDoctrina would figure into our academic goals to which Martinez stated that he believed the assessment tool could be a strong predictor of assessment proficiency once baselines are set (2 years) and serve as a formative tool to forecast individual student mastery.

- **Career Readiness** – Garrick Loveria discussed the last committee meeting in which Mr. Martinez delineated the progress being made on the new Advanced Manufacturing Lab and that we are only waiting on a few back ordered items (CNC machine and 3D printer) to complete the construction. The Patrick Lee Foundation has also been provided these ongoing updates along with budget expenditures. New Technology staff members, Robert Uldrich and Chris Morris are seen as strong factors drawing new students into the burgeoning program. Loveria to send out invitations for the next committee meeting.
- **Facilities** – Mr. Quackenbush publicly thanked Director of Operations, Bob Shannon, for his diligent and steadfast work during this past construction phase of the Advanced Manufacturing Lab at the high school. Shannon extolled the hard work and dedication of the staff under his direction in making sure the project was finished on time.
- **Nominations** – Dr. Lattman recounted his impressions of a recent lunch taken with Mr. Quackenbush and possible trustee candidate Ken Robinson. Mr. Robinson who is currently a professor at Buffalo State College also has children enrolled at CSAT. Both Lattman and Quackenbush felt that Robinson was a quality person who would make a

perfect addition to the Board's current composition. Dr. Lattman felt the next step in vetting Robinson or any candidate for that matter would be to invite them to sit-in on a future Board meeting in order to get a sense of work that typically transpires at the Trustee level. Mr. Martinez also stated that there are four or five other serious candidates for future Board consideration and interview.

- **Negotiations\*** – At 6:30 p.m. the Board moved into executive session on a motion from Mr. Quackenbush, seconded by Mrs. Kelley to discuss matters of continuing union negotiations. No decisions requiring Board vote transpired. The Board left executive session at 6:35 p.m.
- **Appeals – None**
- **PAC – None**

#### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – At 5:15 p.m. the Board moved into executive session on a motion from Mrs. Misiejuk, seconded by Mr. Keller to discuss matters of pending litigation. No decisions requiring Board vote transpired. Executive session ended at 6:00 p.m. following presentation by counsel.

#### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that as of September 3<sup>rd</sup>, the present district-wide enrollment for the new school year stands at 1647 students which excludes all “no shows” who decided to attend another school. As is typical at this time of the year, the additional spots vacated by the “no shows” will be populated with students on the waiting list.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report on page twenty-two (22) including the hirer of M.S. science teacher Brooke Schultz, Music teacher Nicolas Murray, H.S. Technology teacher Chris Morris and café server Ruth Reyes. Additionally, Lindsay Janik is replacing recently departed Kindergarten teacher Marissa Vuich who accepted an administrative position with Akron Central Schools. Motion to accept the Personnel Report as stated by Mr. Cinquino, seconded by Dr. Lattman. Report approved.

## **ADMINISTRATIVE REPORTS**

- **Superintendent Report** – Mr. Martinez gladly reported on the recent parent and staff generosity that resulted in the raising of \$5,114.91 for Leukemia and Lymphoma Society's School and Youth Programs that fund medical research to cure blood cancers.
- Martinez also reported on the state of the current FOIL request by Buffalo News investigative report Mary Pasiak who is requesting copies of CSAT's individual VADIR reports from the past three years.
- Mark Struckmann has asked to present the Young Gentlemen's Club to the Board at the next meeting on Oct 8<sup>th</sup>.
- **Subsidiaries Report** – None

## **AGENDA SETTING**

- **Next meeting October 8<sup>th</sup>, 2013**
  - Young Gentlemen's Club Presentation
  - Committee reports from Ancillary Functions (Food Preparation), Finance, Facilities, and Negotiations\*.
  - CSAT et al v. BPS\*

## **ADJOURNMENT**

- The meeting was adjourned at 6:35 p.m. following the motion of Mr. Keller seconded by Mr. Cinquino. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 10/08/13**

**MINUTES**

**Board Members Present:** Robert Mikulec, Karen Kelley, Cheryl Misiejuk, Joseph Berti, Michael Keller, David Quackenbush, John Cinquino

**Others Present:** Efrain Martinez, Garrick Loveria, Bob Shannon, Andy Lyle, Alan Gregory, Mark Struckmann, John Bresnock, Danielle Salasavage, Ann Morgante, Neil Shanahan, Justina Fetterly, Tanya Moore, Ian Mutch, Desirae Marion (parent of Isaiah Armstead)

**MINUTES**

- Motion to approve the September 10, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Berti, seconded by Mrs. Kelley. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- **Young Gentlemen's Club** – Counselor John Bresnock and elementary teacher Mark Struckmann who organize and supervise the Young Gentlemen's Club presented several club members to the Board. Sixth grade students, Isaiah Armstead and Justin Quick gave the Board annual update of the club's altruistic activities revolving around community service projects and fundraising efforts that include Samaritan's Feet in which the club raised \$1,155 so that children in poorer nations can have proper footwear. The Young Gentlemen's Club thanked the Board for its past and present support and discussed some of the group's plans for the future which include planning for the expansion of the K-8 Character Education program, along with a field-trip to Canisius College. The Board expressed its strong approval for the program as it promotes positive values and ethics in

our young male students even in the face of many countervailing societal forces. Currently the program incorporates male students in grades 4-8.

### **SCHEDULED BOARD REPORTS**

- **Development** – Mr. Berti provided the Development report for Dr. Lattman by recounting the committee’s last joint meeting with Finance in which they looked to identify and strategize how to aggressively pursue alternate funding sources. Mr. Martinez added that the group also revisited the idea of replicating the CSAT model at another location inside Buffalo and that this possibility could provide an avenue for future growth and solvency. The idea of petitioning NYSED for a charter amendment to expand CSAT’s current the enrollment cap might also be a consideration if CSAT were to investigate purchasing/leasing another facility, such as the former All Saints catholic school building, and shifting students to provide more room for growth. School officials will need to verify if expansion into any area outside Tonawanda presents a legally viable solution and for this NYSED would need to be consulted. Following a quick tour of the former All Saints facility, Bob Shannon believes that once renovated the building could comfortably house up to 500 students. After some discussion, the Board agreed that the Development committee should move forward investigating the feasibility of replication albeit with the consent of NYSED while courting philanthropic organizations that might be interested in funding charters or educational management organizations.
  - As a corollary to the above discussion of the organization’s long-term financial viability, Martinez mentioned to the Board that it has come to his attention that some staff members believe that the school is in danger of closing in the next three years due to lack of funding. At this point in the discussion CSATTA President, Neil Shanahan asked to speak to the Board on this point by agreeing that some staff are indeed under this impression as a result of this year’s failed contract negotiations with the school and the corresponding union meetings transpired during the last year. Mrs. Kelley suggestion that the Board might want to distribute a monthly newsletter directed to staff to better communicate both achievements and challenges to the school.
  - Justina Fetterly reported on the status of grants in a supplemental Board packet.

- **Ancillary Functions** – Mr. Berti summarized the last Food Service meeting in stating that this year the department would be profitable as CSAT is no longer losing money by exporting food to other education institutions and servicing only its own needs. These profits are of course required to stay within the parameters of Food Service as per state law. The goal for the department is to provide the best quality food within this budget. Food Service is looking to supply food for the school's own sporting events though another meeting is pending to confirm this initiative. This meeting will touch on where revenue will be distributed and who will volunteer to work events. October 24<sup>th</sup> is the date of the next Food Service meeting and this issue will be revisited there. Additionally, the department is also looking to branch out its services to private catering as illustrated on page fifteen (15) of the Board packet.
- **Nominations** – Mr. Quackenbush reported that the process of vetting new Board candidates continues as candidate, Ken Robinson was unable to attend tonight's meeting of the Board due to business obligations though he will be invited to the November meeting.
- **Appeals – None**
- **PAC** – Mrs. Misiejuk presented the minutes from the last PAC meeting as a new format as evidenced by pages 16-20 of the Board packet. The new format was developed to allow the school's administration to be made aware of issues arising at PAC and then provide a school response in a timely matter rather than waiting until the next Board meeting. Martinez believes that this method of eliciting immediate feedback provides a more customer-oriented approach to the stakeholders. Pages 16-20 illustrate parent concerns as well as school responses/resolutions which are highlighted in red so that the Board may understand the school's response to various parent concerns.

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – At 6:20 p.m. the Board moved into executive session on a motion from Mr. Quackenbush, seconded by Mr. Keller to discuss matters of pending litigation. No decisions requiring Board vote transpired. Executive session ended at 6:25 p.m.

## **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that as of September 30<sup>th</sup>, the present district-wide enrollment for the new school year stands at 1675, plus one foreign exchange student.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report on page twenty-two (23) including the hire Spanish teacher Paula Nurse, long-term substitutes Erica Graham, and Sara Martinez. Motion to approve the Personnel report as presented by Mr. Keller, seconded by Mrs. Kelley. Report approved.

## **ADMINISTRATIVE REPORTS**

- **Subsidiaries Report**
  - **Student Dress Code** – a parent has written a letter requesting that the Board reconsider its policy on the prohibition of students wearing watches as part of the dress code that states students may not wear jewelry of any kind. Martinez provided the Board the parents reasoning that she wanted her son to learn to read an analog watch while also harking back to the initial reasons that the Board decided against the wearing of jewelry, i.e. distraction and loss of property.
  - **Out-of-State Field-Trip** – Martinez brought a teacher's petition to conduct an out-of-state field trip to the Holocaust Museum in Washington D.C. to the Board for approval. 8<sup>th</sup> grade History teacher, Ms. Fazioli along with ten select students have been chosen by the Holocaust Resource Center of Buffalo to participate in a one day field-trip to the nation's capital to view the Holocaust Museum and several other historical sites. The fee for air travel and entrance to the various venues is \$325.00. After the Board discussed the trip details and reasons for attending and curricular relevance (trip relates to a thematic unit be taught during this time), Mrs. Kelley motioned to approved the excursion, seconded by Mr. Cinquino and approved with the stipulation that funding be secured through the

teacher/parents and that a criteria for participant selection be communicated back to the Board at a later date.

- **Student Supply List** – Martinez presented the Board with a beginning of the year student supplies list from the 5<sup>th</sup> grade team to use as an example to illustrate to the Board how the average student supply list might present a financial burden to some of our parents and seek guidance from the Board on how to address the issue moving forward. The Board accepted that these lists have grown quite extensive not only within the confines of our school community but have also become an onerous, yet typical expectation in many districts as evidenced by past lists they have personal received from their children’s teachers. Providing a counterpoint to the discussion, 5<sup>th</sup> grade teacher, Neil Shanahan related to the Board how the extensive list of supplies he requires is instrumental to the instructional method he employs and how he believes it makes him a more effective teacher.
- **2013 NYSED Site Visit Report** – Martinez presented the Board with his recommendations for reply to the last NYSED site visit as seen on pages 32-44 of the Board packet.

### **AGENDA SETTING**

- **Next meeting November 12<sup>th</sup>, 2013**
  - Quality Assurance
  - Finance
  - Extracurricular
  - Career Readiness

### **ADJOURNMENT**

- The meeting was adjourned at 7:00 p.m. following the motion of Mr. Cinquino seconded by Mr. Quackenbush. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 11/12/13**

**MINUTES**

**Board Members Present:** Karen Kelley, David Quackenbush, Michael Keller, Joe Berti, Robert Mikulec (video conference), John Cinquino, Cheryl Misiejuk

**Others Present:** Efrain Martinez, Garrick Loveria, Michelle Folan, Ann Morgante, Melinda Cebulski, Justina Fetterly, Sue Jurewicz, Brandon Pafk, Danielle Hawkins, Neil Shanahan, Ian Mutch, Sarah Dayton and Donna Gonser from Lumsden & McCormick, Ken Robinson

**MINUTES**

- Trustee Cheryl Misiejuk voiced that the minutes from the PAC meetings could not be seen in the last Minutes and the Board approved that this situation be remedied by electronically attaching PAC minutes on the school website under PAC. Motion to approve the October 8, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mrs. Kelley. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- None

**SCHEDULED BOARD REPORTS**

- **Finance – External Audit Presentation** - Sarah Dayton and Donna Gonser from Lumsden & McCormick made their annual external audit of the district. Gonser began her presentation by stating initially that the auditors were accountable to the school's Board of Trustees and independent with respect to CSAT affiliates. Dayton joined in by

delineating the engagement process with the school and describing the scope of the audit to provide a clean opinion of the school's financial statements and other required communications as evidenced on pages 2-3 of the audit packet. The audit was designed to evaluate significant audit risk areas as well as including limited fraud risk procedures. There were no material weaknesses or significant deficiencies to report. The firm did provide several suggestions to the business department to provide additional financial oversight though these did not represent significant internal control deficiencies. Among the suggestions was considering fixed asset software to reduce risk of error and administration. Ms. Gonser explained the Nonprofit Revitalization Act that is due to take effect later this year after signed into effect by the governor. An overview of the financial summary was provided on the last page illustrating a small gain in revenue due to eDoctrina subscription revenue. There was a decrease in net assets to about \$1,027,000. Net assets have also declined as a function of state frozen AOE rates. Cinquino also made mention of a new line for investments reporting as a result of cash reserves having been invested conservatively with two investment firms.

- **Career Readiness** – Mr. Berti reported on the last Career Readiness meeting in which guest speaker, NYS Department of Labor Economist John Slenker provided great insights into the local and national economies. Specifically, where the family sustaining high-demand jobs of the future will be located. Slenker reinforced the Board's mission in stating that the trade vocations along with the many technical careers requiring the use of applied math will continue to see growth and provide job security into the foreseeable future. There continues to be great demand in the regional economy for skill trades and advanced manufacturing positions and when companies are forced to downsize, these positions are the least likely to be included in the attrition. Martinez mentioned how grateful he was of Slenker's time and that he might make a great speaker for a future Career Convention. Additionally, Martinez highlighted how Slenker compared a fully apprenticed journeyman of the trades to a student who had recent graduated with a Master's degree in terms of earning power on the open market. Lastly, Berti mention that the committee will be turning its next focus to developing a system to track our alumni beginning with the class of 2012-13.

- **Quality Assurance** – Mrs. Kelley review the minutes of the last QA meeting stating that the Superintendent evaluation has been implemented for this year and that there would be more information on the subject during executive session.
- **Nominations** – Mr. Quackenbush formally recognized Ken Robinson, a perspective Board candidate who was present at the meeting to observe and experience how Board business was conducted.
- **Appeals** – Mr. Mikulec reported on a couple of appeals, the first of which involved a parent that contacted him but was unclear of the appeals process and was therefore referred back to Mr. Loveria to work in concert with an outside family advocate to address the issue. Loveria reported that since this time he and the advocate (Milton Williams of Families’ Child Advocacy Network) had collaborated with the parent to inform her of her rights and make the best possible choices for her son who had been permanently suspended. Secondly, another parent contacted Mikulec regarding his daughter who was recently permanently suspended for fighting. The high school student had recently been placed on permanent suspension held in abeyance for previous acts of violence and she immediately transgressed the terms of said abeyance the day after it was issued by the superintendent while riding NFTA transportation. Mikulec dismissed the appeal on its merit upholding the suspension.
- **PAC** – Mrs. Misiejuk reported on the last PAC meeting held on November 6<sup>th</sup> in which the water bottle issue in the K-8 school was addressed and resolved as individual teachers will now be given the discretion whether water bottles will be allowed in their classrooms. A parent of a senior student complained about not being invited to attend the Senior celebration banquet to which Martinez replied that there was an effort to advertise the event through the high school and also a notification placed on the school’s website. Lastly, Misiejuk asked if the school should be sending out notifications whenever an internal emergency code is called. The question was prompted by a parent of a student who reported that the school was placed in Lockdown recently. Mr. Loveria accepted the parent concern and reported that there was no Lockdown issued but as convener of the district’s three School Safety teams he will take the matter of notification to the teams for consideration. Currently, systematic parent notifications of internal emergency

procedures or drills are not issued for every incident. Loveria will report back to the board.

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – *in executive session at 6:00 p.m.*

### **NEW BUSINESS**

- **Visitor to School** – Local hero and good Samaritan, NFTA driver Darnell Barton visited Saia Hall to speak with 6<sup>th</sup> grade students regarding the impetus behind the brave actions he recently took to save a distraught woman from jumping from a local bridge. Barton whose daughter attends CSAT, recounted his exploits with the humility becoming a true hero and spoke to students on the topics of leadership, compassion and empathy. Following his visit to CSAT Barton was on his way to a national news interview that he had been invited to.
- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the new school year stands at 1672.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report on pages fifty-eight and fifty-nine (58-59) including the hire of several cafeteria staff and a math replacement for Amy Goerss. Additionally, a few changes were made in the high school to reflect the resignations of Elizabeth Lee and Reuben Owens. Motion to approve the Personnel report as presented by Mrs. Kelley, seconded by Mr. Keller. Report approved.

### **ADMINISTRATIVE REPORTS**

- **Subsidiaries Report**
  - **Out-of-State Field Trip Request** – Mr. Martinez presented the Board with the M.S. History Department's terms of attendance for the proposed out-of-state field trip to Washington DC to visit the Holocaust Museum for the day. Following the submission of an essay regarding the benefits of such a trip, students will need to also submit two letters of character recommendation. From there, ten students

will be selected by a teacher/administrator committee with fundraising efforts to commence shortly after selection is completed.

- **Comptroller's Audit** – Martinez reported that the State's Comptroller's auditor has requested a meeting with the School to present their findings which predictably fixates on the school's relationship with EST and eDoctrina. Additionally, the auditor's report mentions documentation from the entities that was not provided though the information was not legally eligible to them. Martinez suggested that the school's response to the Comptroller be crafted by our legal counsel so that there is no ambiguity in our position.
- **Pupil Funding AOE** – Martinez reported that the per pupil funding approved operating expense (AOE) has been unfrozen to the 2012-13 rate though the school will need to wait in order to see what the actual funding level turns out to be which is dependent upon actual district per pupil expenditures during that year. There is the possibility of the rate being frozen once again however this would require a new law which would likely be vetoed by the Governor if it was to be passed in the Assembly.

### **AGENDA SETTING**

- **Next meeting December 10<sup>th</sup>, 2013**
  - Development
  - Career Readiness
  - Ancillary

### **ADJOURNMENT**

- The Board went into executive session at 6:00 p.m. upon the motion of Mr. Keller, seconded by Quackenbush to discuss the matter of ongoing litigation and strategy.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 12/10/13**

**MINUTES**

**Board Members Present:** Karen Kelley, Robert Mikulec, Michael Keller, Cheryl Misiejuk, Joseph Berti, David Quackenbush

**Others Present:** Efrain Martinez, Garrick Loveria, Andy Lyle, Ann Morgante, Brandon Pafk, Sue Jurewicz, Justina Fetterly, Tanya Moore, Robert Bauer, Danielle Salasavage, and high school students Isaiah McCloud, Tim Koehler, Jonathan Whittaker

**MINUTES**

- A correction to the November 12<sup>th</sup>, 2013 minutes under PAC that “a parent of a senior complained about not being invited to a Senior Celebration, not a “banquet.” Motion to approve the November 12<sup>th</sup>, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

- PTO President, Danielle Salasavage presented the Board with coupon books as a small token of the PTO’s appreciation for their dedication and work. The Board of Trustees expressed their thanks to the PTO for the gift and also for their continued efforts.

**PRESENTATION**

- **Five-Year Strategic Plan Draft (Development)** – Mr. Martinez presented a few components of his draft for the school’s five-year strategic plan to be taken as a whole into consideration by the Board (additional packet). Martinez began his presentation by having the Board consider the original mission and wording of the school’s charter in terms of student outcomes and how our strategy for gauging student success is different from most schools in that our organization does not focus entirely upon college

enrollment for its primary graduate outcome. Rather, CSAT accepts that our graduates may avail themselves of family-sustaining careers in areas such as industrial technologies, advanced manufacturing and entrepreneurship upon graduation. Martinez reviewed the specific tactics to be employed to better achieve this end in the future and how they may have differed from those prior to this point.

### **SCHEDULED BOARD REPORTS**

- **Development** – Martinez discussed the Development committee’s ideas for raising revenue by soliciting foundations and philanthropies who generally only choose to fund educational management organizations or charter networks with a strong history of success. Therefore, the idea of expanding the CSAT model via replication into a network of related charters makes sense; however this would require a new Board of Trustees and a separate charter. Another avenue CSAT might also investigate to increase revenue is organizational expansion or possible partnership with another district such as BPS that might prove useful at offsetting operational expenses. To this point BPS has yet to issue its rfp for partnership so the most likely avenue for CSAT to pursue would be that of expansion to which NYSED has responded favorably so long as the district into which CSAT expands will have the possibility for vacant buildings ready to support students. Martinez also noted CSAT’s expansion in the 2005 school year and how that transition occurred without disruption to the educational process even though we added an additional 300 students to the student body. Martinez noted that the deadline for expansion and therefore charter revision is December 15<sup>th</sup>, 2013 if CSAT plans to initiate expansion for the 2014-15 school year. Also noted is the fact that CSAT has another year until charter renewal to accommodate additional revisions to the charter should any be necessary to accommodate an expansion.
- **Career Readiness** – Mr. Berti reviewed the last CR meeting in which the members discussed how the school plans to track our alumni in order to validate our efforts in preparing students for life following CSAT.
- **Quality Assurance** – Mrs. Kelley stated that during the next committee meeting there will be a review of the data received. Five of the eight Trustees have responded to this point. Mr. Berti inquired about steps the superintendent has taken to this point to ensure

teacher retention in response to several teachers choosing to leave the district for various reasons over the course of the year. Berti cited concerns that too much turnover in the teaching staff could erode the school's culture. Martinez responded that he has been conducting exit interviews with leaving staff members and reflected upon what issues he has been hearing in terms of teacher turnover, including job security concerns, shorter workday, advancement opportunity and CSAT's long-term viability. Mrs. Kelley proposed that Martinez create a chart of teacher turnover this year as opposed to turnover in year's past in order to provide some basis for comparison to better judge the acuity of the issue. Martinez suggested that one way to combat an erosion of culture in the face of turnover would be to have an induction system in place to immerse and educate new teacher hires in CSAT culture as quickly as possible. Ms. Morgante added that she believed the difficulty in losing staff was the timing of these resignations occurring in the middle of the school year which then has the effect of forcing the school to hire quickly to fill a vacancy. When we are forced into this type of a mid-year reactive hiring, candidate selection is detrimentally effected as opposed to the systematic process of traditional summer hiring in which the largest pool of qualified candidates are available for vetting. Quackenbush stated, that in retrospect the Board might have communicated more effectively with the staff this past autumn after negotiations disintegrated and a new contact not reached. Martinez added that for next year maybe we could invite the union to televise negotiations so that the district and union messages are transparent.

- **Nominations** – Mr. Quackenbush stated that at the next Board meeting there would be a nomination on the ballot.
- **Appeals** – Mr. Mikulec reported that there had been no appeals since the last Board meeting.
- **PAC** – Mrs. Misiejuk reported that the One Call Now information has been posted to the school's website and has been helpful to parents. The Parent Portal has proven problematic to parents as it isn't always populated and current. Morgante added that teachers are hesitant to add grades on the Portal because of the district's mastery learning ideology which enables students multiple opportunities to demonstrate proficiency and therefore grades maybe subject to change. Teachers are worried that parents will react

negatively to interim grades posted to the Portal. Martinez added that this was a policy issue to discuss in the administrative FOCUS meeting.

- Misiejuk also added that we should consider advertising our high school programs to the younger students a little better as many of our middle school and even elementary students are being courted by private or parochial schools.

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – Martinez recounted a meeting with the BPS’s new counsel and that we are comfortable with the change. There are still a number of outcomes that could still materialize through the case has taken an inordinate amount of time to resolve.
- **Comptroller’s Audit** – Martinez has drafted a letter of response to the Comptroller that he petitioned the Board to authorize before sending. The Board approved the superintendent’s response to the Comptroller on school letterhead with a carbon-copy also being sent to CSAT’s legal counsel.

### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the new school year stands at 1658.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the hiring of a high school Behavior Intervention Specialist, two part-time night cleaners and the movement of a couple of long-term substitutes to daily substitute positions. Motion to approve the Personnel report as presented by Mrs. Misiejuk, seconded by Mrs. Kelley. Report approved.
- **Parent Notification** – Mr. Martinez presented the district’s proposed policy for informing parents when either school issues one of four possible emergency procedures including, Shelter-in-Place, Lockout, Lockdown or an Evacuation. According to the proposal the Superintendent would notify parents via One Call Now and on the website when a Lockdown or Lockout is issued. During Shelter-in-Place or Evacuation procedures parent notification will be left up to the principal’s discretion. Miss Fetterly also presented a mailing sent out to all parents informing them of what the various

emergency procedures mean and how they should respond. Motion to approve the parent notification policy by Mr. Keller, seconded by Mr. Berti. Policy approved.

### **ADMINISTRATIVE REPORTS**

- **Subsidiaries Report** – Issued by Martinez during the Presentation segment of the meeting.

### **AGENDA SETTING**

- **Next meeting February 11<sup>th</sup>, 2014**
  - Development
  - Ancillary
  - Extracurricular

### **ADJOURNMENT**

- The Board adjourned at 6:25 p.m. upon the motion of Mr. Keller, seconded by Mrs. Kelley.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 01/14/14**

**MINUTES**

**Board Members Present:** Karen Kelley, Robert Mikulec, Michael Keller, Cheryl Misiejuk, Joseph Berti, David Quackenbush, John Cinquino, Dr. Eaton Lattman

**Others Present:** Efrain Martinez, Garrick Loveria, Andy Lyle, Ann Morgante, Sue Jurewicz, Justina Fetterly, Tanya Moore, Danielle Hawkins, Bob Shannon, Alan Gregory, Ian Mutch, Neil Shanahan, Michelle Folan (PTO Treasurer)

**MINUTES**

- A correction to the December 10<sup>th</sup>, 2013 minutes under Quality Assurance (2<sup>nd</sup> to last sentence) that “*negotiations disintegrated and a new contract not reached*”, should read “*after negotiations bogged-down and the financial component of the CSATTA contract not agreed to.*” Additionally, it should be noted under CSAT, et al v BPS. that the new counsel was that of CSAT and not BPS. Lastly, on page seven the next Board meeting should read January 14<sup>th</sup> and not February 11<sup>th</sup>. Motion to approve the December 10<sup>th</sup>, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Berti. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- None

**SCHEDULED BOARD REPORTS**

- **Development** – Dr. Lattman discussed the possibility of CSAT pursuing a large NSF grant which if granted would focus on improving education in the areas of science, technology,

engineering, and math (STEM). Since last year the Development committee and Board have been strategizing a plan to pursue this type of funding in a way that will make CSAT proposal as competitive as possible while not placing too great a burden on key **administrators' time so that their daily responsibilities do not suffer. Lattman feels that** CSAT is well positioned to pursue the NSF grant by applying STEM principles within the existing curriculum of our advanced manufacturing/vocational elements that comprise the school's mission. Lattman gave a brief presentation of a lesson he found online that demonstrated the type of instructional elements that might appeal to the NSF grant while also bolstering the effectiveness our own instructional practices in the STEM areas by making concepts more concrete through technological application. Mrs. Kelley inquired into the size of the grants available and if they could be applied for in varying amounts to which Dr. Lattman responded affirmatively. Additionally, Lattman mentioned that a proposal need not require a partner institution, like a university however inter-institutional collaboration could have the benefit of making said proposal stronger to a grant selection committee.

- Mr. Martinez followed Lattman's briefing by discussing the school's plans for expansion and/or replication by announcing that NYSED has been contacted to gain permission for either option. Pursuant with this effort Martinez and Mikulec will travel to Albany on February 11<sup>th</sup>, 2014 to speak with and request permission to seek expansion of the district with governing body. While CSAT is awaiting an NYSED response to move forward with expansion the school will continue its feasibility study of several vacant buildings throughout the region which might serve in an educational capacity. Further, the financial impact of expansion will also be closely examined by the Finance committee. The Finance committee will be meeting again on January 30<sup>th</sup> with estimates of the financial impact to the organization available shortly thereafter to the entire Board. Mikulec discussed how district enrollment would change under the expansion model.
- Lastly, Martinez shared his comments on the rfp for BPS conversion that was recently release by BPS including a series of his specific questions concerning the proposal and the district's public comments to those questions. Martinez stated that from these responses it appears doubtful that CSAT would be able to

implement its model for replication in light of specific conditions as per the rfp however if a parent constituency group were to pursue replication or a turnaround model via a parent-trigger mechanism then the current rfp would be irrelevant and the possibility for CSAT's interest in replication greater.

- **Quality Assurance** – Mrs. Kelley reviewed that minutes of the last QA committee meeting that were included as a supplement to the Board packet adding that a short executive session following the Board meeting will be held to finalize the superintendent's evaluation which is almost entirely complete. Some data relevant to the evaluation is yet to be released from NYSED, though as soon as this information becomes available it will be provided to all trustees. Additionally, this year's evaluation (2103-14) will be ready for review at the next Board meeting.
- **Nominations** – Mr. Quackenbush discussed pages 17-23 of the Board packet which review the constituency of the current Board and also help identify areas of need in terms of numbers and skillsets that the current Board would like to incorporate into its ranks. Quackenbush noted areas of need including diversity and gender focusing also on occupational backgrounds that if added might provide a broader background to the Board and bring new perspectives and talents. Attached in Quackenbush's report were excerpts from the 9<sup>th</sup> Ed. of the Trustee Handbook relating to a Nominee Candidate that underscores the importance of determining Board candidates and clarifies the process of vetting candidates. Mr. Berti added that he felt the Board could benefit from a trustee who hails from an educational background, Quackenbush added that a person with government/lobbying or marketing professional experience might make an interesting candidate. Quackenbush petitioned all the Board to provide their feedback in terms of where they saw greatest representative need for the Board. Lastly, Quackenbush mentioned that a past graduate, William Slaughter who recently graduated college has applied for trusteeship. A list of candidates names will be emailed out as a reminder for trustees to respond with their thoughts on the occupational priorities or skillsets that the trustees would like to see incorporated in to the Board constitution.
- **Appeals** – Mr. Mikulec reported that there had been no appeals since the last Board meeting.
- **PAC** – None (last meeting canceled due to school closing)

## **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – to be discussed in executive session

## **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the new school year stands at 1658. Ten (10) new students will be entering the school on January 21<sup>st</sup>, 2014, mostly in the high school.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the hiring of a new Project Lead the Way high school teacher, Derrick Chistopher, to replace departed teacher Robert Uldrich who returned to his prior district of employment.. Motion to approve the Personnel report as presented by Mrs. Kelley, seconded by Mrs. Misiejuk. Report approved.
- **Resolution** – Mr. Quackenbush made a motion to ratify the re-election of those trustees and corresponding terms of office as listed on page eighteen (18) of the packet. Motion seconded by Mrs. Misiejuk, resolution approved.

## **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – Mr. Martinez elaborated on supplemental reading packet that he included for Board consideration. He explain how the excerpt from Malcom Gladwell's, Most Likely to Succeed could provide insights into how organizations go about diligently selecting the best candidates from their team.
  - Martinez requested that the Board consider an out-of-state fieldtrip as the Band is hoping to travel to Pittsburg for a future competition. The Board will take the request under advisement and vote on the topic at the next meeting.
  - Mrs. Kelly also requested that the staff attrition comparison chart be developed for next meeting and also reflect both voluntary and involuntary staff turnover.
- **Subsidiaries Report** – None

## **AGENDA SETTING**

- **Next meeting February 11<sup>th</sup>, 2014**

- Finance
- Ancillary
- Extracurricular
- Career Readiness

### **ADJOURNMENT**

- The Board adjourned at 5:30 p.m. upon the motion of Mr. Lattman, seconded by Mrs. Kelley to discuss ongoing litigation and employment history related to the finalization of the 2012-13 superintendent's evaluation. No decisions requiring board vote took place. Executive session ended at 5:50 and motion to adjourn the meeting by Mr. Quackenbush, seconded by Mr. Keller. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 02/11/14**

**MINUTES**

**Board Members Present:** Karen Kelley, Robert Mikulec, Michael Keller, Cheryl Misiejuk, Joseph Berti, David Quackenbush, John Cinquino, Dr. Eaton Lattman

**Others Present:** Efrain Martinez, Garrick Loveria, Bob Shannon, Sue Jurewicz, Andrew Lyle, Brandon Pafk, Justina Fetterly, Ann Morgante, Torrey Black, Eon Verrall, Jackie Eckert-Dylan, Danielle Salasavage, Neil Shanahan, Danielle Hawkins, Ian Mutch, Tanya Moore, Michele Foulan

**MINUTES**

- A correction to the January 14<sup>th</sup>, 2014 minutes on page 5 under Nominations (2<sup>nd</sup> to last sentence) that “*past graduate William Slaughter who recently graduated college has recently applied for trusteeship*”, should read “*that William Slaughter. . . is a candidate we are considering for trusteeship.*” Motion to approve the January 14<sup>th</sup>, 2014 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Mikulec. Minutes approved.

**PUBLIC COMMENTS**

- Parent and stakeholder Jackie Dylan-Eckert petitioned the Board to reconsider its plans to expand the entire school and in the process move the middle school to a location other than that of where it is presently located. Though no new property has been specifically targeted for expansion, Dylan-Eckert believes that moving the middle school inside the city limits would be a mistake and might alienate many current parents who originally enrolled their child(ren) at CSAT believing that it was a neighborhood or community school. Moving inside city limits might create transportation hardship for parents and students who are charged with walking their younger siblings home within the neighborhood. Further, separating the grades via another campus could present busing

difficulties in providing after-school transportation. Eckert-Dylan ended her plea to the Board by praising the job that the school and its teachers have been doing these many years. She also asked that the Board approve the out-of-state Band field-trip that was to be proposed later in the meeting.

## **PRESENTATION**

- **Science Olympiad** – Prior to convening the Board meeting, Coach/Instructor/ Science teacher Torrey Black and several of his Science Olympiad students gave presentations of some of the tasks they have encountered during their trials this year and the ingenious solutions they engineered to surmount those challenges.

## **SCHEDULED BOARD REPORTS**

- **Finance** – Tanya Moore presented a timeline of important upcoming financial items discussed at the last Finance committee meeting that need to be addressed before moving forward with union negotiations. The list of items can be seen on page eight (8) of the Board packet. Additionally, the Guard building lease particulars are up for review at the next Finance committee meeting.
- **Quality Assurance** – Mrs. Kelley stated that the final superintendent evaluation for the 2012-13 school year is almost complete with the addition of Mr. Cinquino's feedback. In light of the changes made to the common core standards which have greatly impacted curriculum and assessment rigor there will be some revisions to this year's superintendent evaluation which will be noted in the next Board meeting barring any further modifications to the common core expectation by NYSED. On another topic, Kelley noted that the QA committee has devoted considerable time to discussing how to best solicit parent feedback and opinion in a regularized format for succeeding years. It was suggested to Kelley by Ann Morgante that moving forward (2014-15 school year), parent survey feedback might be best if attached to the student Intent to Return forms since it is mandatory that this form is returned if a parent plans to keep their child(ren) enrolled at CSAT from year-to-year.
- **Negotiations** – Mrs. Kelley stated that she hopes to schedule another meeting as soon as the union has had an opportunity to review the new healthcare proposal information and

distribute it to their constituents. She also state that she feels we are on our way to working towards a mutually agreeable healthcare decision for all parties.

- **Nominations** – Mr. Quackenbush announced that he wanted to formally bring a candidate up for nomination. He prefaced this by stating that there is need for new Board members due to retirement and also due to the possible expansion of the school that may lead to greater responsibilities for the entire Board. This Board has always been extremely active and involved, especially when taking into account committee meetings, and no member attends less than sixteen (16) meetings per year. The proposed candidate, Ken Robinson has been inquiring as to becoming a trustee for at least the last two years now which is indicative of his continued interest and commitment. Quackenbush reviewed Robinson’s resume and then made a proposal that Mr. Robinson be made a member of the CSAT Board of Trustees. Discussion by the Board ensued regarding Robinson’s educational background and experience working at Buffalo State College and that both his children attend CSAT. It was stated that Robinson possesses a skill-set that others on the Board do not come from. Motion to nominate Ken Robinson as a trustee of the CSAT Board of Trustees for a three (3) year term by Mrs. Kelley, seconded by Mr. Keller. Motion unanimously carried.
- **Career Readiness** – Mr. Berti recounted the last Career Readiness meeting in which the committee discussion preparations for the upcoming Career Convention including the expectation of more private sector involvement to accompany the educational institutions from last year. The convention will be held on Wednesday, March 26<sup>th</sup> from 4:00-7:00 p.m. The committee authorized the expenditure of \$2500 budgeted to Justina Fetterly for advertising and catering supplies. The alumni survey was also discussed and the data reviewed. Berti suggested that as feedback from the alumni survey increases with each successive year we might want to incorporate this information into the superintendent evaluation. Quackenbush asked Fetterly if an informational packet could be created and distributed to the companies attending the convention so that our business collaborators will have background information about the school, especially as it is unique from other schools. This way those companies that attend can publicize their involvement in the convention internally or with the public should they choose to. Many companies might have Human Resource departments that could be interested in getting more information

about our initiative. Fetterly replied that she was already planning to create and distribute such information so this would not be a problem.

- **Appeals** – Mr. Mikulec reported that a high school senior who was permanently suspended for being in possession of a weapon and his mother appealed that he might complete his remaining requirements and thus become the first member of his family to graduate high school. Mikulec instructed Garrick Loveria to create a situation in which the student might be given the opportunity to complete the coursework needed to graduate. This scenario should place maximum responsibility on the part of the child utilizing various thresholds of scheduled performance that must be met. Loveria created and implemented a series of academic requirements to be fulfilled by the student while providing alternate site instruction so that the student has the realistic supports necessary to complete his academic obligation. Due to the nature of the student's disciplinary infraction though, he will not be allowed to partake in any other school activities for the remainder of the year including but not limited to the graduation ceremony. Another parent appealed to have their child reinstated as the student was disenrolled for extreme absenteeism. Mikulec accepted the appeal and countered that the appeal will be granted on the condition that there is a close relationship of student/parent accountability and that student's future attendance at the school. Lastly, a parent appealed a school issued order of restraint preventing her from being allowed on campus due to physical threats she made towards a minor attending a CSAT home basketball game. Mikulec found no cause to overturn the order highlighting that the order of restraint will be held in effect until the end of this school year.
- **PAC** – Mrs. Misiejuk stated that the issue of expansion and middle school movement was also broached at the last PAC meeting. Mr. Martinez asked if he could review some of the objections to expansion that were stated at this meeting and his responses to these items. To begin with, Martinez addressed the transportation issue as it might apply to students who have siblings in multiple buildings/campuses and that these concerns could be alleviated by simply busing students between the two campuses to meet their younger siblings and then proceed to their normal dismissal routine. Second, the question arose as to why not place the high school students at the campus to be located within the city limits; to which Martinez replied that the decision rested upon a savings in transportation

as BPS would be obligated to provide yellow busing to students in grades K-8 that receive education within municipal boundaries. Currently, all other charters and parochial school within the city limits receive busing by BPS. Martinez's final point on the subject of expansion plans dealt with the district's philosophical motives of expanding to provide the greatest educational benefit for the greatest number of students. CSAT's initial mission and vision were not confined to providing a world-class education to students only located in the Riverside area of Buffalo, the mission as he perceived it was to help as many students as possible obtain an education that will lead to family-sustaining careers in the WNY region. The extensive waiting list lends evidence to the fact that CSAT can and should be doing more to help greater numbers of students in the area reach their educational and career goals.

- Martinez also discussed how the new parent notification system for emergency closing of school (snow days) will be initiated, that CSAT will no longer be dependent upon BPS closing before it decides to cancel school as had been the past practice. From this point forward if CSAT decides to cancel school an independent decision to do so will be made between 5:30 – 5:45 a.m. A complete policy including the bus company's recommendation will be present to the Board in the future. Mrs. Misiejuk mentioned that many parents did not receive the automated One Call Now until 6:50 a.m. or slightly thereafter on the last day of closure to which Bob Shannon provided some clarity stating that on that day many districts (especially larger ones like BPS) called off school simultaneously at the last minute, effectively overloading the automated system. Therefore, it is probably safe to assume that the system took at least a half an hour to cycle through all CSAT's parent calls when normally the system can complete this duty in ten minutes.

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – to be discussed in executive session
- **Field Trip Request** – Mr. Martinez noted that on page thirteen of the Board packet is a request by the Band to partake in an out-of-state field trip to compete in a musical contest taking place in Pittsburg, PA. on May 3-5<sup>th</sup>. There will be no cost associated with the trip

as the participants will be fundraising to pay for the trip. Motion to approve said field trip by Mr. Berti, seconded by Mr. Keller. Field trip approved.

### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the new school year stands at 1675 though the report appears as if we are overenrolled.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the hiring of M.S. SPED teacher Jessica Bachmann and HR Assistant Michelle Zappia. Also notable is that one of our substitutes that was recently approved, Chelsea Kij is a former student. Motion to approve the Personnel report as presented by Mr. Lattman, seconded by Mr. Berti. Report approved.

### **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – Mr. Martinez asked to the Board to look to page thirty (30) of the packet as an example of some of the propaganda that is being negatively advertised by various interest groups against implementation of the new common core standards. He also added that the Board is always welcome to call him for advice in responding to the subject should they be asked by outsiders as to their stance or the school's stance on the subject.
  - Mrs. Kelley requested that over the course of the next three Board meetings the topic of renewal application report be added to the agenda as an ongoing item so that there are no surprises.
- **Subsidiaries Report** – eDoctrina report in executive session.

### **AGENDA SETTING**

- **Next meeting March 11, 2014**
  - Quality Assurance
  - Ancillary
  - Extracurricular
  - Development

## **ADJOURNMENT**

- The Board went into executive session at 6:15 p.m. upon the motion of Mr. Berti, seconded by Mr. Keller to discuss future business strategy regarding subsidiary eDoctrina. No decisions requiring board vote took place. Executive session ended at 6:45 and motion to adjourn the meeting by Mrs. Kelley, seconded by Mr. Quackenbush. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 03/11/14**

**MINUTES**

**Board Members Present:** Robert Mikulec, Karen Kelley, Cheryl Misiejuk, Joseph Berti, John Cinquino, Dr. Eaton Lattman, Kenneth Robinson (trustee nominee)

**Others Present:** Efrain Martinez, Garrick Loveria, Bob Shannon, Sue Jurewicz, Ann Morgante, Nadine Williamson, Tanya Moore, Ian Mutch, Neil Shanahan, Danielle Hawkins, Justina Fetterly, Michelle Folan

**MINUTES**

- Motion to approve the February 11<sup>th</sup>, 2014 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Berti. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- None

**SCHEDULED BOARD REPORTS**

- **Quality Assurance** – None
- **Appeals** – Mr. Mikulec reported that there were no appeals.
- **PAC** – Inclusive of all items on pages 10-12 of the Board packet. See attached.

**OLD BUSINESS**

- **CSAT, et al v. BPS\*** – None

- **Charter Amendment Request** – Mr. Martinez described his recent conversation with NYSED officials in which he explained the school’s relationship to EST/eDoctrina and how this discussion increased their comfort level regarding said association. Martinez then proceeded to review the financial impact of expansion to the organization, both in terms of with and without the projected transportation costs applied to take into account various legal outcomes (pages 18-24). Mrs. Kelley inquired as to whether these forecasts were presented to NYSED during their recent visit to which Martinez replied affirmatively and that they did understand the possibilities included in the expansion. NYSED recently requested that Ken-Ton UFSD hold and conduct a public forum regarding the proposed expansion as CSAT is in their district. Ken-Ton UFSD superintendent Mondanaro has scheduled the hearing for tonight (March 11, 2014) and it is being held simultaneously with our own Board meeting. The request by NYSED on the part of Ken-Ton bodes well for CSAT’s chances of expansion approval at a later April meeting of the Board of Regents. Martinez cited this and several other reasons for his belief that expansion will eventually be approved by the state and therefore CSAT will need to move forward with its expansion plans if we are to be ready for an August opening of a new middle school. Due to the manifold building improvements and upgrades that are necessary at the proposed building site CSAT is on a truncated construction timeline that needs to be initiated before the next monthly Regent’s meeting scheduled for the end of April. Therefore Martinez asked the Board to apportion funds to begin this project. The Board inquired as to what level of funding would need to be allocated on a month-to-month basis until CSAT could be certain of expansion approval. Mr. Shannon who was overseeing construction preparations forecasted a maximum non-recoverable amount of approximately \$150,000 that would be spent before the next April Board of Regent’s meeting. Mr. Mikulec and several other trustees including Lattman and Robinson expressed their reasoning behind what they felt the probability of expansion approval would be within the context of the current educational and political climate. Mr. Cinquino inquired as to what might happen if CSAT needed to wait longer for a NYSED expansion approval to which Martinez felt that McGuire Group (construction/owners) would allow for more time however it would probably cost the school more. Mikulec then asked Shannon to speculate as to what he felt the school

might spend in non-recoverable construction costs if we were not to receive expansion approval until the middle of May. Shannon ventured an estimate of approximately \$300-450,000.

- Mr. Lattman motioned to proceed with the construction upgrades to the proposed expansion site with review following NYSED approval, seconded by Mr. Berti. Motion approved.
- Martinez elaborated on some of his organization plans moving forward with expansion including asking Brandon Pafk to take on the principalship of the new middle school and that he would like Pafk released from his current assistant principal duties in order to plan for the new building. This move means that the high school would need to hire a new assistant principal at a cost of 0.5 to the school. This addition will be reflected in a future personnel report.
- Justina Fetterly described the media release she had recently made public in numerous media outlets including Business First and the Buffalo News.

### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the school stands at 1674.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the hiring of a part-time cleaner along with the approval of several substitute teachers. Motion to approve the Personnel report as presented by Mr. Berti, seconded by Mr. Lattman. Report approved.
- **Charter Renewal** – Martinez cited page 29 of the packet as he presented the Board with confirmation (email) from NYSED’s legal department requesting execution of the 2010 charter agreement by Mr. Mikulec before subsequent charter revisions or renewal can take place. The current working charter which has since undergone revisions since 2010 by the Charter School Office is set to expire on June 30, 2015 even though it was never formally executed as per NYSED. Following the execution of the current charter with Mikulec’s signature CSAT can petition NYSED for revisions and renewal concurrently.

- Martinez also requested that the Chair execute via signature the process of approving Kenneth Robinson for Board trustee nomination as per the charter bylaws.
- **School Calendars** – Martinez presented the new 2014-15 K-8, 9-12 and Board meeting calendars for consideration. The Board will vote to approve the calendars at a later meeting.
- **CSATTA Contract Execution** – Martinez announced that the union and school had agreed on a new contract extension agreement. Mikulec thanked all those involved in the negotiating process for remaining steadfast to the process and in the end coming to an agreement. Special thanks given to Mrs. Kelley for shepherding the school through the process yet again.

### **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – Mr. Martinez presented the Board with a chart listing all recent staff turnover within the last 2013-14 school year on pages 36-37 of the packet. The Board discussed that there was only a minimal amount of staff that provided meaningful feedback within their exit interview comments.
  - **Teach for America** – Speculating that the school may need to hire a group of teachers as the district expands, Martinez announced that he was considering engaging the Teach for America teacher-preparation program to provide candidates for interview. Many Teach for America alumni go on to have distinguished educational careers and the data reflects their consistent effectiveness in various facets of education.
- **Subsidiaries Report** – none

### **AGENDA SETTING**

- **Next meeting April 8, 2014**
  - Quality Assurance
  - Ancillary
  - Extracurricular
  - Development

## **ADJOURNMENT**

- The Board adjourned at 5:40 p.m. upon the motion of Mr. Cinquino, seconded by Mr. Mikulec. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 04/08/14**

**MINUTES**

**Board Members Present:** Robert Mikulec via phone conference, Karen Kelley, Cheryl Misiejuk, John Cinquino, Dr. Eaton Lattman, Kenneth Robinson, David Quackenbush, Michael Keller

**Others Present:** Efrain Martinez, Garrick Loveria, Sue Jurewicz, Nadine Williamson, Danielle Hawkins, Ian Mutch, Ann Morgante, Lindsey Dust, Michelle Folan, Justina Fetterly, Tanya Moore, Brandon Pafk

**MINUTES**

- Motion to approve the March 11<sup>th</sup>, 2014 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Keller. Minutes approved.

**PUBLIC COMMENTS**

- Michelle Folan asked the Board about how school breaks/recesses are scheduled moving into next year for parent planning purposes. Martinez replied that normally CSAT and many other schools follow the BOCES calendar and that CSAT does not mimic the BPS calendar as it is not normally available early enough.
  - Cheryl Misiejuk and the daughter, junior Olivia Misiejuk brought before the Board a criticism of how current athletic policy (possibly confined to girls' softball) does not encourage student athletes to hold outside employment and remain part of their teams concurrently. This assertion was based on Olivia's experience this spring as she could not manipulate her work schedule around softball practices and was therefore asked to leave the team once she had missed a certain number of practices. She claimed that because the athletic practice schedule was not released in time to consult with her employer, her work schedule

could not be altered and therefore she either had miss athletic practices or work which would have resulted in her termination there. She chose to miss the practices which put her over the team threshold of three missed practices and was subsequently asked to leave the team as a result. Mrs. Misiejuk petition the other Board members to consider creating a universal policy that teams/clubs provide a practice/rehearsal schedule calendar at the outset of the season for parent planning purposes. Martinez asked the Board to consider two possible issues at play when deciding on this particular subject for future policy. First was this a Title IX issue where all athletic teams need to be treated equally, and secondly what does the individual team policy state. Mrs. Kelley stated that we need to clarify whether enforcement of a team policy needs to be examined or whether our existing policies are best serving all our student-athletes in a non-biased manner. Principal Morgante also asked why the student did not approach her for help in the issue with the coach or athletic director, to which Olivia Misiejuk responded that she did not think the principal, would be able to help in an athletic situation. Martinez stated that the school would investigate the particulars of the matter and communicate back to Mrs. Misiejuk and the rest of the Board sometime in the next day.

### **PRESENTATION**

- Mr. Martinez presented Lindsey Dust as the new assistant principal in the high school taking over for Brandon Pafk who has been promoted to principal of the new middle school.
  - Additionally, Martinez received confirmation from NYSED that CSAT Board of Trustees candidate Kenneth Robinson is now an official trustee of the Board.

### **SCHEDULED BOARD REPORTS**

- **Quality Assurance** – taken in executive session
- **Negotiations** – Finalization for the teacher healthcare benefit package is near agreement.
- **Facilities** – Mr. Quackenbush reported on the expansion construction project by recounting a recent meeting with the owners the McGuire Group, and how those talks

had progressed amicably. The details of the pending lease agreement are indicated on pages 12-13 of the Board packet. CSAT will be responsible for almost everything under a triple net lease. Still under negotiation are a few maintenance issues however the seller seems motivated in our timeline. The tenant-owner relationship seems to be a good fit for our school overall. At the meeting there was a proposal to roll an allowance of \$348,000 in into the lease agreement for tenant improvements however the Facilities committee needs to make a judgment on whether this will remain in the agreement. Quackenbush added that any mention of asbestos in the report was only present as a precautionary measure in case it might be encountered during construction and obviously if found would be abated before student occupation.

- **Appeals** – Mr. Mikulec reported that there were no appeals.
- **PAC** – none

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – None
- **Charter Amendment Request** – Mr. Martinez stated that on page 15 of the packet correspondence could be found relating to CSAT's parents regarding the state of the school's expansion plans. The letter announced that the superintendent would be hosting an informational event on April 2<sup>nd</sup> for parents interested in learning more about the move and to provide them a venue for voicing any questions or concerns. A One-Call-Now phone blast was also sent to parents informing them of the event and Martinez felt that it was subsequently well attended. Pages 18-19 of the packet review the most frequently asked parent questions and the superintendent's responses which will also be posted on the school's website so parents who could not attend the event will be able to view the information.
  - Martinez relayed the results of the enrollment lottery held on April 7<sup>th</sup> and that the school has students to fill all the existing expansion spots not to mention the normal spots made available on an annual basis. On top of these spots there is an additional waiting list as well.

- Mr. Quackenbush recounted a conversation with NYSED Regent Bob Bennett who believed that the auditors sent to CSAT left fully impressed by the school's functioning and that this boded well for our expansion approval efforts.
- Finally, Martinez announced that he submitted a letter to BPS regarding the new middle school students to be transported by yellow bus starting this coming August. Martinez also had a conversation with BPS's director of transportation about the schools busing needs.
- **Charter Renewal** – Martinez updated the Board with the renewal progress, also inquiring as to whether the Board would like access to the Dropbox file where all the renewal documents are being stored and this way they could view the progress being made.
- **School Calendar** – Martinez cited pages 21-22 in reviewing the K-8 calendar that was incorrect and therefore asked the Board to view the calendar provided as a supplement to the Board packet. CSATTA president Ian Mutch, asked that he be able to speak with the Board regarding a misunderstanding about the annual calendar that arose from an email sent out to staff by the superintendent in the past that stated that, the first day of school will regularly commence two Mondays prior to Labor Day. Mutch stated that this communication was ambiguous and that many staff believed that day to represent the first day of professional development and not the first student contact day as recently announced by Martinez. Mutch proposed that this situation might be remedied by having teacher start back for professional development on August 18<sup>th</sup>, students returning on the 20<sup>th</sup> and then making up the two additional student contact days on December 22<sup>nd</sup> and 23<sup>rd</sup>. Martinez warned of what attendance might look like on those days as other districts will be off and that starting back to school mid-week of August was not very parent-friendly. After some debate it was decided that the item would be moved to executive session as the issue could impact negotiations with the union.

### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the school stands at 1675.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the hiring of a long-term substitute and middle school social studies teacher along with the

approval of a substitute nurse. There were two resignations, middle school social studies teacher (Fazioli) and a high school Spanish teacher (Mogavero). Additionally, Neil Shanahan petition the Board through written request for a leave of absence from the 2014-15 school year effective July 1, 2014-June 30, 2015. Motion to approve the Personnel report as presented by Mrs. Kelley, seconded by Mr. Keller. Report approved.

### **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – Mr. Martinez reported how the reliability of some of the 3-8 NYS assessments may be affected by large numbers of students opting-out of state examinations due to the lobbying and propaganda efforts of the New York State United Teachers union. Martinez feels that the effects of this political effort to have students opt-out of testing were much less successful at CSAT than they have been in other districts.
  - **Exposition** – CSAT's first ever Senior Photo Show will be taking place at the CEPA Art Gallery on May 1<sup>st</sup> from 6-8pm. CSAT is the first school to be granted this privilege by the gallery.
  - **CSAT Rochester** – Joseph Klein of Klein Steel Service visited CSAT officially regarding eliciting CSAT collaboration in the development of replication in Rochester. Martinez discussed the idea of creating a consortium of charters schools.
- **Subsidiaries Report** – Martinez reported that a possible partnership with Schoolhouse could be developing out of an upcoming meeting with the educational provider.

### **AGENDA SETTING**

- **Next meeting May 13, 2014**

### **ADJOURNMENT**

- The Board went into executive session at 6:05 p.m. upon the motion of Mr. Keller, seconded by Quackenbush to discuss matters of negotiation with the union. The Board reconvened regular session at 6:20 p.m. and discussed 2014-2015 calendar, apologizing for any misinterpretation that may have happened regarding the calendar's initial

distribution March 2014. The Board stated that the school will continue to have dialogue with those teacher's who's planning may have been affected by said confusion. This being acknowledged, the Board feels that calendar dated February 28th, 2014 presented at the April 8th, 2014 Board meeting represents the best arrangement for CSAT's students and families. Motion to approve this calendar by Mr. Lattman, seconded by Mr. Keller. Calendar unanimously approved.

- The Board adjourned at 6:35 p.m. upon the motion of Mr. Cinquino, seconded by Mrs. Kelley. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 05/13/14**

**MINUTES**

**Board Members Present:** David Quackenbush, Michael Keller, Karen Kelley, Robert Mikulec, Joseph Berti, Kenneth Robinson

**Others Present:** Efrain Martinez, Garrick Loveria, Robert Shannon, Tanya Moore, Michelle Folan, Danielle Hawkins, Neil Shanahan, Nadine Williamson, Sue Jurewicz, Andy Lyle, Ann Morgante, Lindsey Dust, Mrs. Mikulec

**MINUTES**

A correction to the April 8<sup>th</sup>, 2014 minutes under Public Comments in paragraph two that, “Olivia Misiejuk attended all practices that were not formally scheduled. However upon receiving the formal written schedule of practices Olivia realized the conflict of the days she was already scheduled to work. After speaking with the coach and the athletic director about the conflict she was advised that she would need to choose work or softball. Up until this time she had not missed any practices and therefore was not asked to leave the team but rather to make a choice. Olivia asked the board to review the policy among all sports of both genders.” Motion to approve the April 8<sup>th</sup>, 2014 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Berti. Minutes approved.

**PUBLIC COMMENTS**

- Parent Michelle Folan inquired of the Board of Trustees if the cost of teacher school supply lists has been discussed and addressed internally for the upcoming year as some parents feel that the cost of the supply lists (mostly in grades K-6) have become increasingly prohibitive of the years. Mr. Martinez began his answer to this question by citing the research that the school district has conducted to this point including polling the vast majority of teachers for their lists and associated costs and also comparing these costs to samples from other districts across western New York. After surveying CSAT

staff, supply lists ranged from \$40-\$75 and led Martinez to question what parents total annual costs per student are after factoring in items such as clothing and supply list and what might be done to ease the financial strain this places on many of our families. Among the possible solutions might be to have the school purchase in bulk those supplies that are universal to all classrooms such as pencils, pens and tissues, etc. Or possibly work with families and local vendors to order supplies in bulk at particular stores and then the parents would receive a discount on those items when they went in to purchase them. Mr. Berti asked when parents usually receive their supply lists from, to which Mr. Lyle responded that they are sent via mail at the end of June. Martinez redirected the conversation back to Mrs. Folan's original question citing that the school still had not reached a definitive answer to the issue but that a decision will be arrived at by the next Board meeting. Mrs. Folan thanked the school and Board for taking the time to investigate and address the issue.

## **PRESENTATION**

- none

## **SCHEDULED BOARD REPORTS**

- **Facilities** – Mr. Martinez reported that weekly construction meetings are now being held every Thursday at the Holy Angels site at 9:00 a.m. with the construction crew and CSAT's operations staff. There are solid timelines and construction bids going out while elevator construction should begin next week. Mr. Berti inquired as if we were on schedule to which Mr. Shannon thought not, in that the elevator will not be operational by the first day of school though we can technically open without it as there is an existing certificate of occupancy. Shannon estimated that construction (R&P Oak Hill) is running about a week behind schedule however this can be recouped possibly with the addition of overtime or another construction shift if the construction firm elected to augment the existing workforce.
- **Appeals** – Mr. Mikulec reported that there were no appeals.
- **PAC** – none

## **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – in executive session
- **Charter Amendment Request** – Mr. Martinez stated that he received a letter (p. 13-14) from BPS’ general counsel regarding transportation the middle school students and they have agreed to bus these students as they are inside city boundaries. Counsel believed that they were not informed of our charter “revision” to relocate, however Martinez clarified the issue in that our expansion to Holy Angels represents an expansion and as we are not changing our district of residence. Moving forward with the agreement for transportation BPS is asking CSAT to alter its hours of operation if they are to provide transportation. Martinez discussed that he would be meeting with BPS’ Director of Transportation to present the school’s alternatives for accepting our hours of operation at 24 Shoshone Avenue.
- **School Calendars** – Mr. Martinez brought a compromise calendar to the Board for consideration. This proposal would make the first day of school August 18<sup>th</sup>, 2014 and call for two professional development days in December (22<sup>nd</sup> & 23<sup>rd</sup>). For this coming year the middle school calendar will be the exception in that the week of August 18-22<sup>nd</sup> will be utilized for professional development purposes therefore make the first student contact day August 25<sup>th</sup>. In successive years the first student contact day for all CSAT schools will be two Mondays before Labor Day. Motion to approve the 2014-2015 school calendar as stated by Mr. Berti, seconded by Mr. Quackenbush. Calendar approved.

## **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the school stands at 1664.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report on page 20 including the hiring of a high school Math SPED teacher to replace Lindsey Dust who was promoted to high school assistant principal. Additionally, three are five substitutes awaiting approval as they have just obtained state fingerprint clearance. Motion to approve the Personnel report as presented by Mrs. Kelley, seconded by Mr. Keller. Report approved.

- **Foundation** – Mr. Martinez announced that as eDoctrina Corp. has started to become profitable there is a need for a system to manage proceeds that will be returned to the school. To this end Martinez has taken the initiative to contact CSAT’s legal counsel regarding the establishment of a foundation that he proposed be called Quality Schools Foundation. The mission of which will be to support the advancement of quality public choice educational institutions. In particular, the foundation will support CSAT financially while also providing the latitude to fund other project possibilities, like funding other charter schools or student scholarships.
- **Code of Conduct & Dress Code Changes** – Mr. Martinez present the Board with a draft proposal of several changes to current student code of conduct for next year, including a revision of the student dress code. Mr. Loveria explained that the intent of the new dress code was to align the uniform requirements of all three schools moving forward into next year. The changes were included as two supplemental packets along with the other code changes that were minor in nature. The packet entitled, *Handout #1* illustrates the current dress code including yellow highlighted proposed revisions along with language printed in red and struck through, to signify policy to be removed from the dress code entirely. Packet *Handout #2* illustrates (p. 12-13) how the new uniform policy will look if approved including a simplified and aligned dress code across all grades. Additional yellow highlighted material in *Handout #2* emphasizes a few minor additions to the student code to include the prohibition of e-cigarettes and other products containing nicotine (p.14). Of lesser importance were minor changes on pages 17-18 that set forth clarified language for violations that were otherwise ambiguous in the current code of conduct. Lastly, on page 33 of *Handout #2* the new Student Spectator Policy that had hitherto been proposed for Board consideration is set forth as a holistic component of policy for the 2014-15 school year. Mr. Berti suggested that the new code be clarified to include either black or brown belts and would probably ask for that change. Mr. Quackenbush also inquired as to whether the changes were vetted by our parent organization to which Martinez replied that this is possible to do however this organization has traditionally supported the schools efforts to align and save parents money via dress code changes. The Board discussed several of the changes along with administration that emphasized that the changes are minor in content and that

student/parent pushback should be minimal yet the simplification of the revisions will allow teachers and staff to more quickly identify and remedy dress code infractions and thereby maintain instructional focus. The Board agreed to take the proposal under consideration and vote on approval at a later meeting.

### **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – none
- **Subsidiaries Report** – Martinez announced that eDoctrina had just recently signed the City of Rochester school district as a new client.

### **AGENDA SETTING**

- **Next meeting June 9<sup>th</sup>, 2014**

### **ADJOURNMENT**

- The Board went into executive session at 5:35 p.m. upon the motion of Mr. Keller, seconded by Quackenbush to discuss matters of ongoing litigation with BPS and the Quality Schools Foundation's possible Board of Trustees constitution. The Board left executive session at 6:10 p.m.
- The Board adjourned at 6:10 p.m. upon the motion of Mr. Keller, seconded by Mrs. Kelley. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 06/10/14**

**MINUTES**

**Board Members Present:** Robert Mikulec, Karen Kelley, Joseph Berti, Cheryl Misiejuk, John Cinquino

**Others Present:** Efrain Martinez, Garrick Loveria, Robert Shannon, Tanya Moore, Michelle Folan, Danielle Hawkins, Neil Shanahan, Sue Jurewicz, Andy Lyle, Ann Morgante, Lindsey Dust, JoAnn Mikulec, Lisa Smith, Brandon Pafk, Justina Fetterly, Nicole Killion, Ian Mutch

**MINUTES**

Motion to approve the May 13<sup>th</sup>, 2014 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Berti, seconded by Mrs. Kelley. Minutes approved.

**PUBLIC COMMENTS**

- Parent Michelle Folan inquired as to whether a schedule for student tours of the middle school by grade level had been developed yet as parents are planning for summer supervision of their children. Principal Pafk stated that he could not predict what days were available for tours yet only because construction would need to be completed before allowing the public to tour the old Holy Angels facility. According to Bob Shannon the building is scheduled to be available for occupancy on August 25<sup>th</sup> and grade level tours of the building should be possible during the prior week therefore as soon as there is a concrete date for tours that will be communicated to parents of children attending the middle school.

**PRESENTATION**

- none

**SCHEDULED BOARD REPORTS**

- **Finance** – Mr. Cinquino announced to the other trustees that the budget for 2014-2015 had been completed and that Tanya Moore would review the budget and associated narrative that supports the revenue and expense reporting. Moore began by stating that one of the key components of this budget was the increase in student enrollment resulting from the expansion. Another factor increasing revenue was the additional \$250 per pupil increase resulting from an increase in this year's state budget. This budget also utilizes a 4% staff salary increase for all employees working at CSAT prior to 2013-14 and a 3% increase for employees hired during this year. The financial budget narrative overview beginning on page 1 of the supplemental packet is preceded by several pages of budget reports and indicates factors influencing financial stability along with those aspects of organization that lend risk or uncertainty to this or future budgets. Moore then moved forward to explain how budgetary offsets were not included in the budget though they did positively impact district expenses. The predominant source of revenue derived from enrollment including expansion was illustrated on page 5; this chart was constructed utilizing the 'frozen' per pupil rates for each sending district from the 2010-11 school year level with an additional increase of \$250 per pupil added to the frozen base. Total student revenue generated for 2014-15 is projected to be \$22,758, 403. Moore described how entitlement allocations have historically fluctuated and do not directly correspond to either per pupil enrollment or Free/Reduced lunch percentages; therefore for budgetary purposes last year's allocation was utilized as a conservative estimate for projecting funding where no consistent formula can be employed. Moving forward into expenses, Moore related that employ salaries and benefits represent the largest component of budget expenses totaling approximately \$11 million for the 2014-15 school year. Moore reviewed employee costs to each building and district-wide positions, detailing health insurance and employee costs along with retirement system contributions. Lastly, Mrs. Moore reviewed CSAT investment performance and Mr. Cinquino thanked her for her tireless efforts diligently managing the school's finances and for producing the comprehensive budget document for the Board's review. Motion to approve the 2014-2015 budget as presented by Mrs. Kelley, seconded by Mrs. Misiejuk. Budget approved.

- **Negotiations** – Mr. Martinez announced that the school and union had come to a tentative contract agreement for the next two year, that particulars of which will be voted on by the Board following a brief executive session at the public meeting’s conclusion.
- **Extracurricular** – Mrs. Misiejuk reported that Athletic Director, Joel Reed, communicated that the Booster Club is now operational. Additionally, Mr. Martinez reported that he had directed Mr. Loveria (Student Services) to research local summer athletic camps and other student resources that our parents might avail themselves of.
- **Career Readiness** – Garrick Loveria reported on the proceedings of the last committee meeting which involved a plan lead by Mr. Mikulec to increase staff participation in Career Touches of local advanced manufacturing operations heighten appreciation of the local market so that these dispositions may be better transmitted to students and parents. Additionally, the committee reviewed the Career Convention and proposed that in successive years the school might be able to mitigate some expense and increase exposure by involving other area charter schools seeking to promote career readiness. Lastly, the committee approved a \$550 expenditure for Ms. Fetterly to purchase jump-drives for all graduating Seniors to accompany their Senior Portfolios in which will be saved career readiness documents for future reference.
- **Appeals** – Mr. Mikulec reported on three appeals, the first of which involved a parent appeal of a short-term suspension related to her daughter’s consistent transgression of the Student Dress Code prohibiting non-natural hair coloring. Mikulec dismissed the appeal after judging that the hair color was indeed inconsistent with the Student Code of Conduct.
  - Second, a parent of a high school student appealed a permanent suspension that was being held in abeyance so long as the student did not continue to violate the Student Code of Conduct prohibiting tardiness to class. The terms of the superintendent’s hearing that established abeyance mandated that student accumulate no more than twenty (20) instances of tardiness to class during the fourth quarter of school and this threshold was eclipsed and therefore the permanent suspension enacted. Following review of the case Mr. Mikulec found no procedural or factual grounds to merit support of the appeal.

- Lastly, a parent of middle school student appealed a permanent suspension of their child. The student's permanent suspension had been held in abeyance since an initial superintendent's hearing determined that the student could remain enrolled provided that he did not continue to violate the Student Code of Conduct. The student then continued to transgress the terms prescribed in this hearing and therefore the permanent suspension was enforced by the principal after review. Mr. Mikulec determined that there was no substantial foundation for appeal, in that the student's continued misbehavior and disciplinary violations constituted a breach of the prior suspension held in abeyance and that the principal was justified in enforcing said suspension.
- Mr. Mikulec noted that in the last two cases where permanent suspension was upheld, both students would continue to receive instruction in either an alternate site instruction format or be allowed to finish out the school year in a traditional setting so that their academic progress would not be severely disrupted this late in the year as enrollment elsewhere would most likely prove difficult.
- **PAC** – None

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – None
- **Foundation** – None
- **Code of Conduct & Dress Code Changes** – Mr. Martinez asked the Board if they were ready to vote on 2014-2015 Student Code of Conduct revisions proposed at the last meeting. The Board briefly discussed how these changes might impact student uniform enforcement. Motion to approve the Student Code of Conduct, inclusive of Student Uniform revisions as stated by Mrs. Kelley, seconded by Mrs. Misiejuk. Code of Conduct approved for the 2014-2015 school year.

### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the school stands at 1664.

- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report highlighting that CSAT experienced its first official retirement (Chris Martin) and that there was a special sendoff for her at Saia Hall which included inviting her sisters to attend. Additionally, CSAT will lose a high school counselor and math teacher as in both cases they are moving out of the area to be with significant others. Lastly, Martinez asked the three principals if they could review the positions to be hired at their respective buildings for next year. Motion to approve the Personnel report as presented by Mr. Cinquino, seconded by Mrs. Misiejuk. Report approved.

### **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – Mr. Martinez reported Joe Klein of Klein Steel and some assembled associates have approached him to convene a meeting with the CSAT Board of Trustees to inquire as to how we might support their efforts to apply for and open a charter school in Rochester during the 2016-2017 school year.
  - **School Supplies** – Following up on the issue of K-5 school supply lists from the last meeting Mr. Martinez distributed an email sent on June 10<sup>th</sup> to all K-5 staff informing them that their supply list going home to parents need not include a list of common supplies that the school will be purchasing in an effort to offset parent expense. Further, Martinez requested of teachers that their supply lists not ask parents to spend any more than \$25 per child as calculated at an outlet rate not to include the inclusion of coupons or limited-time offers.
  - **Transportation** – Mr. Martinez has informed STA of the possible transportation scenarios CSAT could be confronting at the beginning of next year and that in fairness to them we should inform them of a deadline date in which to employ or not to employ their busing services for the 2014-2015 school year. Though Mr. Martinez reported that lines of communication with BPS have been kept open there still remain too many busing variables, yet to be settled and therefore planning for next year can be difficult. Mr. Mikulec and Mrs. Kelley voiced their apprehension over dissolving our agreement with STA in wake of all the transportation uncertainty and BPS negotiations. Martinez proposed and the Board consented that he should approach legal counsel to design a contract with

STA to provide busing for the 2014-15 school year but allows CSAT to renegotiate the contract with STA if we should come to a transportation agreement with BPS thereafter.

- Additionally, Ken-Ton has contacted us to communicate that they will not be transporting students from their district until they resume classes after Labor Day which means our parents who live in Ken-Ton will need to provide personal transportation for their children to attend CSAT for the first two weeks. Martinez proposed that the school investigate possible busing solutions with STA to remedy this situation as well.
- **Subsidiaries Report** – Mr. Cinquino reported that eDoctrina has recently solidified several large new accounts including the Rochester city school district and that this could be partially responsible for some of the investor interest that eDoctrina is being courted by. Cinquino will be having discussions with Eon Verrall to determine what environment will stimulate future company growth in order to ascertain if accepting outside investment is consistent with the company's mission and goals.

### **AGENDA SETTING**

- **Next meeting June 24<sup>th</sup>, 2014**

### **ADJOURNMENT**

- The Board went into executive session at 6:15 p.m. upon the motion of Mr. Berti, seconded by Mr. Cinquino to discuss negotiations with CSATTA regarding financial terms of new contract. At 6:25 p.m. Mrs. Misiejuk made a motion to adjourn executive session and resume public meeting, seconded by Mrs. Kelley. Motion approved
- Motion by Mr. Berti, seconded by Mr. Cinquino to approve the financial terms and contract negotiations for 2014-15 and 2015-2016 as per attached. Motion approved
- The Board adjourned at 6:35 p.m. upon the motion of Mr. Cinquino, seconded by Mrs. Misiejuk. Meeting adjourned.

**Charter School for Applied Technologies  
2303 Kenmore Avenue, Buffalo NY 14207**

**BOARD OF DIRECTORS MEETING 06/24/14**

**MINUTES**

**Board Members Present:** Robert Mikulec, Michael Keller, Dr. Eaton Lattman, Karen Kelley, Kenneth Robinson, Joseph Berti, David Quackenbush

**Others Present:** Efrain Martinez, Garrick Loveria, Robert Shannon, Tanya Moore, Michelle Folan, Danielle Hawkins, Nadine Williamson, Justina Fetterly, Brandon Pafk, Ian Mutch, Lindsey Dust, Ann Morgante, Nicole Killion

**MINUTES**

A correction to the June 10<sup>th</sup>, 2014 minutes under Finance on page 4 that the figure of *eleven* million dollars resulting from budgeted staff salaries and benefits for the 2014-15 school year should actually read *seventeen* million dollars. Motion to approve the June 10<sup>th</sup>, 2014 Minutes including permanent committee reports and those submitted under ad hoc committee by Dr. Lattman, seconded by Mrs. Kelley. Minutes approved.

**PUBLIC COMMENTS**

- None

**PRESENTATION**

- Mr. Martinez presented the factors influencing academic ranking in such publications as Business First including how standardized tests affect this order when disaggregated using various methods. Martinez explained how methodologies utilized by Business First cannot inform him of how CSAT's students are actually performing in terms of reaching a standard. Additionally, Martinez discussed how free and reduced lunch rates are calculated and relate to economically disadvantaged students. The rate at which students graduate can also subject to change as there are graduation rates that are calculated in June and another rate tabulated in August following summer school. Mr. Mikulec

inquired as to what benchmarks the school should be setting for itself, if not the ones mentioned in Business First. Mrs. Kelley interjected that the Quality Assurance committee had already developed metrics for benchmarking, specifically the common core test results that would be received in October 2014. The school will analyze these scores with associated cut-scores and then look for internal percentage increases from year-to-year. Mr. Berti felt that if the school relied on the Quality Assurance committee to set the academic standards/goals for the future then rankings like the ones mentioned in Business First would be of little value to the organization in judging academic efficacy.

### **SCHEDULED BOARD REPORTS**

- **Facilities** – Mr. Quackenbush stated that in terms of construction at the Holy Angels site we were on the right timeline and schedule for completion for the August 25<sup>th</sup> opening day for students. The budget has also been adhered to for the most part and should end up costing roughly \$900k when completed. The first inspection by the city of Buffalo is scheduled for this coming Friday (June 27<sup>th</sup>) and OSHA inspectors have already been on site.
- **Development** – Dr. Lattman discussed the Teach NSF grant proposal that has recently been consigned to the backburner in light of more pressing organizational concerns and due to the fact that the school had not identified a contact to serve as principal investigator for the grant. Lattman felt that the Development committee may have recently identified a SUNY Buffalo contact that could serve in this lead capacity to pursue the grant. Preliminary discussions with the potential lead seemed fruitful as the contact felt the motto and vision of the school were fascinating.
  - Garrick Loveria also discussed two other federal grant proposals that he recently headed working with grant writers O'Connell Associates. Both grants focused on increasing the school's capacity to systemically promote positive school climate through the integration of multi-tiered systems of positive interventions. The proposals call for organizational capacity to increase through both staff training and additional counseling personnel over a three or five year grant life.

- Lastly, Justina Fetterly mentioned that the O'Shei Foundation has been approached regarding a proposal to fund the air conditioning system at the new CMSAT. Total requested amount of all grants submitted aggregates to \$3,050,047.
- **Ancillary Services** – Mr. Berti reported that in years past the school had difficulty staying within our Food Service budget; however this situation has been rectified along with producing meals that represent a healthy choice. Next year we will be producing over 2000 meals a day which is quite a large number for any organization. Berti went on to report that the students are eating the new federally mandated healthy meals and throwing out less. Food Service surveys will be issued in the upcoming year.
  - Bob Shannon reported on the Greenhouse and how its usage has been increased to include growing lettuce that is served at the high school. This program will be expanded for next year as the greenhouse will produce not only lettuce but also tomatoes, cucumbers and peppers.
  - Berti made mention of another topic that sprung out of Ancillary Services discussions that included the possibility of Booster Clubs utilizing outside food services for athletic events. Berti proposed that it might be mutually beneficial if all sporting events ordered their food and beverages through the school then Food Services could provide the lowest price and return more profit to the booster club while also providing increase sales to the Food Service department. Quackenbush asked if this might require more staff to which Berti replied that he felt staffing could be handled with the existing levels, employing overtime when needed. Dr. Lattman felt that this idea might have positive results however the Booster Clubs should not be mandated to accept the proposal. Berti stated that he would continue to investigate if Food Service could produce the same quality or better food at a lower price than outside vendors in order to determine a win-win situation in regard to revenue from concessions could be developed with Booster Clubs.
- **Appeals** – Mr. Mikulec reported that he recently denied a parent appeal of a permanent suspension of their child who had presented significant and consistent disruptive behaviors. Mikulec believed that there was no basis for the appeal

- **PAC** – None

### **OLD BUSINESS**

- **CSAT, et al v. BPS\*** – None
- **Transportation** – Mr. Martinez announced that STA has been informed of all the possible busing scenarios for next year. Therefore a memorandum of understanding has been drafted with STA as per pages 14-17 of the Board packet that detail a possible cancelation agreement that includes cancelation penalty costs incumbent upon CSAT on a month-to-month basis. Martinez urged the Board to come to a decision for busing for the new year as we have no concrete transportation agreement currently. The Board's ensuing discussion circled around the probability of coming to an agreement with BPS in the near future and its financial impact. Most trustees agreed that we need a solid contract moving forward and that we should sign a contract with STA while keeping lines of communication open with BPS. Motion to sign a busing contract with STA that includes contingencies for early cancelation as illustrated on pages 14-16 by Mrs. Kelley, seconded by Dr. Lattman. Motion to enter into busing contract with Student Transportation of America approved.
- **Foundation** – Mr. Berti inquired as to where the school was in terms of solidifying its Foundation plans to which Mr. Martinez responded that our attorneys are working on finalizing documents and there be a few Board communications over the summer months to reflect these developments.

### **NEW BUSINESS**

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment for the school stands at 1662 with enrollment projects for next pegged at 1939.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the early hire of a new high school secretary to augment next year's transition. Motion to approve the Personnel report as presented by Dr. Lattman, seconded by Mr. Robinson. Report approved.

## **ADMINISTRATIVE REPORTS**

- **Superintendent's Report** – Mr. Martinez proposed the idea of early Senior release in the high school for those 12<sup>th</sup> grade students who have completed all their graduation requirements. This proposal would allow those qualifying Seniors who have completed all course work to stop attending classes at the end of May but still participate in the end of year graduation ceremony. Essentially these Seniors would be missing an additional two weeks of school in which they normally required to attend but are fully aware that they have completed all requirements. Should these proposal be approved, those teachers of Seniors would then be available to co-teach with their team, pull out students for small group instruction or provide one-on-one personalized academic intervention for the entire month of June.
  - Recently CSAT received a visit from the president of Medaille College Richard Jurasek and several associates who were interested in a partnership that would include early college. Martinez attached an email from Jurasek along with a pledge to follow-up on the possibilities that might evolve therefrom.
- **Subsidiaries Report** – None

## **AGENDA SETTING**

- **Next meeting August 12<sup>th</sup>, 2014**

## **ADJOURNMENT**

- The Board adjourned at 6:10 p.m. upon the motion of Mr. Quackenbush, seconded by Mr. Keller. Meeting adjourned.

## Charter School for Applied Technologies – Annual Report – 2013-2014

### III Key Focus Area – D

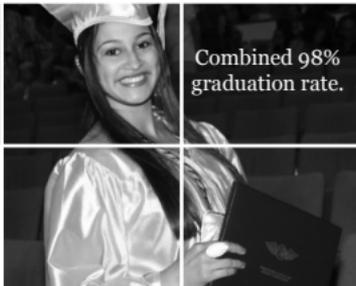
#### Appendix H: Enrollment and Retention Efforts

During the 2013-14 school year, the Charter School for Applied Technologies utilized newspaper advertisements, billboards and recruitment materials in order to retain the number of students with disabilities, English language learners and students eligible for free and reduced priced lunch. Also, during its Open House in February, geared toward informing the public of CSAT's K-12 academics and extracurricular activities, all items above were discussed and elaborated on in detail.

For the upcoming 2014-15 school year, recruitment efforts will continued to be focused on newspaper and television advertisements, or the best recruitment actions with budget in mind, with a focus on serving the students in the city of Buffalo (highlighting that all types of students are accepted, with no entrance exams or tuition along with CSAT offering a private school education at a public school cost). There will also be a K-12 Open House, along with tours of the school scheduled throughout the year (walk-ins welcome).

There is also information regarding Special Education, Student Services, student population and services offered based on student needs listed through CSAT's website ([www.csat-k12.org](http://www.csat-k12.org)).

*CSAT  
provides the*



Combined 98%  
graduation rate.

*building blocks  
to success.*

*...to finish.*



Internship &  
job shadow  
experiences.

*From start...*

New fitness  
center &  
greenhouse.

No entrance  
exams or tuition!

Longer school  
day/year.

Extensive fine  
arts & athletics.



*Building since 2001.*

**Charter School for Applied Technologies | 876-7505 ext. 4120**

*Open Enrollment begins January 2nd • Apply today! • [www.csat-k12.org](http://www.csat-k12.org)*

**JOIN US! K-12 OPEN HOUSE: February 13, 2013 • 6 P.M.**

# Charter School for Applied Technologies

Setting the Foundation for a Bright Future

- **Grades K-12**
- **98% Graduation Rate**
- **Free Transportation**

2303 Kenmore Ave

876-7505





Charter School  
for Applied  
Technologies



# Career Readiness at CSAT

- MY PATHway: Individualized career plan
- Focus on: Advanced manufacturing, STEM, medical careers



# Goals of Career Readiness at CSAT

- Students are career-ready upon graduation
- Start with Career Readiness and graduate with a more structured, individualized MY PATHway plan



# What is MY PATHway?

- An individualized career plan that illuminates the path to self-awareness. It's also a commencement tool for career acknowledgement of regional demand and advancement.





## Current Level of Exposure: 6 - 12

- 6<sup>th</sup> grade:
  - Personal Profile
  - Career Day
  - Start MY PATHway portfolio (digital portfolio)



## Level of Exposure: 6 - 12

- 7<sup>th</sup> grade:
  - Resumes
  - Goal setting
  - Career Day
  - Interest Inventory



## Level of Exposure: 6 - 12

- 8<sup>th</sup> grade:
  - Goal setting
  - Career Day
  - Career Inventory



## Level of Exposure: 6 - 12

- 9<sup>th</sup> grade:
  - Project Lead the Way
  - Overview of Middle School goal setting
  - Freshmen Seminar



## Level of Exposure: 6 - 12

- 10<sup>th</sup> grade:
  - Project Lead the Way
  - More of a focus on core subjects as a sophomore rather than career-driven opportunities



## Level of Exposure: 6 - 12

- 11<sup>th</sup> grade:
  - Project Lead the Way
  - Job shadows
  - Senior Seminar 1



## Level of Exposure: 6 - 12

- 12<sup>th</sup> grade:
  - Project Lead the Way
  - Internship/Job shadows
  - Speaker Series
  - Senior Seminar 2

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Monday, July 07, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/2a2c5bb380ecdef5f2bb31a3e511de56518be3e3/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*david quackenbush*

2. Charter School Name:

*Charter School for Applied Technologies*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 15, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/12e310b49531bb42d9d48f782d1069d3cdf79928>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

ROBERT A MIKULEC

2. Charter School Name:

Charter School for Applied Technologies

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

4. *Your Home Address:   Street Address	6156 HIGHGROVE PARK
4. *Your Home Address:   City/State	EAST AMHERST
4. *Your Home Address:   Zip	14051

5. \*Your Business Address

5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

---

• Chair/President

---

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

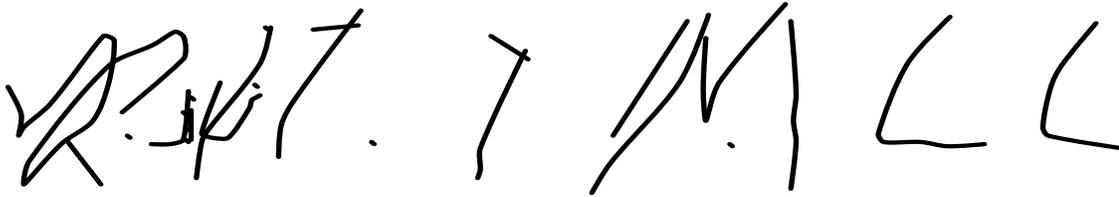
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Handwritten signature in black ink, appearing to read "R. J. T. M. L. L." with a period after the first name and a space between the last two initials.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 30, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/b4eac3e11a6e5429ab89e55f5a3d4a2f37a0c54c/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Joseph Berti*

2. Charter School Name:

*Charter School for Applied Technologies*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

(No response)

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	(No response)
---	---------------

[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	(No response)
--	---------------

[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	(No response)
--	---------------

[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	(No response)
--	---------------

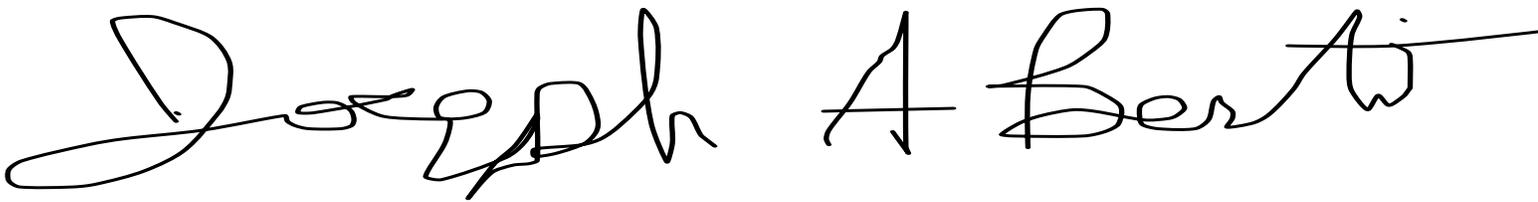
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Joseph A. Bertini". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/1a143be1b5caf9861c4f063d188acad62d52d6f1/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*karen m kelley*

2. Charter School Name:

*Charter School for Applied Technologies*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/175815c3abe08184d212cff3c3513409f4101838/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Michael A. Keller*

### 2. Charter School Name:

*Charter School for Applied Technologies*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Member / Trustee

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/427fdffe346054a86a69cf0611f735fff2214baf/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Cheryl Misiejuk*

### 2. Charter School Name:

*Charter School for Applied Technologies*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- 
- Parent Representative
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/102c261c7b4bf42b845805c58ef94705d8ca061f/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Kenneth N. Robinson*

2. Charter School Name:

*Charter School for Applied Technologies*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

- 
- Parent Representative
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Kenneth N. Rosinski

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, August 01, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/71166cab86f85596f00f75f4ea4a66084acc8de6/>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*John Cinquino*

2. Charter School Name:

*Charter School for Applied Technologies*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Treasurer
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to be "A. J. S.", written in a cursive style.