

# Charter School for Applied Technologies

## Board Meeting Minutes

January 14, 2025



### Public Comments (5 minutes)

### Minutes (5 minutes)

- Minutes from 12.10.2024
  - Motion to approve – Andrea Pasieka
  - Second – Bryan Carlo
  - Minutes approved.

### Presentation: (20 minutes)

- Xello implementation – Mr. Bigouette/Mr. Costello
  - Presentation discussed Portrait of a Graduate (NYS) and Xello – how it unites K-12 under the CSAT mission to develop a pathway for college and careers, integration of courses at the middle and high school levels. Xello has been used at a majority of the levels K-12, consistent logins and use of the program has resulted in ease of navigation and high levels of usage.
  - Mr. Bigouette detailed next steps in integrating Xello with all staff members and using it to help with incorporation of SEL, work-based learning, course planning, and parent/graduate access.
  - Mr. Carlo asked if there would be use of the program to analyze data on students and their work and use it to make curriculum decisions and work-based learning opportunity decisions. Mr. Bigouette concurred that eventually that is the goal, as the program is further integrated and used as a critical component to our mission-based opportunities for learning within CSAT.
  - Mr. Bigouette discussed the program evaluation – which includes Xello's functionality, online portfolio system, survey, analysis, and scoring, and career plans, matches, college planning, and reflection on current opportunities presented to students. Hoping to determine how we can use the existing Persistence Scale to reevaluate components and work with Industry Advisory Council to further explore and develop Xello in a way that works uniquely with CSAT.
  - Some discussion with the board about more rapidly being able to collect data.

### Administrative Reports (5 minutes)

- **Administrative Report –**
  - Mr. Lyle spoke with Susan Gibbons and we should have a decision sometime in maybe June but not before then.
  - Mr. Lyle and Mr. Loveria noted that the Cullen Foundation visited the HS today to tour the building and meet students and staff. The visit went well and demonstrated all the facets of ECCP and the opportunities we offer to students in our high school.
  - Testing preparations – Mrs. Jurewicz and Mr. Heyden
    - Mrs. Jurewicz discussed the K-5 building's comprehensive plan for working on CBT and test-taking strategies, practice assessments and use of data, bi-weekly checkpoints in eDoc to learn tools and skills, iReady instruction and diagnostics and its predictability tool, data meetings with administration, work with the tech team, including use of laptops instead of desktops in tech lit. NYS simulation is next week for grades 4-5 using the program that students will use to take the NYS assessments.
    - Mr. Heyden discussed the 6-8 building's academic plan for supporting students with computer-based assessments. Assessments, CBT in core and specials, all teachers being trained to input assessments for CBT, training, AIS, midterms and the NYS simulation next week, 101/intervention time.

### Permanent Board Committees

- **QA - None**
- **Finance - None**
- **Career Readiness – Mr. Berti**

- Discussion of mock interviews – Mr. Berti considers this a very rewarding experience as a board member and encouraged other board members to help out with this endeavor.
- Trades labor unions – did we reach out to these? Mr. Bigouette confirmed that it is rescheduled for April and that they are working with several students in the trades, and one will be going into the electrical union.

### **Ad Hoc Board Committees**

- Appeals – (10 minutes) – Mr. Donnelly
  - One – with Mr. Cornacchio and it will be reported at the next board meeting.

### **Old Business**

#### **Transportation (*ongoing*) – Mr. Lyle (5 minutes)**

- Lisa Cuppola has reached out to Buffalo board regarding transportation contract, waiting to hear back. Contract expires in June 2025.

### **New Business**

#### • **PTO Update**

- Mr. Campbell thanked the building principals for their support. Focused on getting base and parents back into the fold – goals for this year. Looking to increase visibility of the PTO and increase the money that PTO earns.
  - 1) Membership and communication committee – 50 parents and 28 staff,
  - 2) Community engagement committee (social media communications),
  - 3) Fundraising committee – several “passive” fundraisers in the works, basket raffle, and a magic show comin up
  - 4) Family engagement committee – also works with social media and reaches out to families
  - Looking to add a Zoom option to the PTO meetings – next meeting is Tuesday, 1/21/25

#### • **Enrollment – Mr. Lyle (5 minutes)**

- 22 new students to enroll after Regents week: 2 offers out in K-5 and 20 new students for HS
- Mr. Berti would like a running graph to track how the marketing efforts are improving enrollment.

#### • **Personnel report – Mr. Lyle (10 minutes)**

- 3 new hires
- Position change – Chad Witherell is new Director of HR
- 1 resignation
  - Motion to approve – Steve Kottakis
  - Second – John Cinquino
  - Motion approved.

- Executive Session - Board entered into Executive Session to discuss matters involving personnel at 5:45pm
  - Motion: Ian Donnelly
  - Second: Jina Gentry
  - Motion approved.
- No decisions requiring Board vote occurred during executive session
  - Motion to adjourn executive session and the Board meeting at 6:45pm – Terrell Chambers
  - Second – Ian Donnelly
  - Meeting adjourned at 6:45pm

### **Agenda Setting**

Next meeting is **February 11, 2025**

- - Motion to end the meeting: (board was in executive session)
- - Second:

**Attendance in person:** Joseph Berti, Ian Donnelly, Steve Kottakis, Terrell Chambers, Bryan Carlo, Jina Gentry, Jason Campbell, Andrea Pasieka, John Cinquino

**Others:** Andy Lyle, Garrick Loveria, Tanya Moore, Ann Morgante, Sue Jurewicz, Dara Seeley, Patrick Heyden, Sarah Monaco, Chris Bigouette, Shane Lynch, Nicole Killion, Jacob Costello