

Charter School for Applied Technologies  
317 Vulcan Street, Buffalo, New York 14207  
**BOARD OF TRUSTEES MEETING 09/12/2023**

**MINUTES**

**BOARD MEMBERS PRESENT:** Joseph Berti, John Cinquino, Lisa Smith, Danielle Salasavage, Kevin Cornacchio, Steve Kottakis, Andrea Pasioka

**UNABLE TO ATTEND:** Ian Donnelly, Jina Gentry, Terrell Chambers

**OTHERS PRESENT: In person:** Andrew Lyle, Garrick Loveria, Tanya Moore, Bob Shannon, Sue Jurewicz, Brett Lutterbein, Patrick Heyden, Derek Mears, Sterling Stearns, Nadine Williamson, Dara Seeley, Tara Jefferson, Keith Banas, Nicole Killian, Daniel Scholze, Tara Puff, Shane Lynch, Thomas Sullivan

**MINUTES**

Motion to approve the August 15, 2023 Minutes including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mr. Kottakis. Minutes approved.

**PUBLIC COMMENTS-** None

**PRESENTATION**

Mrs. Jurewicz and Mrs. Williamson presented the results of assessments given to students in Gr. K-2 in ELA & Reading. The results are an indication that the reduction in class size in Gr. K-2 allows for increased individualized instruction which is having a positive impact on student achievement.

The assessments concentrated on Foundational Skills including letter names, letter sounds, sight words, as well as Informal Decoding Inventory (real & nonsense names focusing on phonics skills) and F & P Reading levels that indicate if a student can read a short story for fluency and comprehension.

The assessment results for letter names indicated that students in K-2 showed positive results on meeting expectations in letter names and sounds.

The assessment results for sight words indicate a need for more focused efforts to implement increased exposure for the teaching of sight words. This will be a major effort for the 2023-2024 school year.

The assessment results for reading levels showed some gains, however there is a need for increased instruction during guided reading focusing on vocabulary and comprehension as well as phonics skills.

The Intervention Program (DRI) which we have with the University at Buffalo and assists our students with phonics showed Kindergarten & Gr. 2 with above average phonics skills while Grade 1 needs additional phonics work.

The 2023-2024 Initiatives include the following:

- Increased instruction on sight words with more efforts in Gr. 3 as well as specials teachers embedding them into their instruction.
- DRI needs to be implemented daily with fidelity; grade level and individual coaching will be assigned to those who need it.
- All data presented today was shared with K-2 teachers at the August PD. At PD, teachers were to work on personal growth goals along with purposeful planning strategies.
- The teachers are assisted by our Coaches, especially new teachers from Year 1 to Year 3. The Coaches are also available for veteran teachers as well as grade level representation to help facilitate school initiatives and content planning.

## **ADMINISTRATIVE REPORTS**

**Cabinet Report-**Mr. Lyle gave a few brief comments but will save more for other topics on the agenda. He indicated that David Frank of State Ed will be in Buffalo soon and hopefully will have time to visit CSAT. Mr. Lyle invited Mr. Heyden and Mrs. Jurewicz to comment on their respective buildings. Mr. Heyden said that things are off to a good start at middle school. We welcomed 17 new staff members this school year. Mrs. Jurewicz said that the Meet & Greet, held prior to school opening, went well. The issue with busing is still a problem. A special thank you to Bob Shannon for his help in getting the Elementary building ready for the new school year.

## **PERMANENT BOARD COMMITTEE**

### **Quality Assurance**-None

**Career Readiness**-Mr. Lutterbein reported that the presentation for 9<sup>th</sup> graders and new students and parents went well. The focus was for parents to have a better understanding of the career opportunities that the students are presented with during their four years at the High School and the relationship between career readiness and the ECCP program. Mr. Kottakis also attended and spoke briefly on the presentation. Mr. Lutterbein also commented that the new school year is off to a good start. There is a change to the student schedule that now includes a universal NEST period after the second block.

### **Finance**-None

## **AD HOC COMMITTEES**

### **Appeals**- None

## **OLD BUSINESS**

**Transportation**-Mr. Loveria reported that there are problems with Ken-Ton busing. It seems that their entire transportation department was replaced, and things are not going well. The buses are consistently late and in limited instances did not show up at all. We have had little luck in getting answers to the problem. The busing from Buffalo has improved but there are still a few issues that we need to address with them. We are considering a Memorandum of Understanding with Buffalo to ensure our start and end times are followed clearly.

**Crosswalk**-Mr. Shannon reported that the High School crosswalk site work is complete. Concrete has been poured and the entire project should be completed by mid-October. For now, our security officer is assisting with crossing students.

## **NEW BUSINESS**

**Nominations**-Mr. Berti mentioned that Bryan Carlo, a new trustee candidate, is interested in joining the Board. He is a CSAT graduate and currently attending law school. A motion to approve Bryan Carlo as a member of the CSAT Board of Trustees was made by Mr. Cinquino, seconded by Mrs. Smith. Motion approved.

**Foundation**- Mr. Loveria announced that the Sandhills CEO donated \$25,000 to the Foundation. In addition, CSAT was selected by the Cullen Foundation to join the College Pathways Program. As a result, CSAT will receive \$50,000 over the next 2 years.

**Enrollment**- Mr. Loveria reported that the current enrollment stands at 2,320, which is lower than usual. At this time last year, we were at 2288. He said that September is the greatest transition month. We are planning to call parents who declined enrollment as well as those families who filed paperwork but did not enroll their child to see if they are still interested in enrolling. Mr. Lyle commented that the enrollment in kindergarten in Buffalo has stayed the same or increased and that parents are looking for schools closer to their home primarily because of the busing issue.

**Personnel**-Mr. Lyle reviewed the personnel report. As you can see, we have had a number of new hires in all the buildings. We are still not fully staffed at the High School.

There were no new re-hires along with several salary changes and resignations and the usual leaves of absence. Other than that, the report is self-explanatory.

A motion to accept the Personnel report made by Mr. Cinquino seconded by Mr. Kottakis. Motion approved.

A motion to adjourn the regular meeting at 6:15pm was made by Mrs. Salasavage seconded by Mrs. Pasioka. Motion approved.

**Next Meeting: October 10, 2023, @4:30pm**