

Charter School for Applied Technologies

Board Meeting Minutes

August 13, 2024



Public Comments (5 minutes)

NONE

Minutes (5 minutes)

- Minutes from 6.25.2024
 - Motion to approve – Ian Donnelly
 - Second – Steve Kottakis
 - Minutes approved.

Presentation

NONE

Annual Meeting Business

Ratification and confirmation of Trustee Terms (VOTE) Ian Donnelly, Joe Berti

- Motion – John Cinquino
- Second – Kevin Cornacchio

Reelection of Officers

- Motion – Jina Gentry
- Second – Steve Kottakis

Committee assignments

- Ian Donnelly requested to be removed from QA and added to Career Readiness
- John Cinquino and Joe Berti to be added to Facilities

Bylaws and Code of Ethics – Mr. Loveria reviewed the Code of Ethics and Bylaws, and they are added to minutes. No changes since 2019. If changes are needed, we can do this. Mr. Shannon reiterated that there can be no video conferencing, however, we are allowed to do teleconferencing, but it must be requested in advance. Trustees can participate from a conversation standpoint, but you will not be on the record for attending and cannot vote. Videoconferencing is only supposed to be used in the case of a “hardship”. Mr. Berti noted that board members are accountable for their attendance at board meetings – and stated that the annual report and S. Gibbons both noted the high priority for engagement by the board to make sure that everyone participates. This year is an important year for this especially.

Administrative Reports

- Cabinet Report – Mr. Loveria reported that the high school is finishing up ECCP program at SUNY Erie – reported by B. Lutterbein, 104 students on campus, and the shift to ECC offered courses through pathways:
 - 10th – acclimation course
 - 11-12th – courses in the pathways of CSAT
- Mr. Lutterbein noted that L. Gress and C. Bigouette were very supportive in running the program at both ECC campus and on CSAT’s campus, and there was a refreshing collaboration with the institution of ECC. Data coming in September. This Thursday, students will give portfolio presentations at SUNY Erie, including their career exploration pieces and how they connect to their learning. Cullen is highly supportive of the collaboration and were impressed with the work on the program. There are possibly some financial opportunities for assisting with workforce development, working on this.
- Mr. Lutterbein remarked on the high level of collaboration with the new administration at ECC who helped build the initial pathways years ago, and now is the president of ECC. She has put people in place to support this program at this scale. CSAT is the only school in the area to have a program of this magnitude. Opportunities with “Achieving the Dream” could result in state and national recognition. Mr. Berti wanted to know if internship students or working students will receive recognition for the

work they completed this summer. Mr. Lutterbein hailed Xello for its abilities to track work experience, and that is in process moving forward to recognize those in the workforce over the summer.

Permanent Board Committees

NONE

Ad Hoc Board Committees

- Appeals – NONE

Old Business

- NONE

New Business

- **2024-2025 District-wide Safety Plan**

- Mr. Loveria noted that this is an annual submission. The safety plan is up for 30 days, posted August 1, 2024, and subject to approval by the board at the next meeting. Must be submitted October 1, 2024, to the state. Find the safety plan on the CSAT website, address included in the agenda. **One material change** is that the state wants the school to drill with a more trauma-informed approach. “We are now going to perform...” – this initiates the drill.

- **2024-2025 Code of Conduct**

- Mr. Loveria noted that the board voted on the Code of Conduct before we left for the summer, but there needs to be a vote yearly. Reviewed and voted:
 - Motion – John Cinquino
 - Second – Steve Kottakis
 - Approved.

- **Enrollment**

- Mr. Loveria reported that there was a recruitment fair night this past weekend – trying to recruit students in the elementary school. Enrollment went from 149 in June to 167 as of today in kindergarten. CSAT will be at the Puerto Rican Festival this weekend to promote the school. Extensive planning is in motion for enrollment for next year, but there is still work to be done for this year. 2354 for now. Mr. Carlo asked how this trend related to the last two years. Mr. Loveria reported that we are in a better position than last year, so the expense is worth it, along with the promotion of the work at CSAT. There was a discussion about why K-3 is more difficult to recruit and there was discussion about the fact that there are more charters in the lower grades. There is a pull related to ECCP. Ms. Gentry remarked that kindergarten is not mandated in NYS and there is an increase in home-schooling, which could account for some of the difficulties in recruitment.

- **Personnel report**

- Mr. Loveria discussed the personnel report. There was activity with quite a few hires, these are positions available with transferring of positions and there are 3 open positions in the school right now, 2 at the high school and one at the middle school. Mr. Berti asked if there were teachers with multiple certifications who can teach science, but Mr. Lutterbein reported that there some cross-curricular work happening and there is some overlap with social studies and business, but science continues to be a difficult certification to find. There was a discussion that CSAT is in a better position than last year, but they are keeping an eye on the situation. Ms. Gentry remarked that there have been multiple cuts in many districts, there was a discussion about how teachers are hired and laid off, and how departments make those decisions in larger districts. Depends on positions being cut. Mr. Loveria and Mr. Lutterbein praised Mr. Witherall, CSAT’s new talent recruiter, with how he has worked with principals to get “the right fit” for candidates at each building. Mr. Carlo asked about tracking those graduates who have an interest in teaching. Mr. Loveria remarked on the hiring of a former CSAT student as a 5th grade teacher just this year. At this point the school does not have a pipeline for teaching. There are not a lot of candidates going into teaching, especially since the changes in Tiers for retirement at the pension level for NYS.
 - Motion – Steve Kottakis
 - Second – Jina Gentry
 - Approved.

- **Mr. Berti** acknowledges the long-standing service of Danielle Salasavage, parent trustee, to be replaced by Jason Campbell, a current parent who is also president of the PTO. He was approved
 - Motion – Mr. Berti
 - Second – Ian Donnelly
 - Approved
- Mr. Berti brought up the cell phone policy as related to the fact that NY has not made policy. Mr. Lutterbein reported that the policy for phones in the classroom is “off and away”. The staff is taking steps to use the 1-1 computer and electronic system to improve the tech as well as the system for phone use, but the building is gradually taking steps to reduce the use in the building as a whole. Mr. Loveria reported that it is difficult to outlaw phones completely at this time, but there was discussion about possibilities for this moving forward.

Agenda Setting

Next meeting is September 10, 2024

- - motion to end the meeting: Steve Kottakis
- - second: Jina Gentry

Next Meeting – June 11, 2024

Attendance in person: Joseph Berti, John Cinquino, Ian Donnelly, Steve Kottakis, Terrell Chambers, Jina Gentry, Joe Berti

Others: Tanya Moore, Garrick Loveria, Bob Shannon, Ann Morgante, Brett Lutterbein, Lindsey Gress, Dara Seeley, Dan Scholze, Shane Lynch, Patrick Heyden