

Charter School for Applied Technologies

Board Meeting Minutes

December 12, 2023



Public Comments (5 minutes)

Minutes (5 minutes)

- **Minutes from November 14, 2023**
 - **Motion – A. Pasioka**
 - **Second – K. Cornacchio**
 - **All - Aye**

Presentation (20 minutes)

- **Annual Internal Audit – Lumsden McCormick LLP**
 - **Bob and John from Lumsden McCormick**
 - **Results**
 - Passed out summary presentation to board, financial statements and related letters
 - **Audit Scope & Report – clean opinion overall, highest opinion**
 - Unmodified opinion – the financial statements are presented fairly
 - New paragraph – opinion changed slightly relative to new accounting standard – related to leases
 - Any long term leases and put it on the balance sheet
 - Auditors report – single audit (over 700000 spent in funds/major federal programs)
 - ESSR funds and child nutrition program
 - Clean opinion
 - Required communications
 - Completed in a timely manner by November 1, 2023
 - Maintained their independence during audit
 - **All accounting practices are deemed consistent from prior years except for new lease standard**
 - One audit adjustment – record the ready use asset to get it on the balance sheet - \$7.3 million
 - Smooth and timely audit
- **Management Letter**
 - No identified material weaknesses
 - Best practices or general improvements in procedures and controls – no new recommendations, update of prior year recommendations
 - Credit card statements review – was implemented
 - Payroll should be reviewed independently
 - Recommend that any employee paid with federal funds complete a time and effort cert as a best practice to document which salaries are supported by federal programs
- **Highlights – John Terrell**
 - Pp4-5 can see more information, discussed net income and loss
 - Revenue - \$40 million, main driver – enrollment and federal awards
 - Discussed ESSR funds increases and decreases (ESSR 2 and 3)
 - Investment activities discussed – \$2.1 million gain – better market conditions
 - Expenses discussed – consistent year over year, fluctuations had to do mainly with salaries and benefits, balance sheet was discussed – ESSR funds, title funds, child nutrition funds
 - No collection issues, accounts payable and accrued expenses – increase due to payroll and benefits, fluctuations in accounts payable
 - Long-term debt – payments made as scheduled
 - Lease liability was discussed (note 6) with estimated borrowing rate of 4%
 - Overall – school is in a healthy financial position – no concerns
- **Questions/Comments**
 - J. Berti – great to hear the good news, credit to Tanya and her team, good job
 - J. Cinquino – investment portfolio had a bit of a rebound, credit to Tanya for finances and organization and help with smooth audit

- **Andy – last week, went to a meeting with Joe Klein (charter school movement in Rochester).** There was a discussion about per pupil rates across the state and the charter consortium, including how they are looking to support charter schools outside of NYC.
- **Andy – several new board members who are “pending”** – has NYS reached out? Andy communicated with S. Gibbons about it. Look for emails going forward.

Permanent Board Committees

- **Quality Assurance**
 - Evacuation of the elementary school last week – went very well – evacuated to HS – two flues cracked in the greenhouse and air handler on the roof – has all been repaired
- **Career Readiness – Kottakis**
 - Meeting last week, **Loveria reporting for Kottakis**
 - CB and LG are working together and onboarding, aligning programs in MS and K-5
 - Building opportunities using existing foundations, moving along with consistent direct pattern
 - Celebration of Reading, Junior Achievement, now looking to increase their effectiveness
 - Chris Bigouette – internship placements – about 40, looking to go up to 60 or more we will look to hire at least another teacher to do internship in its current state
 - Micro credentialing – for more employable skills
 - Career fair idea – opened up to community (for HS students and for other job seekers)
 - Persistence scale – look to continue to use that, but right now we’re continuing to research college and career readiness platforms – ways to house all the career materials and develop them without having to reinvent the wheel
 - Ex – Naviance and Major Clarity (platforms)
 - Can we build our persistence scale into this platform if we purchase?
 - Looking at options
 - How to incorporate persistence scale with student feedback
 - Chris Bigouette – it’s a continuous search – looking what will be best K-12, not just from college and career but for counselors and business teachers at all levels
- **Finance – see presentation above**

Ad Hoc Board Committees

- **Appeals – Donnelly**
 - Two appeals in the pipeline
 - One is a legacy we are looking to close out
 - New one – repeat offender with a controlled substance – will report results next board meeting

Old Business

- **Transportation**
 - David – reaching out to Larry Quinn to set up meeting with J. Berti to talk about process
 - Not asking for any change, just asking to extend contract for another 5 years
 - Andy has not heard from David yet, J. Berti asked L. Smith if she is still on board to assist
 - Is it better?
 - Sue – for the teachers yes, they are out by 3, 13 buses late per day between 10 min and 1 hour
 - Reasons? No driver – they wait til the 3rd run is over then have someone come to pick up
 - Andy – we have asked them to let us know ahead of time, but they say “when we find out you find out”

New Business

- **Marching Band trip – Sibbitts**
 - Bryan Sibbitts – High School Music Department
 - Band trip and music department
 - More students involved with county and state adjudications. One student nominated and accepted for All State Band
 - **Band Program Trip – can we do it?**

- Pittsburgh, PA (1/2 the distance and 1/2 the price!)
- June 3-5, 2024 (Monday night return prior to Regents exam on Tuesday)
- Staying ONE night, 4 students per room, 40-50 students, 1 adult per 8 students
- Bussing – Niagara Scenic Tours, hotel – Holiday Inn Express
- Fundraising through Band Boosters and student fundraisers (and sponsors of students through the staff)
- Student cost: about \$150 per student
 - L. Smith – was cost a factor last year?
 - Sibbitts - Cost can be a factor – we have to find fundraising that works for our students and their families.
 - If you have low-cost fundraising opportunities, please let me know
- Hoping to see increased numbers for participation this year – due to closer location and lower cost
- Plan for itinerary was discussed, including Pittsford Symphony Orchestra
- Questions
 - Berti – when do they play?
 - They are not performing on this trip – performance opportunities are “not very motivational” for this time, this is a trip for our marching band students mainly – 3 performances this year, two competing, this is a celebration of the pursuits of the band
 - Trying to get opportunities with the Pittsburgh Symphony
 - J. Berti suggested having a trip where they are performing in the future moving forward.
 - Sibbitts – we always do Darien Lake and we may save that date for a future theme park performance, we are performing in May in a parade – every weekend in May is booked – we are doing 3 parades and 2 competitions
 - Donnelly – suggested the marching bands of the universities at the location where you are headed for the trip.
- **Approval?**
 - **Motion – I. Donnelly**
 - **Second – B. Carlo**
 - **All – Aye**
 - **J. Berti – next year please a trip where they actually play during the trip**
- **Policy – Gender Neutral Bathrooms (receive) – Loveria**
 - Have to comply with this so need a quick vote
 - We are in compliance but want to make sure it's on the books
 - Only relates to single occupancy bathrooms
 - **Approval?**
 - **Motion – D. Salasalvage**
 - **Second – L. Smith**
 - **All - Aye**
- **Enrollment – Loveria**
 - Numbers – 2352 is where we stand, substantial growth since last month
 - December 1 2022 – 137 applicants – this year is 190
 - Kindergarten – 36 last year at this time, this year is 56
 - Revamped outreach plan, more targeted, system for student admission
- **Personnel – Lyle**
 - 3 new hires, replacing those who have left – 1 PE and 2 ENL, highly sought after
 - Improving on our substitutes – numbers, not necessarily quality, and more coming
 - Temporary hires for coaching
 - 1 resignation of a study hall aid
 - **Approval?**
 - **Motion – L. Smith**
 - **Second – A. Pasioka**
 - **All - Aye**

Agenda Setting

- **Next Meeting – January 9, 2024**

Executive Session: Negotiations

Attendance: Donnelly, Pasieka, Smith, Carlo, Cornacchio, Cinquino (by phone), Berti, Salasavage