

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 30, 2013

Updated Wednesday, July 31, 2013

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	716-876-9758	tmoore@csat-k12.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name	Tanya Moore
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title	CFO
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####)	

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 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

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
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	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	716-876-7505	KENMORE-TONA WANDA UFSD	K-8	Yes	Own
Site 2	2245 Kenmore Avenue	716-874-7100	KENMORE-TONA WANDA UFSD	9-12	Yes	Own
Site 3						

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		emartinez@csat-k12.org
Operational Leader				
Compliance Contact				
Complaint Contact				

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	J. Efrain Martinez	716-876-7505		emartinez@csat-k12.org
Operational Leader				
Compliance Contact				
Complaint Contact				

13. Are the School sites co-located?

(No response)

13a. Please list the terms of your current co-location.

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)						

Site 2

Site 3

14. Were there any revisions to the school's charter during the 2012-2013 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 large, stylized handwritten signature in black ink, appearing to read "John [unclear]".

Signature, President of the Board of Trustees

Thank you.

B. Financial Information

Appendix B: Total Expenditures and Administrative Expenditures per Child

	Total Expense	FTE	Expense / FTE
Non Administrative Expenditures	20,047,462.00	1,655	12,113.27
Administrative Expenditures	3,652,806.00	1,655	2,207.13
Total Expenditures	23,700,268.00	1,655	14,320.40



Financial Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

School Name:	Charter School for Applied Technologies
Date:	July 29, 2013
School Fiscal Contact Name:	Tanya Moore
School Fiscal Contact Email:	tmoore@csat-k12.org
School Fiscal Contact Phone:	[REDACTED]
District of Location:	Kenmore-Tonawanda UFSD
Authorizer:	Board of Regents
Years of Operation:	12
Facility:	
Grades Currently Served:	K-12
Planned Grades at Full Capacity:	K-12
Enrollment:	1675
Max Enrollment:	1675
Year of Most Recent Data	2013
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Lumsden & McCormick, LLP
School Audit Contact Name:	Donna Gonser
School Audit Contact Email:	dgonser@lumsdencpa.com
School Audit Contact Phone:	716-856-3300
Latest Audit Period (through June 30):	2012
Do Not Use this Box	Charter School for Applied Technologies2012

FILL IN GRAY CELLS

Charter School for Applied Technologies

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$4,924,885	\$7,560,768
Grants and contracts receivable	668,706	1,279,157
Accounts receivables	650,882	-
Inventory	76,253	-
Prepaid Expenses	354,999	389,898
Contributions and other receivables	-	-
Other	-	-
TOTAL CURRENT ASSETS	\$6,675,724	\$9,229,823
OTHER ASSETS		
Investments	\$5,285,589	\$3,610,597
Property, Plant and Equipment, Net	20,048,538	20,401,608
Restricted Cash	16,780	-
OTHER ASSETS	\$25,350,906	\$24,012,205
TOTAL ASSETS	\$32,026,630	\$33,242,028
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$1,850,161	\$1,874,140
Accrued payroll and benefits	-	-
Refundable Advances	-	-
Dreferred Revenue	110	27,555
Current maturities of long-term debt	185,000	170,000
Short Term Debt - Bonds, Notes Payable	-	-
Other	96,001	-
TOTAL CURRENT LIABILITIES	\$2,131,273	\$2,071,695
LONG-TERM DEBT, net current maturities	\$20,246,363	\$20,410,061
TOTAL LIABILITIES	\$22,377,636	\$22,481,756
NET ASSETS		
Unrestricted	\$9,648,994	\$10,760,272
Temporarily restricted	-	-
TOTAL NET ASSETS	\$9,648,994	\$10,760,272
TOTAL LIABILITIES AND NET ASSETS	\$32,026,630	\$33,242,028

Check

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FILL IN GRAY CELLS

Charter School for Applied Technologies

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$19,973,079	\$-	\$19,973,079	\$19,823,514
Federal - Title and IDEA	1,022,845	-	1,022,845	932,443
Federal - Other	-	-	-	-
State and City Grants	125,130	-	125,130	144,255
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	196,978	181,829	378,807	523,656
Food Service/Child Nutrition Program	<u>1,282,087</u>	<u>-</u>	<u>1,282,087</u>	<u>1,215,303</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$22,600,118	\$181,829	\$22,781,947	\$22,639,171
EXPENSES				
Program Services				
Regular Education	\$15,078,717	\$-	\$15,078,717	\$14,408,208
Special Education	1,263,727	-	1,263,727	1,694,146
Other Programs	<u>3,705,018</u>	<u>-</u>	<u>3,705,018</u>	<u>3,425,082</u>
Total Program Services	\$20,047,462	\$-	\$20,047,462	\$19,527,436
Supporting Services				
Management and general	\$3,652,806	\$-	\$3,652,806	\$3,234,561
Fundraising	<u>-</u>	<u>192,958</u>	<u>192,958</u>	<u>184,034</u>
TOTAL OPERATING EXPENSES	\$23,700,268	\$192,958	\$23,893,226	\$22,946,031
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$(1,100,150)	\$(11,129)	\$(1,111,279)	\$(306,860)
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUE	\$-	\$-	\$-	\$-
CHANGE IN NET ASSETS	\$(1,100,150)	\$(11,129)	\$(1,111,279)	\$(306,860)
NET ASSETS BEGINNING OF YEAR	\$10,760,273	\$-	\$10,760,273	\$11,067,133
PRIOR YEAR/PERIOD ADJUSTMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	<u>\$9,660,123</u>	<u>\$(11,129)</u>	<u>\$9,648,994</u>	<u>\$10,760,273</u>

Audited Financial Statement Checklist

Created Friday, November 01, 2013

Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	True	False	False
CSP Agreed Upon Procedures (if applicable)	False	False	True
Management Letter	False	True	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

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

Thank you Tanya .

**CHARTER SCHOOL FOR
APPLIED TECHNOLOGIES
AND AFFILIATES**

FINANCIAL STATEMENTS

JUNE 30, 2013

Table of Contents

June 30, 2013

Financial Statements

Independent Auditors' Report

Financial Statements

Notes to Financial Statements

Additional Information

Consolidated Schedule of Expenses

Schedule of Expenditures of Federal Awards and Related Notes

Reports on Federal Award Programs

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*

Independent Auditors' Report on Compliance for Each Major Federal Program and
on Internal Control over Compliance Required by OMB Circular A-133

Schedule of Findings and Questioned Costs

Summary Schedule of Prior Audit Findings

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, 2013 and 2012, and the related consolidated statements of activities and cash flows for the years then ended, and the related notes to financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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 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 financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the 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 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 financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2013 and 2012, and the respective 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 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 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 financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 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 31, 2013 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 "Sumner & McCormick, LLP". The signature is written in a cursive, flowing style.

October 31, 2013

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

Consolidated Balance Sheets

June 30,	2013	2012
Assets		
Current Assets:		
Cash	\$ 5,707,539	\$ 8,068,053
Grants and other receivables (Note 2)	1,073,917	836,596
Prepaid expenses and other assets	455,844	395,708
	7,237,300	9,300,357
Property and equipment, net (Note 3)	20,303,532	20,401,608
Investments held in trust (Note 4)	2,216,575	2,216,583
Investments (Note 5)	1,493,918	-
Deferred financing costs, net	1,094,279	1,144,014
	\$ 32,345,604	\$ 33,062,562
Liabilities and Net Assets		
Current Liabilities:		
Current portion of long-term debt (Note 6)	\$ 185,000	\$ 170,000
Accounts payable and accrued expenses	2,322,104	1,897,555
Deferred revenue	117,737	83,729
	2,624,841	2,151,284
Long-term debt (Note 6)	20,246,366	20,410,061
Net assets:		
Unrestricted	9,474,397	10,501,217
	\$ 32,345,604	\$ 33,062,562

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

Consolidated Statements of Activities

For the years ended June 30,	2013	2012
Changes in unrestricted net assets:		
Support and revenue:		
Public school districts:		
Revenue-resident student enrollment	\$ 19,356,441	\$ 19,284,102
Revenue-students with disabilities	637,123	539,412
Federal grants	2,177,980	2,002,444
State grants	42,268	144,255
Food service and vending	180,941	145,302
Interest	18,165	29,183
Other income	1,042,911	556,236
Total unrestricted support and revenue	23,455,829	22,700,934
Expenses:		
Program expenses:		
Regular education	14,544,214	13,696,333
Special education	1,752,958	1,712,106
Other programs	4,276,246	4,111,313
Total program expenses	20,573,418	19,519,752
Supporting services:		
Management and general	3,909,231	3,595,210
Total expenses	24,482,649	23,114,962
Change in net assets	(1,026,820)	(414,028)
Net assets - beginning	10,501,217	10,915,245
Net assets - ending	\$ 9,474,397	\$ 10,501,217

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

Consolidated Statements of Cash Flows

For the years ended June 30,	2013	2012
Operating activities:		
Change in net assets	\$ (1,026,820)	\$ (414,028)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation and amortization	1,132,376	1,095,160
Loss on disposal of property and equipment	1,428	12,841
Unrealized loss on investments	6,102	-
Changes in operating assets and liabilities:		
Grants and other receivables	(237,321)	(20,744)
Prepaid expenses	(60,136)	(18,357)
Accounts payable and accrued expenses	386,056	(235,127)
Deferred revenue	34,008	34,260
Net operating activities	235,693	454,005
Investing activities:		
Property and equipment expenditures	(926,770)	(1,942,907)
Proceeds from sale of property and equipment	575	5,851
Withdrawals from investments held in trust	8	19,420
Purchases of investments	(1,500,020)	-
Net investing activities	(2,426,207)	(1,917,636)
Financing activities:		
Principal repayments on long-term debt	(170,000)	(160,000)
Net change in cash	(2,360,514)	(1,623,631)
Cash - beginning	8,068,053	9,691,684
Cash - ending	\$ 5,707,539	\$ 8,068,053

See accompanying notes.

Notes to Consolidated Financial Statements

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 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. All significant inter-entity accounts and transactions have been eliminated in the accompanying financial statements.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 31, 2013, the date the 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 amount that 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 2013 and 2012. Amortization of bond issuance costs was \$49,735 for 2013 and 2012.

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.

Enrollment Fees:

The School is reimbursed by each resident district annually, based on the product of the State approved operating expense of that district and the full time equivalent enrollment of the students in the School residing in the district. Approximately 84% 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 2010.

Use of Estimates:

The preparation of 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:

	2013	2012
Grants	\$ 900,161	\$ 625,066
Enrollment fees	143,373	157,611
Other	30,383	53,919
	<u>\$ 1,073,917</u>	<u>\$ 836,596</u>

3. Property and Equipment:

	2013	2012
Land	\$ 286,500	\$ 286,500
Building and improvements	24,343,194	23,942,685
Furniture and equipment	2,850,615	2,789,147
Vehicles	75,092	83,705
Construction in progress	503,286	-
	<u>28,058,687</u>	<u>27,102,037</u>
Less accumulated depreciation	7,755,155	6,700,429
	<u>\$ 20,303,532</u>	<u>\$ 20,401,608</u>

Depreciation expense for the years ended June 30, 2013 and 2012 was \$1,061,336 and \$1,024,120. Construction in progress at June 30, 2013 includes costs incurred in connection with high school classroom additions and modifications. The project is expected to cost \$860,000 and be completed in September 2013.

4. Investments Held in Trust:

The following accounts are held by a trustee in compliance with the issuance of 2005 Series bonds (Note 6), representing investments restricted for project construction, security reserves, principal reduction and interest payments. The accounts consist primarily of U.S. Treasury obligations.

	2013	2012
Reserve fund	\$ 1,914,938	\$ 1,914,938
Custodian and other funds	251,637	251,645
Repair fund	50,000	50,000
	<u>\$ 2,216,575</u>	<u>\$ 2,216,583</u>

5. Investments:

	2013	2012
Cash	\$ 846,727	\$ -
Equities	313,517	-
Mutual Funds	333,674	-
	<u>\$ 1,493,918</u>	<u>\$ -</u>

Investment returns are as follows:

	2013	2012
Interest and dividends	\$ 67	\$ -
Unrealized losses	(6,102)	-
	<u>\$ (6,035)</u>	<u>\$ -</u>

6. Long-Term Debt:

	2013	2012
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.	\$ 390,000	\$ 560,000
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>20,900,000</u>	21,070,000
Less current portion	185,000	170,000
Less unamortized bond discount	<u>468,634</u>	489,939
	<u>\$ 20,246,366</u>	\$ 20,410,061

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, 2013 are:

2014	\$ 185,000
2015	205,000
2016	515,000
2017	550,000
2018	585,000
Thereafter	<u>18,860,000</u>
	<u>\$ 20,900,000</u>

Interest expense for the years ended June 30, 2013 and 2012 was \$1,446,388 and \$1,460,788.

7. Retirement Plans:

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.

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.

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% per 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 20.9% to 11.4% and 18.5% to 10.0% for 2013 and 2012 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 11.84% of the annual covered payroll as of June 30, 2013, and 11.11% for the year ended June 30, 2012.

The contributions to the Systems for all plans for 2013 and 2012 were \$1,265,186 and \$1,090,530.

8. Lease Obligations:

The Organization leases certain equipment and property under terms of various operating leases. Rental expense for all operating leases amounted to \$99,533 and \$93,533 for the years ended June 30, 2013 and 2012.

Future minimum rentals to be paid for this lease are:

2014	\$	99,533
2015		56,400
	\$	<u>155,933</u>

9. Cash Flows Information:

Net cash flows from operating activities reflect cash payments for interest of \$1,446,388 and \$1,460,788 for the years ended June 30, 2013 and 2012. Noncash operating and investing activities excluded from the statements of cash flows include net accounts payable incurred for equipment additions of \$249,052 and \$210,559 at June 30, 2013 and 2012.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

Additional Information
Consolidated Schedule of Expenses

For the year ended June 30, 2013 (with summarized comparative totals for 2012)

	2013				2012	
	Regular Education	Special Education	Other Programs	Management and General	Total	Total
Salaries	\$ 7,197,694	\$ 929,646	\$ 1,119,335	\$ 2,062,738	\$ 11,309,413	\$ 10,343,494
Employee benefits and taxes	3,129,985	401,996	371,254	824,913	4,728,148	4,327,349
Contracted services	118,817	89,878	55,005	413,261	676,961	731,187
Equipment rental	51,307	-	-	6,212	57,519	56,751
Interest	1,157,110	72,319	144,640	72,319	1,446,388	1,460,788
Professional fees	-	-	17,948	120,961	138,909	245,618
Maintenance and repairs	342,033	21,378	42,771	21,389	427,571	400,222
Occupancy	363,715	22,732	45,464	22,733	454,644	420,871
Printing	82,303	10,529	7,593	20,365	120,790	107,335
Supplies and materials	921,832	117,956	141,885	229,026	1,410,699	1,316,967
Other expenses	115,669	15,188	247,492	41,057	419,406	556,798
Staff development	40,359	1,009	2,018	7,063	50,449	107,722
Telephone	30,612	4,005	10,044	10,421	55,082	51,223
Textbooks	85,915	9,546	-	-	95,461	72,732
Transportation	-	-	1,935,798	-	1,935,798	1,808,107
Travel	961	157	21,761	156	23,035	12,638
	13,638,312	1,696,339	4,163,008	3,852,614	23,350,273	22,019,802
Depreciation and amortization	905,902	56,619	113,238	56,617	1,132,376	1,095,160
Total	\$ 14,544,214	\$ 1,752,958	\$ 4,276,246	\$ 3,909,231	\$ 24,482,649	\$ 23,114,962

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATES

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2013

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Grantor Number</u>	<u>Expenditures</u>
<u>U.S. Department of Education</u>			
Passed through New York State Department of Education:			
Title I Grants to Local Educational Agencies	84.010	0021-12-4050	\$ 171,268
Title I Grants to Local Educational Agencies	84.010	0021-13-4050	797,638
Improving Teacher Quality State Grants	84.367	0147-13-4050	49,789
ARRA - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Grants, Recovery Act	84.395	5500-12-0004	34,376
Total U.S. Department of Education			<u>1,053,071</u>
<u>U.S. Department of Agriculture</u>			
Passed through New York State Department of Education:			
Child Nutrition Cluster			
School Breakfast Program	10.553	N/A	309,579
National School Lunch Program	10.555	N/A	751,453
Total Child Nutrition Cluster			<u>1,061,032</u>
Passed through New York State Office of General Services:			
Child Nutrition Discretionary Grants Limited Availability	10.579	N/A	63,877
Total U.S. Department of Agriculture			<u>1,124,909</u>
Total Expenditures of Federal Awards			<u>\$ 2,177,980</u>

Notes to Schedule of Expenditures of Federal Awards

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, 2013, the Organization used \$63,877 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 balance sheet as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the 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 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.

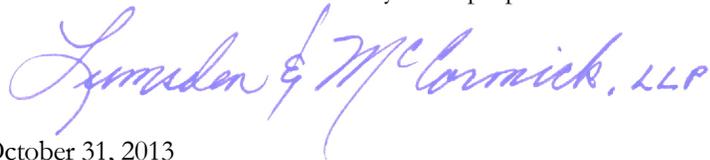
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's 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.



October 31, 2013

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 the Organization's major federal programs for the year ended June 30, 2013. 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 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 the Organization's major federal programs. 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 its major federal programs for the year ended June 30, 2013.

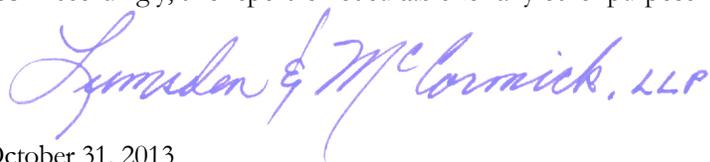
Report on Internal Control Over Compliance

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 its major federal programs to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal programs 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 "Lumsden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 31, 2013

Schedule of Findings and Questioned Costs

For the year ended June 30, 2013

Section I. Summary of Auditors' Results

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 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 Circular A-133? No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA#</u>	<u>Amount</u>
Child Nutrition Cluster		
School Breakfast Program	10.553	309,579
National School Lunch Program	10.555	<u>751,453</u>
Total Child Nutrition Cluster		1,061,032
Child Nutrition Discretionary Grants Limited Availability	10.579	<u>63,877</u>
		\$ 1,124,909

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

Auditee qualified as low-risk auditee? No

Section II. Financial Statement Findings

No findings were reported.

Section III. Federal Award Findings and Questioned Costs

No findings were reported.

Summary Schedule of Prior Audit Findings

June 30, 2013

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

Appendix D: FY2014 Budget

Charter School for Applied Technologies										
Budget Prep - 2013-2014										
BUDGET 2013-2014										
		Approved	%	K - 8		CHSAT		A & OH		Food Service
		4/30/2013	of Revenue	fte	1,170	fte	488	fte		
Enrollment		1,658								
REVENUE										
	District Revenue	19,294,635.00	88.4%		13,615,635.07		5,678,999.93			
	Special Education	500,000.00	2.3%		352,834.74		147,165.26			
	Food Service	1,042,000.00	4.8%							1,042,000.00
	Title I	840,350.00	3.9%		593,009.35		247,340.65			
	Title II-A	41,703.00	0.2%		29,428.53		12,274.47			
	Title II-D									
	Title III-A	-			-		-			
	Local Grants	-	0.0%						-	
	Dissemination Grant									
	Interest Income	50,000.00	0.2%						50,000.00	
	Greenhouse	13,000.00							13,000.00	
	Other / E-Rate	44,844.62	0.2%		31,645.48		13,199.14			
Total Revenue		21,826,532.62			14,622,553.18		6,098,979.44		63,000.00	1,042,000.00
EXPENSES										
	FTE (Full Time Staff Only)		190.00		106.00		48.00		31.00	5.00
Personnel Salaries										
	Direct Service Staff	6,298,733.87		85.00	4,344,098.77	39.00	1,954,635.10	-	-	-
	Support Staff	2,795,923.36		21.00	874,383.83	9.00	401,674.42	31.00	1,345,294.77	5.00
	Part Time Staffing	338,495.50		-	-	-	-	-	194,582.50	-
	Other	488,955.00		-	-	-	-	-	488,955.00	-
		9,922,107.73	45.5%	106.00	5,218,482.59	48.00	2,356,309.53	31.00	2,028,832.27	5.00
OTPS - Other Than Personnel Services										
	Employee Benefits	4,623,324.71	21.2%		2,450,868.93		1,064,850.50		1,004,828.19	102,777.09
	Accounting / Auditing Fees	30,000.00			-		-		30,000.00	-
	Consultants	460,000.00			-		-		460,000.00	-
	Contracted Services	545,467.58			69,293.12		89,708.88		386,465.58	-
	Dues and Subscriptions	150,153.00			11,177.87		5,572.13		130,748.00	2,655.00
	Equipment Rental / Lease	100,416.00			9,000.00		11,000.00		80,416.00	-
	Field Trips	-			-		-		-	-
	Insurance	161,909.25			7,649.25		3,255.00		151,005.00	-
	Interest Expense	1,431,087.50	6.6%		-		-		1,431,087.50	-
	Lease Agreements	-			-		-		-	-
	Legal	100,000.00			-		-		100,000.00	-
	Maintenance & Repairs	286,460.00			-		-		271,460.00	15,000.00
	Marketing	24,730.15			4,183.42		1,846.73		18,700.00	-
	Minor Equipment	214,900.00			6,000.00		4,000.00		196,900.00	8,000.00
	Occupancy	37,600.00			-		-		37,600.00	-
	Postage	27,000.00			13,944.72		6,155.78		6,899.50	-
	Printing	132,400.00			-		-		132,400.00	-
	Supplies & Materials	1,014,332.00			109,564.01		63,973.19		253,294.80	587,500.00
	Other Expenses	212,275.00			-		-		212,275.00	-
	Staff Development	24,900.00			1,000.00		500.00		19,400.00	4,000.00
	Telephone	48,100.00			12,000.00		7,500.00		28,600.00	-
	Testing and Assessments	10,000.00			7,032.57		2,967.43		-	-
	Textbooks and Educational Materials	60,000.00			42,195.42		17,804.58		-	-
	Transportation - Student	1,840,631.60	8.4%		1,694,988.00		-		145,643.60	-
	Travel	1,100.00			703.26		296.74		100.00	-
	Utilities	350,000.00			-		-		350,000.00	-
	Vehicle Rental / Lease / Maintenance	7,206.92			-		-		4,706.92	2,500.00
	Debt Service (Bond - Capitalized)	-			-		-		-	-
Total Expenses		21,816,101.43	100.0%		9,658,083.16		3,635,740.49		7,481,362.36	1,040,915.42
Net		10,431.19			4,964,470.01		2,463,238.96		(7,418,362.36)	1,084.58



CHARTER SCHOOL FOR APPLIED TECHNOLOGIES
BUDGET – 2013-2014

APPROVED: APRIL 30, 2013

BUDGET – 2013-2014

- FINANCIAL PLAN
- BUDGET OFFSETS
- ENROLLMENT
- REVENUE / EXPENSES
- SUMMARY / CHANGE IN NET ASSETS

Budget - FY2014

FINANCIAL PLAN

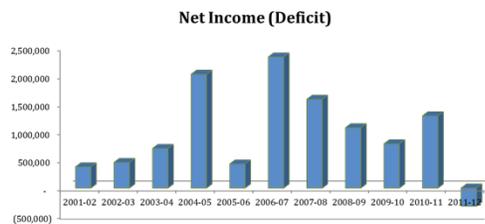
Efforts are made annually to support the continuation of CSAT's current operating program with growth of its Net and Current Assets. The following, along with the Risks and Uncertainties listed below, must be considered when reviewing its levels.

Support Current Operations

- Controlled growth of Net Income
- Increased Salaries
- Stable Enrollment
- Bond Principal Payments
- Competitive Grants
 - Matching / Sustainability

Risks and Uncertainties

- Union Negotiations
- Employee Benefits Costs
- Per Pupil Funding
- Transportation Costs



BUDGET OFFSETS

Pursuant to the Education Law - Sections 701, 711, 712, 751 and 752, our students are entitled to receive Textbooks and Software loan items from the public school districts. Allocations are based on prior year enrollment numbers. Funds cannot be rolled over from one year to the next.

Textbook Loan

\$58.25 per student X 1,667 prior year enrollment = \$97,102.75

■ Allowable Purchases

- Hard cover books
- Paperback books
- Courseware or other content-based instructional materials in electronic format
- Workbooks (consumables)
- Manuals and Newspapers with a general circulation and are printed and distributed at least bi-weekly

■ Unallowable Purchases

- Reference Materials such as encyclopedias, almanacs, atlases, and general or special dictionaries - except as assigned and utilized as textbooks
- Supplemental textbooks, novels, fiction
- Tests and testing materials
- Teacher editions of textbooks
- Review books and materials in kit form

Budget - FY2014

BUDGET OFFSETS

Pursuant to the Education Law - Sections 701, 711, 712, 751 and 752, our students are entitled to receive Textbooks and Software loan items from the public school districts. Allocations are based on prior year enrollment numbers. Funds cannot be rolled over from one year to the next.

Computer Software

- \$14.98 per student
- Allocation: \$24,971.66

Allowable Purchases

- Subject oriented educational software

Unallowable

- Computers, blank disks, cassettes, tapes, cords, drives, and other similar items

Library Materials

- \$6.00 per student
- Allocation: \$10,002.00

Allowable and Unallowable

- similar to those components of the Computer Software Loan

Computer Hardware Loan

- \$24.20 per student
- Allocation: \$40,341.40

Eligible purchases include:

- Mini and micro computers
- Peripheral devices
- Telecommunication hardware

Textbook Loan	97,102.75
Computer Software	24,971.66
Computer Hardware	40,341.40
Library Materials	10,002.00
TOTAL - Budget Offsets	172,417.81

ENROLLMENT

Enrollment for two prior years, along with next year's projection is shown below. The Budget reflects 99% of the projected enrollment, in consideration for the inflow and outflow of students.

Grade	2010-2011			2011-2012			2012-2013			2013-2014	
	Projected	Budgeted	Actual	Projected	Budgeted	Actual	Projected	Budgeted	Actual	Projected	Budgeted
K	125	125	135	125	123	135	125	125	135	125	125
1st	125	125	135	125	123	135	125	125	135	125	125
2nd	125	125	135	125	123	135	125	125	135	125	125
3rd	125	125	135	125	123	135	125	125	135	125	125
4th	135	125	134	135	132	135	135	135	135	135	135
5th	135	125	134	135	132	135	135	135	135	135	135
6th	135	125	134	135	132	135	135	135	135	135	135
7th	135	125	127	135	132	131	135	135	130	135	135
8th	135	125	127	135	132	128	135	130	130	135	130
9th	125	120	109	125	123	132	125	122	127	125	122
10th	125	120	110	125	123	118	125	122	122	125	122
11th	125	110	102	125	123	109	125	122	108	125	122
12th	100	95	90	125	123	101	125	122	107	125	122
	1,650	1,570	1,607	1,675	1,644	1,664	1,675	1,658	1,669	1,675	1,658



Budget - FY2014

REVENUE



REVENUE

Per Pupil District Revenue

District	Per Pupil Rate			% of Δ	Enrollment		Projected Revenue	
	2011-2012	2012-2013	2013-2014		@ Feb 2013	Maximum	FTE @ 99%	Total
Amherst	10,721	10,721	10,721	0.00%	11,479	11,000	11,000	117,931
Barker			12,895		1,000	1,000	1,000	12,895
Buffalo	12,005	12,005	12,005	0.00%	1362,700	1,367,000	1,353,000	16,242,765
Cheektowaga	10,235	10,235	10,235	0.00%	18,511	19,000	19,000	194,465
Cheektowaga - Sloan	11,946	11,946	11,946	0.00%	2,000	2,000	2,000	23,892
Cleveland Hill	10,428	10,428	10,428	0.00%	15,747	16,000	16,000	166,848
Depew			10,409		1,000	1,000	1,000	10,409
Frontier	8,759	8,759	8,759	0.00%	8,858	1,000	1,000	8,759
Grand Island	9,915	9,915	9,915	0.00%	8,000	8,000	8,000	79,320
Hamburg	9,716	9,716	9,716	0.00%	0,005	-	-	-
Kenmore-Tonawanda	9,477	9,477	9,477	0.00%	176,558	180,000	178,000	1,686,906
Lackawanna	11,969	11,969	11,969	0.00%	7,495	7,000	7,000	83,783
Lancaster	8,442	8,442	8,442	0.00%	2,000	2,000	2,000	16,884
Lockport	9,915	9,915	9,915	0.00%	-	-	-	-
Maryvale	10,433	10,433	10,433	0.00%	3,963	4,000	4,000	41,732
Niagara Falls	10,925	10,925	10,925	0.00%	2,937	3,000	3,000	32,775
Niagara Wheatfield	10,443	10,443	10,443	0.00%	3,911	4,000	4,000	41,772
North Tonawanda	10,593	10,593	10,593	0.00%	16,963	17,000	17,000	180,081
Sweet Home	11,954	11,954	11,954	0.00%	13,747	14,000	14,000	167,356
Tonawanda	10,051	10,051	10,051	0.00%	11,842	12,000	12,000	120,612
West Seneca	10,179	10,179	10,179	0.00%	3,479	3,000	3,000	30,537
West Valley			13,623		1,000	1,000	1,000	13,623
Williamsville	10,904	10,904	10,904	0.00%	1,000	1,000	1,000	10,904
Wilson			10,386		0,747	1,000	1,000	10,386
					1,666,942	1,675,000	1,659,000	19,294,635

Rates shown above are as listed within the State Aid section of New York State Education Department's website www.nysed.gov. These rates are 'frozen' at 2010-11 levels.

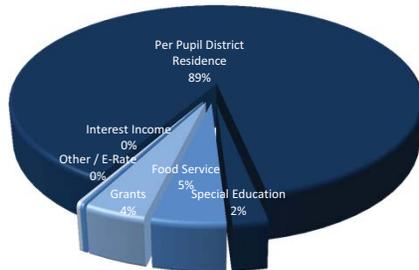
Budget - FY2014

REVENUE



- **Title I - Part A** – Improving Academic Achievement for the Disadvantaged
- **Title II - Part A** – Teacher and Principal Recruitment and Training
- **Title III - Part A** – Language Instruction for Limited English Proficient and Immigrant
 - To apply, this grant requires an allocation of \$10k. Consorting is allowed.

REVENUE



Total Revenue

- Enrollment
- Per Pupil District Residence
- Special Education
- Food Service
- Title I - A
- Title II - A
- Title III - A
- Interest Income
- Other / E-Rate

TOTAL REVENUE	
Proposed	%
	of revenue
Enrollment	1,658
Per Pupil District Residence	19,294,635.00 88.4%
Special Education	500,000.00 2.3%
Food Service	1,042,000.00 4.8%
Title I - A	840,350.00 3.9%
Title II - A	41,703.00 0.2%
Title III - A	- 0.0%
Interest Income	50,000.00 0.2%
Other / E-Rate	57,844.62 0.3%
Total	21,826,532.62 1.00

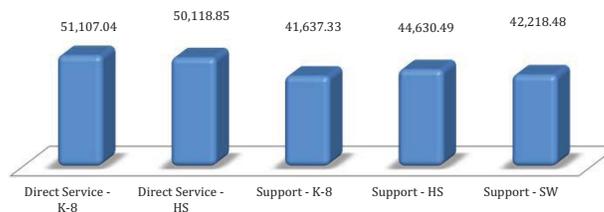
Budget - FY2014

EXPENSES

Personnel Salaries

- Current base salaries were increased by 1%
- Staffing Levels were reduced by 7 union and 4 non union positions
- Substitute Teachers per diem rates remain as:
 - Certified Personnel - \$125.00
 - Uncertified Personnel - \$100.00

	Total	
	FTE	Total Cost
Direct Service - K-8	85.00	4,344,098.77
Direct Service - HS	39.00	1,954,635.10
Support Staff - K-8	21.00	874,383.83
Support Staff - HS	9.00	401,674.42
School Wide Service	36.00	1,519,865.11
Other	-	498,955.00
Part Time	-	338,495.50
	190.00	9,922,107.73

Average Salaries
full time personnel

EXPENSES

Employee Benefits

	Total	
	incr / rate	Total Cost
FICA-ER	7.65%	759,041.24
Health Insurance	-	1,819,104.00
Dental Insurance	-	107,545.20
Life / AD&D	-	27,571.05
Disability	-	22,113.00
Retirement System - TRS	16.25%	1,102,999.45
Retirement System - ERS	20.90%	584,347.98
NYS Unemployment	-	109,063.50
Workers' Compensation	0.85	91,539.29
		4,623,324.71

Budget - FY2014

EXPENSES

Interest Expense

On June 29, 2005, CSAT was in receipt of \$20,599,436.26 via our account at U.S. Bank, N.A., the Trustee. This Long Term Debt is secured by the granting to the Trustee, a mortgage lien and security interest in CSAT's real and personal property as well as certain revenues, subject to permitted encumbrances. Interest Payments are made semi-annually (December and June).

Principal	Interest
<ul style="list-style-type: none"> • Series A <ul style="list-style-type: none"> ○ June 2016 - \$515,000 ○ June 2017 - \$550,000 ○ June 2018 - \$585,000 ○ June 2019 - \$625,000 ○ June 2020 - \$665,000 ○ Escalate thru 2035 • Series B <ul style="list-style-type: none"> ○ Payments thru June 2011 total \$710,000 ○ June 2012 - \$160,000 ○ June 2013 - \$170,000 ○ June 2014 - \$185,000 ○ June 2015 - \$205,000 	<div style="border: 2px solid blue; border-radius: 50%; width: 150px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> \$1,395,987.50 </div> <div style="border: 2px solid blue; border-radius: 50%; width: 150px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> \$ 35,100.00 </div>

EXPENSES

Transportation - Student

Pursuant to an untimely dissolution of a contract with Buffalo Public Schools, Charter School for Applied Technologies (CSAT) entered into an agreement with Student Transportation of America, Inc. (STA) for transportation services, to and from home to school, for Kindergarten to Grade 8 students residing in Buffalo, Lackawanna, and Tonawanda school districts.

Particulars

- 5 year agreement - August 7, 2009 thru August 5, 2014
- Minimum number of days: 191
- Digital recording cameras installed on all vehicles
 - \$1,200.00 each
- 26 Routes
 - Buffalo: 24 - an additional route was added August 2011
 - Lackawanna / Tonawanda: 2
- Payment Terms - / bus / day:
 - Year 1 - 2009-2010 - \$297.00 (Buffalo) - \$325.00 (Lack/Ton)
 - Year 2 - 2010-2011 - \$306.00 (Buffalo) - \$335.00 (Lack/Ton)
 - Year 3 - 2011-2012 - \$315.00 (Buffalo) - \$345.00 (Lack/Ton)
 - Year 4 - 2012-2013 - \$324.00 (Buffalo) - \$355.00 (Lack/Ton)
 - Year 5 - 2013-2014 - \$334.00 (Buffalo) - \$366.00 (Lack/Ton)
- Fuel Purchase
 - CSAT to purchase all fuel to be utilized in the performance of this contract

Expenditures

- Capitalized
 - Equipment
- Fuel
- Legal
- Transportation
 - Buffalo
 - Lack / Ton

TOTAL EXPENSE

	Budget	
	2012-2013	2013-2014
	Year 4	Year 5
Capitalized		
Equipment	-	-
Fuel	200,000.00	200,000.00
Legal	75,000.00	75,000.00
Transportation		
Buffalo	1,485,216.00	1,531,056.00
Lack / Ton	135,610.00	139,812.00
TOTAL EXPENSE	1,895,826.00	1,945,868.00

Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

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 2012-13 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-disclosure-of-financial-interest-form/>.

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 <http://fluidsurveys.com/account/surveys/210748/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 31, 2013

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	John Cinquino	Treasurer	Yes	Finance	5, 3 years, 9/1/15	Finance
2	Robert Mikulec	Chair/President	Yes	Business	4, 3 years, 9/1/14	Facilities, Appeals
3	Michael Keller	Member	Yes	Business	5, 3 years, 9/1/13	Finance / Facilities
4	Rose Melisz	Member	Yes	Legal	3, 3 years, 9/1/13	Quality Assurance
5	Cheryl Misiejuk	Parent Rep	Yes	Parent	3, 3 years, 9/1/14	PTO
6	Karen Kelley	Secretary	Yes	Business / Education	5, 3 years, 9/1/15	Quality Assurance / Negotiations
7	David Quackenbush	Vice Chair/Vice President	Yes	Business	5, 3 years, 9/1814	Facilities / Finance / Negotiations
8	E. Edward Lattman	Member	Yes	Education	2, 3 years, 9/1/13	Development
9	Joseph Berti	Member	Yes	Business	1, 3 years, 9/1/15	
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2012-13 school year

0

3. Total Number of Members Departing the Board during the 2012-13 school year

0

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 2012-13 school year?

16

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.

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

BOARD OF DIRECTORS MEETING 07/10/12

MINUTES

Board Members Present: Cheryl Misiejuk, Ed Lattman, Michael Keller, David Quackenbush, John Cinquino, Karen Kelley, Joe Berti

Others Present: Efrain Martinez, Andy Lyle, Susan Toomey, Sue Jurewicz, Ann Morgante, Justina Fetterly, Brandon Pafk, Tanya Moore, Nadine Williamson,

MINUTES

- Motion to approve the June 19th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mrs. Misiejuk.
Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

None

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – The committee presented a report indicating that the colors used to differentiate years were adjusted to improve consistency.
 - **PAC** – None
- **Finance** – None
- **Development** – Mrs. Toomey indicated CSAT received over \$375,000 in grants and in-kind donations. The report is included on pages 13-15. Mrs. Moore suggested that she will help to change the format of the report to a spreadsheet to facilitate an easier read.

BOARD AD HOC COMMITTEES REPORTS

- **Career Preparation** – Per board request, Ms. Fetterly created a tentative timeline for the Career Readiness Campaign which can be viewed on page 7. The timeline highlighted and identified events/projects to be addressed. Also included was a proposed budget of \$5,900. Mr. Mikulec offered a number of references to contact to obtain data for the initiative.
- **Facilities** – None
- **Athletics** – None
- **Food Service** – None – next meeting is scheduled for July 12th.
- **Nominations** – **None** – However, Mr. Quackenbush recognized Ms. Williamson’s efforts to mobilize the nominations’ committee. In addition he offered some insight regarding the process to pursue new board members. He discussed the skill sets of the present board and suggested that the board identify the areas of deficit and recruit additional members to address these areas. Mr. Quackenbush will create a spread sheet to offer some structure to the process. The delicate manner which needs to be employed in finding new members was also discussed. Individuals perceive inquiry designed to ascertain their interest in serving on the board as a direct invitation. Formalization of the process might eliminate the misconception. Dr. Lattman candidly broached the topic of pursuing individuals who could provide additional financial support to the institution.
- **Negotiations** – **None**
- **Appeals** – **None**

OLD BUSINESS

- **CSAT, et al v. BPS*** – None.
- **Proposed changes to by-laws and code of ethics** – To be addressed at the annual meeting on July 31st.
- **Resolution** – To be addressed at the annual meeting on July 31st.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 projected enrollment of 1675 can be viewed on page 8.
- **PERSONNEL REPORT** – Mr. Martinez provided the personnel report on pages 9-10.

- Discussion was held regarding the termination of twelve cafeteria employees. Mr. Martinez explained that the restructuring being instituted by the food service committee allowed for the staff reduction.
- Mrs. Misiejuk inquired as to the length of time is necessary to obtain fingerprint clearance. She indicated that two individuals have been identified as “Pending Fingerprint Status” for several months. Mrs. Moore stated that she will investigate and report back to the board. (Note: subsequent to the meeting, it was found that the fingerprinting clearance was already obtained for the coaches listed on the report and their names were not taken off the report by mistake.)

Motion to approve the personnel report by Mrs. Kelly, seconded by Mr. Keller. Report approved.

- **Commemorative Plaque** – Mr. Quackenbush presented information to the board regarding the cost to purchase a plaque to recognize the contributions of Past-president Fred Saia as the founder and 1st Board President of CSAT. The brass 2’ by 3’ plaque will be unveiled at a dedication ceremony planned for late August of 2012, naming the Elementary School building for Mr. Saia. Mr. Mikulec requested the acceptance of Mr. Quackenbush’s plans as a motion that CSAT name the building for Fred commemorating him as the founder and 1st President. Mr. Cinquino seconded the motion. The motion passed unanimously.
- **Administration Reorganization** – Mr. Martinez presented the board with two revised organizational charts for eDoctrina Corporation and CSAT. Discussion was held with respect to the eDoctrina chart which included:
 - Termination of EST engagements with outside entities, i.e. Health Science Charter School, Seneca Nation application, after the conclusion of current obligations
 - Legality of eDoctrina serving as CSAT’s educational consultant,
 - Inclusion of names on the charts to facilitate clarity,
 - Convergence of what SED wants and what is required,
 - Assurance of new employee’s understanding of role at eDoctrina.

The organizational chart for CSAT also reflected these changes. Mr. Cinquino suggested that the title of Vice President on the eDoctrina® chart be removed until confirmed by the eDoctrina® board. Mr. Cinquino also asked for clarification on placement of staffing under the Director of Student Services. Mr. Lyle and Mr. Martinez explained the placement reflected the director's primary responsibility of examining the legal and policy issues impacting the roles of those employees. Concern for the perceived lack of upward mobility was also broached. Mr. Martinez indicated that the chart was a work in progress. Mr. Berti moved, seconded by Mr. Keller to approve the CSAT chart. Motion approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – none
- **Subsidiaries Report** – none

ADJOURNMENT

- The Board went in executive session at 6:30 p.m. upon the motion of Mr. Mikulec, seconded by Mr. Keller to discuss goal development for CSAT's superintendent evaluation.

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

BOARD OF DIRECTORS MEETING 07/31/12

MINUTES

Board Members Present: Cheryl Misiejuk, Ed Lattman, David Quackenbush, Rose Melisz, Robert Mikulec, John Cinquino

Others Present: Efrain Martinez , Susan Toomey, Sue Jurewicz, Ann Morgante, Justina Fetterly,

MINUTES

- Motion to approve the July 10, 2012 minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Quackenbush, seconded by Mr.Cinquino. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- Mr. Quackenbush and Mr. Martinez presented a report regarding Board Compliance Information obtained at a workshop given by Damon Morey. The summary is included on pages 6-33 of the board packet. Discussion was held clarifying the information.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – None. Mr. Quackenbush did state that the board will be receiving information for the superintendent evaluation rubric.
 - **PAC** – None
- **Finance** – None
- **Development** – None. Mrs. Toomey presented the board the 2011-2012 summary of Development initiatives as well as the final accounting for the First Annual CSAT Golf Tournament.

BOARD AD HOC COMMITTEES REPORTS

- **Career Preparation** –Ms. Fetterly submitted the new logo and new name for the career program to be introduced at this fall. Introduction to the MyPathway career tool will be presented at the freshmen orientation and to the entire high school on the first day of school.
- **Facilities** – Mr. Quackenbush discussed options to address the need for more instructional space at the high school. Information regarding leasing space at an adjacent building was presented. Temporary adjustments are being made to accommodate the needs. Mr. Quackenbush and Mr. Cinquino suggested that we need to realistically evaluate courses and curricula we value before we entertain expansion or reconfiguring our existing space. Dr. Lattman suggested the possibility of using a tri-annual report to evaluate the progress of programming. The committee will meet again and make recommendations for the short term but advised that a long term plan needs to be adopted.
- **Athletics – None**
- **Food Service** –Mr. Mikulec and Mr. Cinquino congratulated Bob Shannon for the roll out of the new organizational structure. Time was spent reviewing nutritional guidelines and the compliance changes that will begin this fall. Ms. Fetterly will assist by sharing the information with families.
- **Nominations – None**
- **Negotiations – None**
- **Appeals – None**

OLD BUSINESS

- **CSAT, et al v. BPS*** – Discussion was held regarding progress with the suit.
- **Proposed changes to by-laws and code of ethics** – Mrs. Melisz highlighted proposed changes to the existing by-laws and code of ethics included on pages 40-50. Board members were asked to review the highlighted sections for a future vote. Mrs. Melisz will check to ensure the revised by-laws and code of ethics comply with information

obtained from Damon Morey. Mr. Mikulec will poll board members with respect to the titles given to the executive board members.

NEW BUSINESS

- None

ADMINISTRATIVE REPORTS

- **Superintendent Report** – included on page 52.
- **Subsidiaries Report** – none

ADJOURNMENT

- The meeting was adjourned at 6:47 p.m. upon the motion of Mr. Cinquino, seconded by Dr. Lattman.

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

BOARD OF DIRECTORS MEETING 08/21/12

MINUTES

Board Members Present: Cheryl Misiejuk, Ed Lattman, Michael Keller, David Quackenbush, John Cinquino, Joe Berti, Robert Mikulec, Rose Melisz

Others Present: Efrain Martinez, Garrick Loveria, Bob Shannon, Susan Toomey, Marissa Vuich, Jordan Schmidt, Andy Lyle, Tanya Moore, Ann Morgante, Brandon Pafk

MINUTES

- Mrs. Melisz pulled the Board to order at 4:42 and a vote that a quorum existed was made by Mr. Keller, seconded by Mr. Quackenbush. Meeting open. Motion to approve the July 31st, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Lattman, seconded by Mr. Quackenbush. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

Administrative interns/K-6 teachers, Jordan Schmidt and Marissa Vuich presented on the results of the Summer Literacy Program that they coordinated in partnership with Buffalo State College and CSAT parents. The program that ran throughout the summer from July 9th to August 10th serviced 160 total students (130/CSAT and 30/Buff State) in grades Kindergarten–9th and focused on small group literacy instruction for three hours each day. Students often received one-on-one or small group instruction with a CSAT teacher, Buff State professor or Buffalo State teaching candidate utilizing innovative reading and writing instructional strategies targeted at increasing student motivation and positive self-perception towards literacy acquisition. Student literacy levels were benchmarked using

end-of-year assessments to identify the best student candidates to invite into the program. Another round of reading and writing benchmarks will be administered this fall with all participants to verify literacy growth, which though anecdotal to this point appears quite promising. Evidence to the program's effectiveness at raising student motivation and engagement could be garnered from the strong attendance of all students throughout the program. Further, the quality of the student work produced was significantly better than that of those same students during the past school year. Vuich stating that should the program be perpetuated in its current format with transportation provided through a grant, then she envisions the potential for much more growth in terms of participants. Lastly, the program demonstrates the importance of continuous learning; especially over the summer break traditionally a period of time which sees many students regress in terms of the educational progress made the prior year.

Within the context of sustaining funding for this commendable summer reading program, Mr. Martinez announced that in a recent meeting with representatives of the Patrick Lee Foundation he was informed of the foundation's interest in funding an academic enrichment program, though specific programs had not been identified to this point.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance – None**
 - **PAC – None**
- **Finance – None**
- **Development – None**

BOARD AD HOC COMMITTEES REPORTS

- **Career Preparation – None**
- **Facilities –** Mr. Martinez presented an extensive proposal to the Board that he entitled a preliminary facilities needs plan. This plan developed at the request of the Facilities Committee outlined what Martinez saw as the academic, extracurricular and athletic needs of the district moving forward into the next five years. The report forecasts both immediate spatial needs to increase the number of classrooms in order to preserve

proposed curricular programming at the high school and also long-term desires to construct an auditorium and gymnasium to promote an already strong fine arts program that has been joined by a burgeoning playoff caliber basketball team. Currently, playoff games cannot be hosted at CSAT's gymnasium due to inadequate seating and unofficial court size. Martinez delineated as illustrated on pages 6-18 of the Board packet, how his construction proposal could be completed in four phases to each to begin and finish as funding could be secured with minimal interruption to the high school class day. Various options for the completion of each phase were provided as well to take into account fiscal and spatial concerns that have been previously voiced amongst Board members and faculty alike. After some Board discussion, Martinez requested permission to move forward with the finance and construction of Phase I working through the Facilities Committee and research the costs associated with construction of Phase II. A discussion ensued as to the threshold proposed by the Facilities Committee to trigger competitive bidding for the general contractor portion. Competitive bids are always conducted for the individual components or subcontractors. Motion to approve the construction of Phase I; predicated upon the CFO's (T. Moore) research of charter policies concerning competitive bids of general contractor services, should competitive bids be necessary then the Board will decide how to proceed through written correspondence and unanimous written consent, by Quackenbush, seconded by Mr. Keller. Motion unanimously approved.

- **Athletics – None**
- **Food Service** – The Director of Technology and Operations, Bob Shannon, provided the Board with an account of several changes to the federal free and reduced school lunch program, specifically dealing with the proposed revisions of portions to take effect this year. Shannon discussed how portions have been shifted for all free and reduced lunch students to provide less fat through a reduction in fried items and meat (2.5 ounces maximum) while increasing the serving size of more nutritional items in the form of fruits and vegetables. Shannon provided the Board with a physical model of a sample lunch which they inspected, noting that though the meal was the same size as in previous years, the manner in which the nutrition is distributed within the various food groups was different than what many students had experience in past years. Shannon stated that this

shift in servings might initially cause some student pushback, however the lunches do provide more nutritional value and additional a la carte items can be purchased at the non-free and reduced rate. Lastly, Shannon discussed his plans for the Food Service department to utilize the lunch period as an instructional opportunity, starting with informative content displayed on the video monitors placed throughout the cafeteria.

- **Nominations – None**
- **Negotiations – None**
- **Appeals – None**

OLD BUSINESS

- **CSAT, et al v. BPS* – None.**
- **Proposed changes to by-laws and code of ethics –** Mrs. Melisz reviewed the changes to the existing bylaws that were discussed at previous meetings, giving specific attention to those items that were highlighted for revision. Melisz discussed one of the proposed revisions that dealt with Trustee term limits now being set at three years. The full list of by-law revisions can be viewed on pages 19-26 of the Board packet. Motion to accept the bylaws as presented by Mr. Quackenbush, seconded by Mr. Keller. By-laws unanimously approved.
 - Next, Mrs. Melisz provided an overview of the proposed changes to the Board of Trustees Code of Ethics that also extends to employees of the school. The complete list of revisions to the Code of Ethics is listed on pages 27-28 of the Board packet. Motion to accept the Code of Ethics as presented by Mr. Quackenbush, seconded by Mr. Lattman. Code of Ethics unanimously approved
- **Resolution –** Mrs. Melisz nominated Mr. Quackenbush to serve as Vice President of the CSAT Board of Trustees for the next three years. Vote unanimous, none opposed. Mr. Mikulec nominated Mrs. Kelley in her absence to serve as Secretary of the CSAT Board of Trustees for the next three years. Vote unanimous, none opposed.
- **Code of Conduct –** Mr. Martinez requested that the Board vote on a revised student code of conduct presented to the Board several meetings ago for review and consideration. Motion to approve the code of conduct as presented by Mrs. Melisz, seconded by Mr. Cinquino. Student Code of Conduct policy approved.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment for the first day of school stands at 1675 which is the maximum enrollment under the district’s charter provisions.
- **PERSONNEL REPORT** – Mr. Martinez recounted the hiring of a nurse to the elementary, along with an administrative assistant to the High School Career and Counseling Center, part-time cleaner and a list of approved substitutes. Martinez also asked that the Athletic department be allowed to employ a temporary volleyball coach from outside of the district. Motion to approve the personnel report by Mrs. Melisz, seconded by Mr. Lattman. Report approved.
- **JROTC** – Mr. Martinez reported his research into the availability of JROTC for CSAT high school students who may want to pursue a career in the military has turned up a possible partnership with Maritime Charter that already fields a program that our students could participate in. Students would need transportation to and from Maritime Charter School. The Board unanimously approved the transportation of CSAT students wishing to participate in Maritime’s JROTC program.
- **Greenhouse** – Mr. Martinez proposed the Board consider hiring a part-time (10 hrs./week) greenhouse manager in order to ensure that the greenhouse is always in use as it now monopolizes much of the time of middle school science teacher, Robert Sciandra, in order to maintain its constant use. Mr. Lyle suggested that the school might want to consider subletting the facility to a local co-op on the condition that they could grow and sell the food they plant so long as they manage the greenhouse and share the facility when the school needs to use it. The Board discussed the use of the greenhouse and felt that the future use of the greenhouse was an issue that require further study, but in that interim providing for the greenhouse’s management did require the hiring of a part-time manager. Motion to approve the hiring of a greenhouse manager predicated upon the

creation of a job description, fingerprint clearance an understanding that the school will make a good-faith effort during the upcoming year to study the long-term uses of said facility by Mr. Lattman, seconded by Mr. Cinquino. Motion approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – none
- **Subsidiaries Report** – none

ADJOURNMENT

- The meeting was adjourned at 6:50 p.m. following the motion of Mr. Lattman, seconded by Mr. Berti. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 09/11/12

MINUTES

Board Members Present: Cheryl Misiejuk, Ed Lattman, Michael Keller, David Quackenbush, John Cinquino, Joe Berti, Robert Mikulec, Rose Melisz, Karen Kelley

Others Present: Efrain Martinez, Garrick Loveria, Bob Shannon, John Bresnock, Jordan Schmidt, Susan Toomey, Andy Lyle, Ann Morgante, Mark Struckmann, Brandon Pafk, Justina Fetterly, Tanya Moore

MINUTES

- Motion to approve the August 21st, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mr. Lattman.
Motion approved

PUBLIC COMMENTS

- Several parents (Bill Byers and Desirae Marion) of elementary students involved in the Young Gentlemen's Club introduced themselves and stated that they were attending the meeting in anticipation of observing their sons speak to the Board, expressing their appreciation for the Board's continued support of the club. Additionally, Michelle Fullen, a PTO representative was in attendance to observe the meeting.

PRESENTATION

K-8 teacher Jordan Schmidt and counselor John Bresnock, who are both Young Gentlemen's Club advisors, opened their presentation to the Board by thanking them for their past support and communicated the club's mission and that they intended to have several of their young gentlemen report on the success of several of the past year's club activities. Further the presentation was a celebration of the club's fifth year of existence at CSAT. Then three student members of the club, utilizing a projected slideshow presented some of their good works over the past year, beginning with a greenhouse

fundraiser that help purchase planting supplies for the new structure. The club as detailed how their involvement in fundraising (\$1000) for the international cause Samaritan Feet resulted in a glowing personal voicemail of appreciation from the founder of the charitable organization that helps impoverished children around the globe gain access to essentials, like shoes. In addition to the call, the leader of the charity, also a published author sent a signed copy of his book to the school that will be placed in the middle school library. In closing, the students again thanked the Board and superintendent for their support and then personally shook hands with all the present company before making their exit.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Melisz reported that the next scheduled meeting for this committee is for September 19th and will focus on the continued development of the superintendent’s evaluation which may include predictive elements gathered from eDoctrina and inclusion of career readiness metrics.
 - **PAC** – Mrs. Misiejuk reported that she has heard from Ken-Ton district bus drivers that applications to CSAT from the Ken-Ton area may spike next year following the closing of Jefferson elementary due fiscal hardship. A bus driver reported that elementary administration should speak to the students on bus 414 regarding inappropriate behavior, to which Mr. Lyle responded that he is aware of the situation, has spoken with the students and will continue to watch the situation to ensure that the issue does not rear itself again. Parents also request that substitute teachers be given training on their utilization of the K-6 card chart that helps monitor student behavior as it is believed that some substitutes are using it a little too arbitrarily and flipping entire classes of cards at once which is contrary to the card chart’s intended use.
 - Finally, Misiejuk reported that middle school student-athletes be transported both to and from their home games as some students do not have transportation back to the school once their contest is over. The Board discussed the situation and directed Martinez to research the problem, including the issue of coaches not riding buses and then report back to the Board via email so that the problem could

be remedied as soon as possible. Martinez will also research the cost of busing students to and from their games which sometimes take place at Irvington Park in Tonawanda.

- **Finance** – Mr. Cinquino reported that the Finance committee is meeting on a regular monthly basis. As the fiscal year just ended, Lumpsen and McCormick are on campus conducting their annual internal audit. Pages 9-10 of the Board packet illustrate the balance sheet and page 11 represents the income sheet which shows a loss of approximately \$470,000; this is attributable primarily to the tightening of the budget to 98% of actual enrollment. Other initiatives that have also caused the budget shortfall were the building of the greenhouse and the new K-8 Fitness Center. While this annual deficit does not represent a reason to panic, it does signal a call to ensure that budgetary projections are more closely adhered to as the school has less room for discretionary changes once the budget is adopted. Mr. Quackenbush asked if the school was close to its budget projections in regard to salaries and benefits, to which Cinquino responded that page 14 shows that this line item expense was actually less than the budgeted number.
 - The Finance committee also held discussions with two separate investment groups in hopes of choosing an investment manager for district reserve funds. Cinquino mentioned that the committee was leaning towards recommending that the school employ two groups instead of charging just one firm with the responsibility in order to diversify school investment and mitigate risk.
 - On a positive note, the school's disability claim MOD number has decreased from a relatively high figure of 1.2 last year, down to a more acceptable number of .98. Should the trend continue the committee projects that the MOD will settle at approximately .81 for next year, lowering insurance costs for the school.
 - The New York State Comptroller's school auditor has arrived at the school to perform its internal audit of the district.
 - As to Board questions regarding the school's proposed investment policy and the use of public funds; Cinquino replied that the Board is permitted to invest its reserves with private investment companies provided that the school exercises due diligence in choosing an investment vehicle that focuses on the preservation of principal.

- **Development** – Mr. Lattman reported that the last meeting on September 15th yielded much discussion revolving around what the goals of the committee should be, and therefore Lattman posed to the Board that they help define what the goals of the committee should be. The Board discussed a few initiatives to be taken into account as they reflect on the schools development goals, such as the staff’s desire to continue bolstering technology integration in classrooms along with the development of the Say Yes program that could represent a pull factor, drawing future CSAT students away from the district or causing prospective students to not consider CSAT as an option. The Board decided that more community leaders should be invited to our campuses in order to foster support in the community so that CSAT and other charter schools might be included into the discussion with BPS on many different topics, one being the Say Yes initiative. Lattman returned to the original question he posed to the Board and asked if the statement of purpose for the committee could be building community awareness, planning for an endowment campaign with targets and identifying potential Board members, to which the Board assented. Lattman also proposed whether or not it was time for CSAT to try to attempt to benefit a greater number of students through replication of the current model at a different site.
 - Mr. Martinez reviewed the new grants report and asked if the format was the best way for reporting activity to which the Board seemed to agree. After a review of the grants activity Lattman described how other organizations pegged their grant efforts in terms of setting goals; for example grant return should be about times three times the amount invested in, so if an organization dedicates \$100k then the offices involved should return about \$300k in annual grants. Discussion also ensued about what the correct number for grants should be and how this would be arrived at with no definitive number provided; only that Lattman’s suggestion serve as a baseline for a minimum grant acquisition goal. Discourse also began on whether development should be coordinated with eDoctrina, since they are a very specific funding source and Eon Verrall has provided reports with lofty growth targets.

- Mr. Martinez announced the creation of an online committee calendar that conveners had the authority to edit so that Board members would be able to view the complete schedule of committee meetings.

BOARD AD HOC COMMITTEES REPORTS

- **Career Preparation** – Mr. Mikulec shared the contents of a visit recounted on page 18 of the packet in which CSAT and the Buffalo Niagara Manufacturing Alliance have begun discussions to collaborate on building an advanced manufacturing lab at CSAT to stimulate area workforce development in manufacturing careers. State derived funding for this project is provided on the condition that local matching funds are raised. Martinez is in the process of assessing possible donors in the hopes that a partnership with the Buffalo Niagara Manufacturing Alliance could develop into a collaborative venture to offer students a taste of onsite manufacturing techniques to raise awareness in a number of advanced manufacturing fields.
- **Facilities** – Mr. Quackenbush reported that CSAT has contracted with Resetarits Construction to complete Phase I of the high school facilities project for an estimated \$250k. This estimate has increase some from the original figure due to the need to add additional HVAC, security, technology access and furniture to the new 1900 sqft. facility. There may be a sink install in the room however, no bathrooms will be built. Ground could be broken on the project in as little as three weeks. Martinez also submitted a proposal by the firm, Advanced Architecture and Planning, on pages 19-20 to have a schematic design made of all four planned phases of construction made, thereby providing for a more accurate estimate of costs.
- **Athletics** – Mr. Martinez reviewed the Athletic committee minutes citing budgetary information from the last year that indicated that athletic expenditures for females outpaced the funds spent on sports participated in by their male counterparts. The committee reported the AD proposes to use funds from drink machine sales to purchase of universal athletic gear for every athlete. In this way, a minimum set of gear would not be dependent on the individual team’s fundraising ability. Team may, however, fundraise to supplement this packet. Additionally, some parents have requested that the school provide the student-athletes with a snack after school and that team schedules be posted

to the website in some way. The next athletic committee meeting will be held at the beginning of December with the arrival of the winter sports season.

- **Food Service** – Mr. Berti reported that he recently visited the high school and sat down to a school lunch which met with his approval. Initial student disapproval over the smaller portions of protein in the federal school lunch program has abated as students are now accessing the a la carte items that are supplemental to the free and reduced lunch and therefore cost extra money. However, Mr. Shannon did add that although the a la carte items cost extra, the school is making almost no profit on them as to offer the items at the most affordable price to the students. The next food service meeting is scheduled to be held on September 26.
 - On another note, snacks for afterschool student-athletes will be available soon at a cost of 78 cents.
- **Nominations** – None
- **Negotiations** – None
- **Appeals** – None

OLD BUSINESS

- **CSAT, et al v. BPS*** – None.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1663 including 12 no-show students.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the re-hiring of two cafeteria staff, along with several additions to the substitute list and the hiring of one administrative assistant in the high school counseling center. Motion to approve the personnel report by Mr. Lattman, seconded by Mr. Keller. Report approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Mr. Martinez provided the proposed greenhouse manager's job description on page 29 of the packet for Board consideration and proposed future action.

- Page 28 of the packet delineates the current CSAT school bus usage perimeters as some buses are not certified for student transport and that only a few school staff have the required licenses to drive students.
- In terms of future teacher negotiations, the performance rubric is changing by state mandate, though Martinez will email Negotiations committee members the particulars of the rubric that can be altered.
- **Subsidiaries Report** – none

ADJOURNMENT

- The meeting was adjourned at 7:15 p.m. following the motion of Mr. Berti, seconded by Mr. Keller. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 10/02/12

MINUTES

Board Members Present: Cheryl Misiejuk, Michael Keller, David Quackenbush, John Cinquino, Joe Berti, Robert Mikulec, Rose Melisz, Karen Kelley

Others Present: Efrain Martinez, Bob Shannon, Garrick Loveria, Susan Toomey, Nadine Williamson, Justina Fetterly, Ann Morgante, Brandon Pafk, Andy Lyle, Tanya Moore, Michelle Fullen (PTO representative)

MINUTES

- Motion to approve the September 11th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Quackenbush, seconded by Mr. Keller. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- None

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Kelley reported that the last committee met last Wednesday to discuss and define the superintendent evaluation metrics and decided that in addition to those chosen by Quality Assurance; other measures would originate from both the Finance and Career Readiness committees as they play an important role in the school's overall organizational health and vision. From this the Quality Assurance will develop a cohesive superintendent measurement tool. The committee also investigated hiring an outside firm to compose an employee, student, stakeholder survey, however this option is quite costly with entry-level service fees costing in excess of \$12,000. Additionally,

participation in such surveys are traditionally low which raises the question as whether a survey should even be conducted to which Martinez interjected that a survey for the next charter renewal is mandatory. Martinez provided several suggestions on how an inexpensive survey might be conducted.

- In regard to standardized testing, Mr. Martinez briefly mentioned how he identified a higher performing “outlier” teaching team (fourth grade) in both Math and ELA last year and is in the process of beginning a line of inquiry to examine how this team surpassed its own predicted outcomes.
 - **PAC** – None for this meeting.
- **Finance** – Mr. Cinquino reported that both auditors are on-site conducting separate audits. Mrs. Moore reported that the state comptroller audit has gone normally with the exception of the questions regarding the subsidiaries to which the CIO has asked the school’s legal counsel for advice in answering said questions. The fiscal 2011 year’s information for the subsidiaries has been provided, however Cinquino has advised taking into consideration past auditor’s misperceptions or confusion when understanding the principles upon which the subsidiary is based. Thus, he suggested that instead of attempting to further clarify the relationship at the risk of being mistaken for duplicity, the school should have counsel respond.
- **Development** – None for this meeting.

BOARD AD HOC COMMITTEES REPORTS

- **Career Preparation** – None for this meeting.
- **Facilities** – Mr. Quackenbush reported on the state of construction and how the Resetarits firm performing the work, is in the process of securing competitive bids on the components of the structure. It appears as if the project is on budget to cost \$250,000 or slightly below budget. The structure has been designed to appear aesthetically pleasing as it will figure-in prominently to visitors’ initial view and impression as they enter the school.
- **Athletics** – Mr. Martinez provided the Board a report of his findings from the investigation of the transportation for students back to the school following home contests. Initially, Martinez petitioned the Board to examine his notes on pages 22-26 of

the Board packet to see that they were consistent with what other Board members were observing. Misiejuk discussed her perceptions that Golf was sometimes a spectator sport, though parents are not allowed on the course and that the Girl's Varsity Soccer coach did travel to games via her vehicle instead of riding the team bus. Martinez stated that moving forward it would be the school's policy to ensure that there would be a coach or monitor on every bus traveling to or from any athletic contest.

- Martinez stated that after researching the issue he could advocate providing transportation via school van to those students not having pre-arranged transportation back to the school from home contests more than five miles away from the school. This would ensure that no student would be left behind at an athletic venue however would avoid the expense of a full transportation solution. Mr. Quackenbush asked how much cost would be incurred by having a bus take athletes to a venue and then wait for the conclusion of the contest to take the students back to the school? Martinez replied that a full transportation solution could be arranged however preliminary estimates peg costs at approximately \$29,000 per year, and would have the effect of causing the school to have to cut other athletic programs to make the budget work.
- Motion to accept Mr. Martinez's report as policy for athletic transportation by Mr. Mikulec, seconded by Mrs. Melisz. Motion approved.
- Mr. Berti made a note for the Athletic Committee to re-evaluate the possibility of the school utilizing J.H. Williams Park which is located directly across from both schools.
- **Food Service** – Mr. Berti reported that the last meeting of the committee revolved around student food waste which is down significantly as students have acclimated to the new menu, especially in light of the addition of the a la carte items. The committee is seeking approval to purchase protein bars for the student-athletes for an after-school snack. Additionally, the committee discussed how they are examining the school's relationship as a food provider to both Maritime and Oracle charter schools and the impact that relationship has on CSAT's ability to produce its own food. The committee will further research the issue and present its findings back to the Board for further action.
- **Nominations** – None for this meeting.

- **Negotiations** – None for this meeting.
- **Appeals** – None for this meeting.

OLD BUSINESS

- **CSAT, et al v. BPS*** – Mr. Martinez discussed the timeline and schedule for appeal by BPS.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1663.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the hiring of a Cafeteria worker and Night maintenance cleaner along with the re-hiring of two other staff. In addition to these are several additions to the substitute list. Motion to approve the personnel report by Mr. Keller, seconded by Mrs. Kelley. Report approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Mr. Martinez informed the Board that he would like to invite the new superintendent of Buffalo Public Schools to CSAT for a tour and also a demonstration of eDoctrina's capabilities. Mr. Martinez also announced that the Family Support Center will be holding a Chiavetta's Chicken BBQ on November 2nd from 3-6pm at the Family Support Center. A flyer was distributed for those wishing to make advanced purchases.
- Mr. Quackenbush and Ms. Fetterly presented their account of a Say Yes presentation that they recently attended in which it was mentioned that the initiative will only extend to the geographic boundaries of the city of Buffalo, excluding CSAT from participation. Quackenbush stated that to this point the initiative has pledges from area businesses and foundations totaling approximately \$17 million.
- Ms. Fetterly also announced that on October 18th Eugene Mruk, formerly of the Curtiss-Wright plant, will be touring the building and talking to students about his past work at the factory during the 1940's and World War II.

- Mrs. Toomey invited Board members to attend the Buffalo Niagara Manufacturers Alliance, Exhibitors Night on October 16th at Salvatore's restaurant.

- **Subsidiaries Report** – Mr. Cinquino announced that eDoctrina is pursuing for hire a very experienced industry salesman to help grow eDoctrina outside of the state of New York. This person reached out to eDoctrina and comes with a wealth of experience in sales in the field as he owned a similarly sized company which he has since sold to a larger firm. Besides still being employed by his former company he is also a professor at Florida Institute of Technology. Should negotiations proceed, this position would be funded on a full-commission basis. As he has a non-competition clause with his former company which produces a similar product to eDoctrina, if hired this salesman would have to work outside of New York. An initial interview by the EST Board has been conducted.
 - eDoctrina financials will be brought before the Board soon for a review.

ADJOURNMENT

- The meeting was adjourned at 6:10 p.m. following the motion of Mr. Keller, seconded by Mr. Berti. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 10/23/12

MINUTES

Board Members Present: Robert Mikulec Edward Lattman, Cheryl Misiejuk, Michael Keller, David Quackenbush,, Joe Berti, Rose Melisz, Karen Kelley

Others Present: Efrain Martinez, Garrick Loveria, Bob Shannon, Ann Morgante, Sue Jurewicz, Andy Lyle, Brandon Pafk, Tanya Moore, Michelle Fullen

MINUTES

- Motion to approve the October 2nd, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mr. Quackenbush. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- Bob Shannon and Mr. Martinez present the Board with an overview of the past and current usage of the CSAT Greenhouse and where they see the function of the structure migrating in terms of it integration into promoting student achievement and enrichment. Martinez began by providing a brief history of the impetus for the greenhouse's construction and the reasons behind its current size. Specifically, the structure was to be utilized as both an instructional tool for authentic scientific experiments and also entrepreneurial exercises in running a small business. Next Shannon reviewed the actual amount of usage the greenhouse has received since construction was complete in the middle of last year. Shannon described how the structure was utilized for a Mother's Day flower sale, a science project and currently houses a hydroponic growing system. This year Martinez has middle school science teacher, Robert Sciandra, to step aside as manager of the greenhouse so that not all responsibility for the maintenance of the

greenhouse falls to him as in the past. In place of Mr. Sciandra, Martinez, Shannon and many volunteers, including the Young Gentlemen's Club and various high school students earning community service hours have performed the upkeep on the facility. Martinez proposed that the new focus of the greenhouse should be to provide a "living classroom" model that can be accessed by all grades as an exploratory lab while still providing for a minor sale of plant to recoup some of the costs associated with its maintenance. In order to accommodate this model Martinez suggested organizing the greenhouse into five distinct zones, each with a specific focus. Martinez asked the Board to approve funds in the amount of \$7,000 needed to startup the reorganization project though Mr. Shannon did identify several opportunities where grants may be used to supplement the start-up funds. For the foreseeable future all labor needed to maintain the greenhouse will be derived from continued volunteer efforts. Mr. Quackenbush suggested that the greenhouse stay under the purview of the Facilities committee so that progress could be monitored. Mr. Lattman also suggested that this current plan be recorded with measurable objectives for the Board's future review. Quackenbush and Shannon agreed to create a document to this effect in the Facilities committee to bring before the Board for review. Motion to approve the \$7,000 startup funds as a one-time expenditure by Mr. Mikulec, seconded by Mr. Lattman. Motion approved with the caveat that the Facilities committee report back to the Board in the next five days regarding a part-time greenhouse maintenance position.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Melisz reported that the past Quality Assurance meeting focused on how to elicit future parent feedback via surveys; which was facilitated with the advice of marketing expert Marc Adler who suggested cost saving measures like utilizing Survey Monkey. Further, the survey should be administered two to three times annually in order to extol maximum benefit. The committee also discussed what events presented the greatest opportunities (parent-teacher conference) for parent/stakeholder interface where a survey might be most efficiently administered to reach the maximum number of parents. Mrs. Kelley also added that she thought it most poignant that Alder mentioned, that surveys are most effective when there are questions that elicit feedback

from past actionable survey items as to whether the action taken by the organization was effective in the eyes of the stakeholders. The finance goals for the superintendent's evaluation were provided by the Finance Committee. The school achievement metrics of the evaluation were also suggested by Mrs. Cebulski and Mrs. Jurewicz. The Career Readiness aspect will be incorporated into the evaluation at the next QA meeting to which Mr. Loveria is invited. A draft of the superintendent's evaluation should be available by December so that the rubric/metrics could be applied by the end of the school year.

- **Finance – None**
- **Development** – Lattman began his report by revisiting the list of the committee's goals including how it will serve the Board and also a list of several quantitative goals. Specifically, the staff has expressed a wish for more technology in the classroom, especially when it takes the form of tablets. However, these devices if obtained need to be distributed in a manner in which they will be more than a novelty and provide genuine instructional benefit above and beyond that of the traditional modes of instruction. In essence, what purpose will drive our purchase of tablets? Lattman discussed the altruistic nature of the Say Yes program its benefit to the underserved city of Buffalo student population. He also reviewed several committee suggestions that if the program has an adverse effect of CSAT's enrollment in the future we could consider marketing to the suburbs or we could utilize future settlement monies to initiate an endowment to fund scholarships for our own graduates much in the same way the Say Yes program will work. In closing, Lattman reinforced the notion that regardless of the action the Board takes in reaction to initiatives like Say Yes, the Board should develop a strategic plan of how to allocate our future funds from any settlement.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness** – Mr. Mikulec reported that the next committee meeting is scheduled for November 13th, and that a Board member still needs to be nominated to head the committee and report back to the Board
- **Facilities** – Mr. Quackenbush reported that ground should be broken on the new high school room during the next week. The additional space is scheduled to be finished by

the end of January. Additional renderings for Phases II-IV of the proposed capital projects plan have not been approved as of yet. Quackenbush asked Martinez to clarify his request to have Advance Architecture and Planning create more detailed plans of all capital phases so that general costs are known. Martinez discussed his line of thought in having the plans rendered as eventually these plans will need to be fully articulated if the Board is to have accurate cost information moving forward with its hopes to build a new Project Lead the Way room, athletic fieldhouse and auditorium. Motion to approve funding the creation of the detailed plans not to exceed \$5,000 by Mr. Quackenbush, seconded by Mr. Keller. Motion approved.

- **Athletics** – Mr. Martinez provide the Board with a proposed concussion policy for approval as it is incumbent upon all districts to have a policy in regard to the serious medical concerns that accompany concussions that students sometimes sustain while engaged in athletics. After reviewing the policy the board made a motion to approve the policy by Mr. Mikulec, seconded by Mr. Lattman. Policy approved.
 - Mr. Martinez also discussed that the committee is examining the possibility of forming a CSAT Athletic Booster Club to manage fundraising for all athletic activities district-wide.
- **Food Service – None**
- **PAC** – Mr. Martinez submitted a proposal to the Board that the school consider starting a parent-led group to help answer other parent questions, or direct parents to the correct avenues to have their concern addressed. The Quality Assurance committee will take up the question at their next meeting.

OLD BUSINESS

- **CSAT, et al v. BPS* – none**

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1675, which is maximum capacity.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel list which included the additions to the substitute list and those taking FML leave. Motion to approve the personnel report by Mr. Quackenbush, seconded by Mr. Keller. Report approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Mr. Martinez reported that he is having business cards made for all Trustees to distribute visitors, guest and friends or those just interested in learning more about CSAT. The cards will be simple but informational in purpose publicizing CSAT’s mission and vision.
 - Martinez reiterated that he his invited to the new BPS Superintendent to visit CSAT as seen on page 32 of the packet.
 - Martinez also informed the Board that the administration and faculty (CSATTA) have agreed to not pursue APPR deadline for this year (federal monies allocated on a competitive basis for formulation of evaluation plan) this year and instead all efforts on conversion to the Common Core State Standards.
 - Lastly, Mr. Lyle began a dialogue with the Board regarding the minor of students and parents that bring their child(ren) consistently late to school or allow their students to not attend school regularly. Lyle brought a confidential list of students who were consistently late (1-2 periods/day) for the Board to examine and then cross-reference with their academic standing. Unsurprisingly, the students were failing or underperforming in those classes which they regularly missed due to tardiness or absence. Lyle and Martinez petitioned the Board to consider alternate disciplinary measures to help reinforce the importance of prop school attendance everyday with both students and parents. The Board brainstormed several ideas including the creation of a remedial summer school for students and parents in which both have to attend in order to maintain the student’s enrollment (Lattman). The decided to revisit the issue up for further discussion at another meeting.
- **Subsidiaries Report** – None

ADJOURNMENT

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

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

BOARD OF DIRECTORS MEETING 11/13/12

MINUTES

Board Members Present: Robert Mikulec (via phone), John Cinquino, Cheryl Misiejuk, Michael Keller, David Quackenbush,, Joe Berti, Rose Melisz, Karen Kelley

Others Present: Efrain Martinez, Garrick Loveria, Nadine Williamson, Sue Jurewicz, Michelle Fullen, Brandon Pafk, Ann Morgante, Justina Fetterly

MINUTES

- Motion to approve the October 23rd, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mrs. Kelley. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- None

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Melisz reported that there was no report for the Board other than the committee is moving closer to finalizing its superintendent’s evaluation for Board consideration.
- **Finance** – Mr. Cinquino presented the Board with the annual internal audit results provided by Lumsden and McCormick, LLP which paint an overall solid financial picture of the district’s overall financial health. Beginning on page 7 balance sheet indicate that cash is down \$1.6 million though this is due to the capital projects completed during the past year including the construction of the new fitness center and greenhouse. Total assets about the same though the school operated at a slight loss changing our equity

position some. The revenue side increased by about a million due to increased student enrollment and per pupil allocation though this did not offset salary and benefit increases. Thus the school should work to identify opportunities to develop other revenue streams. Highlighted on page 13 are the district's investing activities, \$1.9 million of which has been allocated to Property and Equipment Expenditures which speaks to capital improvements carried out of the past year. Generally speaking Cinquino noted that the overall financials appear quite stable and that the auditors found no accounting deficiencies or internal control issues.

- Starting on page 28, Mrs. Moore provided additional reports that add in depth analysis and historical perspective over the life of the organization to the financial report. Mr. Quackenbush stated that this detailed report was insightful in that it was helping the Board to “see farther down the road” and that there was a need to be more active than in the past managing the school's finances in light of the diminishing change in net assets. Also of additional concern in regard to fixed expenses that cannot be managed by the district are the school contributions to the New York State Teachers Retirement System that have been steadily increasing over the past couple years and is expected to reach 15% this year and 18% for the 2013-14 school year.
- Board discussed its long-standing relationship with the Lumsden and McCormick accounting firm and that consideration might be given in the future to bidding out the annual internal audit to other firms though this was not a reflection of any inadequacy or problem with their services, merely an attempt to maintain the most competitive pricing for services render which Lumsden has been able to supply in the past. Quackenbush also suggested whomever the district's accounting firm is, that this firm be brought in annually to educate the Board and staff on those financial issues that are most pressing to school districts. The district has also yet to decide on an investment companies, however Cinquino mentioned that the Finance committee is opening up the school's business to several chosen firms to compete for our business with specific proposals to be presented in the near future.

- The Board is still awaiting feedback from State Comptroller’s Audit, though the auditor has stated that they will return to provide this.
 - It is to be noted that the Board offered praise to CFO Tanya Moore in her absence for her diligent work in preparing the supplemental finance reports that lent added perspective to the Lumsden & McCormick audit.
- **Development** – Mr. Martinez reported that there was no report for the Board other than the next committee meeting will take place on November 19th.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness** – Mr. Berti reported that at the last committee held prior to the Board meeting, high school business teacher, Laura Errington presented on the status of the career internship and mentoring program. Errington reported that during her first year taking over the duties of the program there were fourteen students who took advantage of an internship opportunity while this year she projects that twenty-three student will have internship. Berti cited that that internships are an option that seniors can choose to take advantage of; often good candidates, especially in STEM/manufacturing-related fields are referred word-of-mouth to Errington by her colleagues in the counseling or science departments. Errington has worked diligently to build up a bank of employer contacts with outside businesses to create a network of internship possibilities for our students. To this point My Pathway was not present in the marketing of internships however; Justina will be working with Errington in the future to provide more convergence. Mr. Quackenbush asked if the school can use these numbers as a baseline measure of student enthusiasm for career readiness, to which Berti replied affirmatively to the extent that the number of students involved in internships increase significantly from the prior year.
- **Facilities** – Mr. Quackenbush relayed that construction on the high school will be finished at the end of this year or beginning of the new year as per Resetarits’ estimates.
- **Athletics – None**
- **Food Service** – Mr. Berti reported on the minutes from the last committee meeting held on November 1st in which a Breakfast menu was developed and all students should now be receiving in conjunction with the traditional lunch menu. Berti, Shannon, Lyle and

Zuercher attended a local food show for vendors and purchasers in the food service industry to examine the quality of products available and first impressions are that CSAT is currently supplying a very high quality finished product to its students. The school has also removed high sugar Intense Milk from its vending machines for health reasons. The overall food budget is trending in the right direction in spite of increases in food costs nationwide. Still being discussed in committee is the school's food service inclusion into extracurricular events like dances and athletic contests as well as its ability to provide continued food services to Maritime and Oracle Charter schools. Advanced notice of this decision will be provided to those respective schools by January or February.

- **PAC** – Mrs. Misiejuk asked Mr. Berti and the Food Service committee to examine the nutritional value of some of the snacks included in the school's vending machines as parents have voiced to her that they felt the snacks were high in sugar content. Berti agreed to bring the matter before the committee at the next meeting and report back.

OLD BUSINESS

- **CSAT, et al v. BPS*** – none

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1674, which is on student shy of maximum capacity.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel list which included the addition of one long-term substitute teacher along with the addition of a full-time Special Education teacher which was necessary to account for increased numbers of SPED students at the elementary level. One cafeteria worker resigned to pursue other opportunities. And finally, a letter by P.E. teacher Melissa Janis was presented to the Board in accord with CSATTA contractual agreement petitioning the Board to approve an extended maternity leave in order to return on May 6th, 2013. Motion to approve personnel report and leave request by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Mr. Martinez reported that he is hosting David Rust and Gene Chasin from the Say Yes Initiative on Monday, November 26

- On page 54 of the packet, Martinez reviewed a Check-In Site Visit letter for NYSED detailing observations of the school key initiatives/components.
- Mr. Martinez recapped the Celebration of Reading festivities and another successful year of inviting local business leaders into our school to reinforce the importance and enjoyment reading can bring.
- **Subsidiaries Report – None**

ADJOURNMENT

- The meeting was adjourned at 7:10 p.m. following the motion of Mr. Keller, seconded by Mr. Quackenbush. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 12/04/12

MINUTES

Board Members Present: Robert Mikulec, John Cinquino, Cheryl Misiejuk, Edward Lattman, David Quackenbush,, Joe Berti, Rose Melisz, Karen Kelley

Others Present: Efrain Martinez, Garrick Loveria, Andy Lyle, Susan Toomey, Sarah Rohde, Sarah Kaplin (FSC intern), Justina Fetterly, Ann Morgante, Brandon Pafk, two representatives (Donna Gonser and Sarah Hopkins) of Lumdsen and McCormick account firm.

MINUTES

- Motion to approve the November 13th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Quackenbush. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- **Family Support Center** – Sarah Rohde, Coordinator of the CSAT Family Support Center provided a report to the Board beginning with an overview of the one year anniversary of the opening of the FSC including the consolidation of other services including counseling, transportation, student enrollment and uniform purchase. The vision and mission of the center was reiterated along with the goal of strengthening CSAT’s families through collaboration. Rohde then began a description of the counseling technique that the center utilized called, the Brief Solution-Focused therapy model. Funding sources were also acknowledged.
 - Reflecting on the one year anniversary Rohde stated that initially, the biggest hurdle for the FSC was getting the word out about the center and its services that

parents could take advantage of. This was accomplished through multiple mailings, newsletters, Family Fest, presentations to freshmen classes and representation at parent-teacher conference nights. Currently, Rohde has received some additional supports and advice from inclusion in the Western New York Family Support Center Coalition which consists of centers throughout the area and is affiliated with roughly 20 other school districts. Rohde provided the number of student referrals and where the referrals originated from along with a personal narrative of a student that had made significant strides in both attendance and academics since receiving FSC services. Mr. Mikulec asked what the total operating cost of the FSC for year was to which Rohde and Martinez replied that this information will be researched and emailed out directly.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Melisz reported that the committee met before Thanksgiving and that now she is working to pull together all the elements of the superintendent evaluation in to one coherent document for Martinez to review.
- **Finance** – CSAT internal auditors, Donna Gonser and Sarah Hopkins of the Lumsden and McCormick accounting firm presented their perspective of the annual financial statements of the school for those charged with governance of the organization (Board). Their report began with a description of the engagement scope which includes ongoing communication with the school's finance team. This ensures a base of organizational knowledge that leads to a more efficient audit that is less disruptive. While financial statements are management responsibility; responsibility for oversight lies with the Board. Auditors looked primarily at risk areas such as cash disbursements, cash receipts, payroll, FTE billing and other revenue-side items. Limited fraud procedures were also performed with no unusual items noted. There were no material weaknesses noted, or significant deficiencies however the firm made a few suggestions that school might want to consider if their expense could be justified. Mrs. Melisz asked as to the frequency of operating audits as it seems that one was performed roughly three years ago, and whether the firm recommended that the audits be performed annually. Mr. Cinquino responded that an internal audit is not something an organization performs more than once every five years. Martinez suggested that maybe audits should be performed in concert with

charter renewals, or prior there to. The next date for charter renewal submission is scheduled for June 3th, 2014. Cinquino mentioned that the Finance Committee will research the actual date of the last audit and determine how to move forward with developing an internal auditing schedule. Mrs. Melisz also asked the accounting team if the school should looking to bring in an entirely new firm so that a fresh set of eyes will be looking at the financials to see if there are any inconsistencies or suggestions. Ms. Gonsler replied that Lumsden & McCormick's system of periodically rotating the field-manager associated with the account provides a fresh set of eyes. And that changing the engagement team ensures that their will naturally be different auditors working with the school.

- **Development** – Mr. Lattman reported that at the last Development committee meeting on November 19th the group focused on developing their strategic plan. Lattman shared with the members an example of how to streamline the process of creating a strategic development plan. Additionally, Lattman announced that there is a meeting scheduled for next Monday at 8 a.m. to meet with the National Science Foundation regarding a grant opportunity that appears quite promising.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness** – Garrick Loveria reported that there had been no new Career Readiness meeting since the last Board meeting, however there were several items of note including the development of the My Pathway Speaker Series facilitated by Laura Errington. Loveria also announced the initiation of a Career Convention in the high school scheduled for February that will focus on careers that are in demand throughout Western New York. Booths and industry experts will be provided by Erie Community College.
- **Facilities** – Mr. Quackenbush reviewed the timeline on page 12 and apparently construction is currently a week and a half ahead of this schedule. The budget remains steady a total projected cost of about \$255,000
- **Athletics** – None
- **Food Service** – None
- **PAC** – None

- **Appeals** – Mr. Mikulec reported three appeals; one, a parent of a student found in possession of marijuana protested that the drugs did not belong to her child but to an older sibling. Mikulec reported that this was inconsequential as the school was a drug-free zone and that the child brought the drugs to school.
 - Secondly, Mikulec found no grounds to uphold a parent’s plea to mitigate a permanent suspension of a student that was on permanent suspension held in abeyance. The abeyance was being held so long as the student did not commit another type of infraction that lead to the initial suspension. The student then committed another offense of the same variety causing the principal to enact the permanent suspension.
 - Lastly, a parent appealed her daughter’s permanent suspension for fighting in school by stating that her daughter had no part in the fight and was attempting to leave the school when attacked by another female student. During the Superintendent’s hearing for the child the school proved that both girls actively participated in the fight (video) and that both students had opportunity to disengage and further that the school conducted conflict resolution and informed both students of the consequences for fighting. Mr. Mikulec denied the parent’s appeal.

OLD BUSINESS

- **CSAT, et al v. BPS*** – none

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1671, which is on student shy of maximum capacity.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the hiring of a CDL driver to start in January to help with athletic contest transportation. A part-time greenhouse keeper has also been hired along with a one-on-one Student Aide. Motion to approve personnel report and leave request by Mrs. Melisz, seconded by Mr. Berti. Motion approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report – None**
- **Subsidiaries Report** – Mr. Martinez reported that negotiations with the sales representative projected to be hired for eDoctrina have stalled while terms of the employment are being affirmed by his attorney to ensure that eDoctrina employment does not breach the terms of his non-competition contract with his former employer.

ADJOURNMENT

- The meeting was adjourned at 6:27 p.m. following the motion of Mrs. Melisz, seconded by Mr. Keller. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 01/08/13

MINUTES

Board Members Present: Robert Mikulec, John Cinquino, Cheryl Misiejuk, Edward Lattman, David Quackenbush,, Joe Berti, Rose Melisz, Michael Keller

Others Present: Efrain Martinez, Garrick Loveria, Bob Shannon, Melinda Cebulski, Brandon Pafk, Justina Fetterly, Lynn Emminger, Melissa Spinda (parent), Nadine Williamson, Sue Jurewicz, Michelle Fullen

MINUTES

- Motion to approve the December 4th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Quackenbush, seconded by Mrs. Melisz. Motion approved

PUBLIC COMMENTS

- CSAT parent, Melissa Spinda announced that she was attending Board meetings as a community liaison investigating possible avenues of collaboration in which the school and the organization she represents might partner in the future. Mr. Mikulec representing the Board, thanked the parent/community leader for her interest and welcomed her attendance at the meeting.
- A parent of 8th and 9th grade students at CSAT asked the Board about the official athletic eligibility policy in regards to how a student's academic performance affects the student's ability to be eligible for athletic contest. Specifically, the parent Mr. Lamar was asking that he be notified further in advance if one of his sons fell into academic jeopardy in order to leverage the sons' ability to play with their academic performance. In essence, Mr. Lamar felt that he needed a little extra notification to provide his sons extra incentive to participate in athletics and that the academic standard for participation might be a little low and that that was unacceptable to him. Mr. Martinez directed Mr. Lamar to the

Athletic Director, Joel Reed, but also conveyed that speaking with Assistant Principal, Nadine Williamson would help get the younger son back on track academically. Finally, Mr. Martinez thanked Mr. Lamar for his commitment to ensuring that his son's education takes precedence over athletics.

PRESENTATION

- **Improving Safety/Security at CSAT** – Superintendent Martinez began his presentation to the Board by recounting how the tragedy at Sandy Hook (school shooting) has changed the landscape of education as we know it in the United States today, forcing Boards and administrators around the country to reassess how they evaluated student safety and the security measures taken by schools to mitigate targeted violence. Taking into account this new reality, Martinez proposed that the Board initiate a series of minor facility upgrades to increase security by reorienting the way in which all visitors to the school are received. These proposals involved altering the both the high school and elementary school entrances to basically create a secure vestibule area so that visitors do not have unimpeded access to the school once let into the outermost front door that is access controlled. The proposal according to Director of Operations, Bob Shannon, would essentially require visitors to state their business upon entry and wait in the vestibule or be escorted by staff through a second set of locked doors if the visitor was granted entrance past the vestibule into the school proper. Along with these changes were additional suggestions to secure afterschool athletic contests in both the elementary and high school so that both parents and visitors are contained to specific areas of the school. Finally, the last upgrade to be addressed from a facilities standpoint would be the door locks on all rooms K-12 to be altered so that each would have a push-button to lock on the inside and therefore only could be opened by a key from the exterior. These locks would always allow egress from the interior of the room even if the door was in a permanently locked position. Shannon suggested that the facilities upgrade project would cost roughly \$115,000 and construction could begin over the February break. Martinez suggested that if the construction were approved, oversight of the project be migrated to the Facilities committee to working in close communication with the Finance committee.

Motion to approve the security construction improvements to existing facilities by Mr. Lattman, seconded by Mr. Quackenbush. Motion approved.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Melisz reviewed the notes for the last Quality Assurance meeting on December 12th where the committee completed the necessary items for Melisz to create a superintendent evaluation for the Board to consider. Thus, the Board began to discuss the evaluation in terms of the five major categories or goals of which it is composed including, academics, career preparation, finance, long-range planning and external relationships. Of particular note was the debate between Trustees revolving around the annual graduation goal, which in past years had been 100% though some believed this to be an unrealistic goal. After much conversation the Board decided to continue upon its current course of having the graduation goal for the school be 100%. Several other goals and their internal components were reviewed including under career preparation, whether 20 internships a year was a lofty enough goal to which Mr. Loveria replied that current programs around the nation would considered 20-25% student participation quite successful. The Board agreed to consider the details of the five goals over the course of the next several weeks in hopes of applying the evaluation by year's end.
- **Finance** – The Board took up the discussion of considering whether or not to change accounting firms to complete the annual internal audit. The discussion which began several months ago was initiated out of a concern to ensure that best accounting practices were being applied to the institution by possibly employing a new firm who was unfamiliar with the organization. Martinez suggested that though the Board was unanimously satisfied with Lumdsen and McCormick's performance, they might want to consider bidding out the job every five years for proposal and make recommendations in relation to other firms.
- **Development** – Mr. Mikulec began the report by highlighting the organization's growing need to identify and obtain outside funding sources taking into account current and future institutional needs. Mr. Lattman presented a grant opportunity that he wanted to familiarize the Board with as he felt it fit well with the school's mission and therefore we are well-positioned to pursue. The ITEST grant being offered for proposal through the

National Science Foundation purports to support the ideas and mission that CSAT supports, especially in the areas of STEM and manufacturing. Lattman also shared that he believed CSAT had the right Board constituency for application and on page 42 Lattman delineated how CSAT could make its case competitive for pursuing such an opportunity. After reviewing the draft, Lattman asked if the Board would have any interest in pursuing a grant of this nature and that if so, it might require a dedicated committee to obtain it. The Board expressed interest and Lattman suggested that they all examine the website for feasibility while Martinez and he explore community partnerships that would make CSAT's application more competitive. At this point Mr. Quackenbush inquired whether a full-time grant writer might be helpful to which Lattman responded affirmatively stating that officially the grant application would be due next November though his sources relate that this date will most likely be extended into the new year (January 2014). Motion to pursue grant by Mr. Quackenbush, seconded by Mr. Cinquino. Motion approved.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness – None**
- **Facilities –** Included in presentation.
- **Athletics – None**
- **Food Service –** Mr. Berti reported to the Board that time was running out to make a decision as the continuation of food services for Oracle and Maritime charter schools as CSAT was currently losing money in the services. The Board explored several options that would allow the services to continue, including charging a rate that would ensure that CSAT broke even from the sale of the food or even entering into an agreement with the neighboring GM plant to open a commissary for its second or third shift employees to offset expenses. After much cost-benefit analysis discussion, the Board came to a conclusion that expanding current food services might prove a distraction for the organization that had little to gain from the sale of food. Mikulec and Cinquino added that the two charters we service should be given adequate notice if we decide to discontinue food service to them. Berti replied that this would mean notifying them (Maritime and Oracle charter schools) by February. Berti and Shannon will continue to

meet with GM to explore the possibility of a commissary and make a final decision on food service to the charters by the next Board meeting.

- **PAC** – Mrs. Misiejuk conveyed the parent appreciation of the note that went home to parents concerning the tragedy in Connecticut.
- **Appeals – None**
- **Nominations** – Mr. Quackenbush reported that there are two possible candidates interested in the possibility of becoming Trustees of the Board. Dr. Kim Robinson of Buffalo State College and marketer Marc Adler have expressed interest in joining the Board however Mr. Quackenbush suggested that a group of current Board members meet over lunch with them both to discuss the school, trusteeship and all the responsibilities associated with it. Quackenbush asked that any Board members interested in joining him of the informational lunch contact him via email.

OLD BUSINESS

- **CSAT, et al v. BPS* – none**

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1675.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the approval of several substitute teachers and a review of those staff members on FMLA. Motion to approve personnel report by Mrs. Melisz, seconded by Mr. Keller. Personnel report approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Mr. Martinez distributed holiday gift cards to all Board members on behalf of the Charter School for Applied Technologies Teacher's Association to which the Board expressed cordial thanks.
- **Subsidiaries Report – None.**

ADJOURNMENT

- The meeting was adjourned at 7:10 p.m. following the motion of Mr. Cinquino, seconded by Mr. Keller. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 01/29/13

MINUTES

Board Members Present: Robert Mikulec, John Cinquino, Cheryl Misiejuk, Edward Lattman, Joe Berti, Rose Melisz, Michael Keller, Karen Kelly

Others Present: Efrain Martinez, Garrick Loveria, Andrew Lyle, Ann Morgante, Melinda Cebulski, Bob Shannon, Susan Toomey, Brandon Pafk, Ian Mutch, Rachel Trillizio, Andrew Mark, Jessica Boise, Adam Brignone, Tanya Moore, Sue Jurewicz, Justina Fetterly,, Ann Binga (PTA), Michelle Fullen

MINUTES

- Motion to approve the January 8th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mr. Lattman.
Motion approved

PUBLIC COMMENTS

- Superintendent Martinez welcomed all present to the new high school multipurpose room which will be used for teacher professional development.

PRESENTATION

- **CSAT Music Program** – The Music Department represented by Ian Mutch, Andrew Mark, Adam Brignone, Jessica Boise and Rachel Trillizio presented a lengthy presentation highlighting many of the amazing strides CSAT music program has made over the course of the past eleven year. During this time all programs have grown and various bands competed more and more successfully in area contests, even traveling outside the state to competitions. Citing this growth the music department added that enhanced facilities (Performing Arts Center) would allow the programs to truly flourish and that the need for more space and scheduling flexibility is a current reality. The Board

thanked the department for its comprehensive presentation and lauded them for their efforts and accomplishments to date.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Melisz reported that the next QA meeting is scheduled for February 13th, though there were follow-up items from the last meeting that were specific to the completion of the Superintendent’s Evaluation that is to be enacted for this year. Mr. Lattman expressed that upon reviewing the proposed evaluation that Melisz laid out at the last Board meeting there were no substantive issues that he noticed to which the rest of the Trustees concurred. Motion to adopt the proposed Superintendent Evaluation by Mrs. Melisz, seconded by Mr. Berti. Motion approved.
- **Finance** – Mr. Martinez reported that there was no Board report from the Finance committee however the next committee meeting is scheduled to take place January 31st. Related to finances, Martinez reported that the auditor from the state has concluded his audit of the school finances however he reported that he would return to conduct an exit interview. Additionally, NYSED has requested a copy of the renewal charter from the Board which will be sent.
- **Development** – Mr. Lattman reported on the last committee meeting held on January 23rd in which the iTest grant was discussed with a SUNY Buffalo professor (Dr. Gardella) to judge CSAT’s positioning and ability to compete for said grant. During this meeting Gardella emphasized the importance of courting the grant project manager in an effort to clarify important details sometimes not apparent in the original grant proposal. However, according to the insight gained from the meeting, CSAT should wait for the next announcement of the grant before meeting the project manager in order to ensure that the expectations of the original grant have not changed. It is also important to note that CSAT’s chances of being awarded a large grant would improve significantly if we were able to partner with a larger organization/institution that regularly pursues these types of grants as they have both greater resources and more experienced grant-writing staff.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness** – Garrick Loveria reviewed the highlights from last couple of committee meetings including the progress of group in defining the contents of the graduation portfolio to be award to every Senior student upon graduation. Additionally, Loveria touched on preparations being made for the first annual CSAT Career Convention that will showcase various programs (2-year and 1-year certificate) offered by ECC that focus on regional careers that are sought after and offer family-sustaining income. Many of the programs will be focused on advanced manufacturing opportunities. Mrs. Melisz cordially invited any trustees with manufacturing interest the opportunity to have a booth/table at the convention as well. Mr. Berti replied that Speed Logistics would occupy a booth/table.
- **Facilities** – Bob Shannon presented the Board with the new high school professional learning room that future Board meetings will be held in. Stating the room was 98% complete with the exception of a few furnishings. Photos from the Art department will be supplied for small group settings. Teachers will use the room for professional learning opportunities and common planning times.
 - In terms of security upgrades, the school has started construction to be finished over the February break. Costs are estimated to run \$65,000. The next stage of construction with Sonitrol will run an additional \$15,000 with total costs running to about \$117,000. Mrs. Kelley suggested that the Superintendent craft a letter to parents informing them of the facility upgrades to be sent out during the first week in February so that parents understand any new procedures that will accompany the changes.
 - The Phase II project is in the works and will be presented to the Facilities committee for approval.
 - Shannon described the new badging procedures that will accompany the facility upgrades.
- **Athletics** – Mrs. Misiejuk encouraged her fellow Board members to attend athletic events in order to really gain a sense of the school spirit that she feels has grown over the past several years.
- **Food Service** – Bob Shannon presented CSAT’s actual food service budgets for Maritime and Oracle charter schools for which we supply food service with projections

running into the second half of the year indicating that at the current rate CSAT is projected to lose \$46,838 to maintain its current service contract. Motion to provide notification to both Maritime and Oracle Charter Schools that CSAT will discontinue food service for the 2013-2014 school year by Mrs. Kelley, seconded by Mrs. Melisz. Motion approved.

- Mr. Martinez will personally notify the superintendents of both Maritime and Oracle of the decision and the associated reasons for discontinuation of the food service agreement.
- **PAC** – Mrs. Misiejuk requested that the administration consider providing the middle school students with school issued student identification cards as they may need them for entrance into other school’s events in the future. Melinda Cebulski volunteered to inquire into pricing for badges that can be created through the eSchool student information management system. Misiejuk also inquired as to the academic intervention policy at the middle school and if this and other questions might be communicated to parents timelier. Martinez suggested that the school might want to investigate creating a systematic process through which parents could reach their intended staff member more readily.
- **Appeals** – Mr. Mikulec reported that he received an appeal for child who was permanently suspended in November, however the suspension was held in abeyance on the grounds that the child not commit any further violations of the code of conduct for which the student was brought to hearing. The former student broke the abeyance which enacted the permanent suspension in spite of being given several additional chances following the abeyance as documented by Principal Lyle. The appeal was not granted.
- **Nominations** – None

OLD BUSINESS

- **CSAT, et al v. BPS*** – none

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1675.

- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the approval of several substitute teachers. Motion to approve personnel report by Mrs. Kelley, seconded by Mr. Lattman. Personnel report approved.
- **Supplemental Mission Statement** – Mr. Martinez discussed that while reflecting upon the interview of several prospective Board candidates it occurred to him that no single cohesive definition of the school’s mission existed in practice as various Board members and administration had varying responses to the school’s mission. In order to remedy this situation Martinez proposed a mini-protocol with the focus of creating a pragmatic, yet authentic mission statement that Trustees and staff alike can utilize when first discussing the school/district and its goals. Further, Martinez proposed that this protocol or problem-solving process be the first order of business provided all Trustees are present, for the next Board meeting substituting in the agenda for presentations.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – The CSAT Marching Band is asking permission to make preparations for a contest/trip that will take the band outside the state to Boston, MA. Parents are fundraising to pay for the trip scheduled for April 26-28th. Total costs for the competition trip will be approximately \$28,000. Mrs. Melisz inquired as to whether the function would be covered under CSAT’s current insurance arrangement to which Tanya Moore replied affirmatively. Motion to approve the Band trip by Mr. Keller, seconded by Mr. Lattman. Motion approved.
- **Subsidiaries Report** – None

ADJOURNMENT

- The meeting was adjourned at 6:30 p.m. following the motion of Mr. Lattman seconded by Mr. Keller. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 02/26/13

MINUTES

Board Members Present: Robert Mikulec, John Cinquino, Cheryl Misiejuk, Eaton Lattman, Joe Berti, Rose Melisz, Michael Keller, Karen Kelly

Others Present: Efrain Martinez, Garrick Loveria, Susan Toomey, Bob Shannon, Eon Verrall, Tom Lucia, Justina Fetterly, Ann Morgante, Sue Jurewicz, Brandon Pafk, Nadine Williamson, Robert Merritt

MINUTES

- Motion to approve the January 29th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mrs. Kelley. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- **Follow-Up on Music department's presentation – ?**
- **eDoctrina Corporation** – eDoctrina president Eon Verrall and vice-president Tom Lucia presented the CSAT Board with a fiscal update on eDoctrina's current sales progress. Lucia began his presentation by recounting the Board's return on initial investment as the company has been gaining market share traction and growing quickly in a number of ways; including doubling its growth in terms of actual schools who utilize the product. He also highlighted the continuing mission of eDoctrina which is, "putting a quality assessment tool in the hands of educators, and return profits back to CSAT." In terms of straight revenue growth in 2013, eDoctrina is projected to post \$778,464 in total sales. Once expenses are accounted for profits back to CSAT this year will conservatively be

\$43,649 as opposed to the last two years where there was negative revenue as eDoctrina broken into the marketplace. Revenue the corporation earns is derived from renewable subscriptions, training and support, customer software development and a small percentage resulting from earned interest. Looking forward, president Eon Verrall stated that eDoctrina needs to continue to manage its quick growth and expand regional partnership in BOCES-like creatures in other states like Pennsylvania. Mr. Cinquino commended Eon's leadership, sense of fiduciary responsibility and conservative fiscal management to this point. Cinquino also stated that he anticipated that all EST LLC employees would eventually be migrated over under eDoctrina so that CSAT would only be an investor and not be sharing any employees or benefits with eDoctrina via EST. Currently, there are five full-time employees working at eDoctrina.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance** – Mrs. Jurewicz recounted how the committee created timeframes for the Superintendent's evaluation. All components were assigned due dates as shown on page 8 of the packet. The next steps in the process were discussed.
- **Finance** – Mr. Cinquino discussed how the Finance committee is approaching its selection of choosing an investment company to secure CSAT reserves; that is, utilizing two different companies and essentially having them compete for our business through their investment performance.
 - Cinquino also reported that the school's worker's compensation claim MOD has dropped to 0.89 from a previous high of 1.1 which will positively impact insurance premiums.
 - In regards to reporting regular school finances, Cinquino presented the balance statement which is reported to be running pretty static. There is a slight positive movement in change in net assets. Enrollment has remained steady providing maximum per student revenue. Mrs. Kelley inquired as to whether it might be helpful to the superintendent in the future to breakout expenses by department to better identify saving opportunities. On page 13, the balance sheet indicates that in this period there has been a net decrease in cash of \$598,231.37. The following page indicates how the school is operating at a \$1.3 million loss on annual basis

due to the expense of transportation. Cinquino suggested that the trustees individually review pages 15-18 of the packet which illustrate key performance indicators that were composed by Mrs. Moore. Feedback can be directed via email to the Finance committee. Cinquino, Mikulec and Melisz discussed finance modeling software that might help analyze CSAT's progress and future concerns for the organization.

- **Development** – Mr. Lattman reviewed the committee's exploration of the NSF grant including some advice shared by SUNY Buffalo faculty with CSAT that this time of year is the worst time typically to contact grant people for clarification of grant proposals. We do have a meeting setup with both Tapestry Charter School and Ken-Ton UFSD to discuss plans to form a consortium to collectively pursue a proposal which has the potential to increase the likelihood of being awarded the grant. Lattman also mentioned the need for strategic planning to tackle issues like the Say Yes Initiative. Martinez solicited the Board to email him times and dates that work for a full day strategic planning meeting to address a multitude of issues.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness** – Garrick Loveria reviewed several of the committee's decision points from the last meeting including plans to distribute portfolios to seniors upon graduation. In addition, how the committee is examining the possibility of conferring course credit to students that work part-time. Loveria also invited all Board members to attend the 1st Annual Career Convention on February 28th from 4:00-6:30 p.m. in the high school multipurpose room and cafeteria. Several members reported they would be in attendance including Berti who would field a stand for Speed Logistics. Lastly, Loveria introduced the topic of supplying an Advanced Manufacturing/Project Lead the Way Laboratory via a grant from the Peter C. Cornell Foundation. At this juncture Martinez interjected that there would be a need for a joint Career Readiness/Facilities meeting to determine the direction to proceed in this matter. Loveria stated that he would send out meeting invitations to hold the meeting on Wednesday March 6th.
- **Facilities** – Mr. Martinez presented several examples of possible future construction at the high school directed at addressing Phase I construction which includes the creation of

a STEM/Advanced Manufacturing Laboratory. In order to create these labs Martinez described how the current Spanish classrooms might be moved and that space renovated to house the STEM labs. Martinez proposed that the Spanish rooms and four other rooms could be housed in a new series of rooms to be built in the front of the school where the current Kenmore Avenue parking lot is. Martinez reviewed the proposals to date highlighting the fact that if the district wants to move forward with its plans for advanced manufacturing programs and make them available for the upcoming year then construction of the new labs needs to begin this spring. Bob Shannon discussed the additional square footage that could be gained through the construction and where it could be maximized. The Board deliberated at length on how the objective of pursuing an advanced manufacturing lab could be obtained without creating the six new classrooms and two bathrooms at the cost of approximately \$1.6 million. Many trustees voiced the opinion that the school could not currently afford to spend the capital necessary to complete the project however they wished to continue the development of the advanced manufacturing program without supplanting the Spanish program. The Board agreed that the Spanish classes should be moved to the multipurpose room and the advanced manufacturing labs developed in their current location at the cost of no more than \$135,000.

- Motion to begin construction on the creation of two advanced manufacturing labs at the cost of \$135,000 by Mr. Cinquino, seconded by Mr. Berti. Motion approved.

- **Athletics – none**
- **Food Service – none**
- **PAC** – Mrs. Misiejuk reported that several parents have complained about the congestion in the K-8 parking lot and thought that unblocking the main lane might relieve the traffic flow. Mr. Lyle agreed with the assessment of the situation but also added that the main lane is blocked off to protect students walking in this area from that same traffic.
- **Appeals** – Mr. Mikulec reported that he heard two appeals; one of which originating from a parent of a student permanently suspended for possession of marijuana and another from parent of a student permanently suspended for engaging in violent behavior. Following review of both cases, Mikulec could find no procedural fault on the part of the

school, nor any grounds for appeal based on the merit of either case. Both permanent suspensions were upheld.

- **Nominations – None**

OLD BUSINESS

- **CSAT, et al v. BPS* – none**

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1669.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the listing of a couple of anticipated maternity leaves and the approval of several substitute teachers having received fingerprinting certification. Motion to approve personnel report by Mr. Berti, seconded by Mr. Keller. Personnel report approved.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Martinez voiced his concern and skepticism that CSAT will ultimately not end up being included into the Say Yes Initiative even though there have been a number of positive conversations with representatives of Say Yes to this point.
 - Martinez also announced that he has been invited to and has accepted an invitation to sit as a panelist for the Buffalo Leadership Panel and participate in a debate regarding the state of area education. The discussion will be held at Tapestry Charter School on March 13th.
- **Subsidiaries Report – None**

ADJOURNMENT

- At 6:55 p.m. the Board moved into executive session on a motion from Mrs. Kelley, seconded by Mrs. Melisz to discuss issues of collective negotiations and enforcement of the dress policy. No decisions requiring Board vote transpired in executive session. The Board left executive session at 7:15 and adjourned following the motion of Dr. Lattman seconded by Mr. Keller. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 03/19/13

MINUTES

Board Members Present: Robert Mikulec, Cheryl Misiejuk, Eaton Lattman, Joe Berti, Rose Melisz, Michael Keller, Karen Kelly, David Quackenbush

Others Present: Efrain Martinez, Garrick Loveria, Bob Shannon, Stacey Lyford, Jennifer Mohorter, Renee Tunney, Susan Toomey, Melinda Cebulski, Ann Morgante, Andrew Lyle, Justina Fetterly, Tanya Moore, Amy Goerss, George Pulintitha (Westminister Church)

MINUTES

- Motion to approve the February 26th, 2012 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Quackenbush, seconded by Mrs. Misiejuk. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- **Special Strategic Planning Preparation** – Middle school English Language Arts teacher, Jennifer Mohorter presented with math colleague Stacey Lyford on the changes taking place on state high stakes assessments attributable to New York state's migration to the new common core state standards. Mohorter and Lyford attempted to provide the Board with practical examples of how these changes in state standards will translate on assessments by illustrating several examples of previous state questions and then comparing them with new examples furnished by the state. Examples of questions linked to the new common core standards in Math demonstrated an increase in question complexity and rigor often calling on students to demonstrate proficiency utilizing multiple skills whereas in past years skills might have been assessed in isolation. The

shift in testing more closely parallels problem-solving situations that students will encounter in college and in the workplace. Mohorter's ELA examples mirrored those of Lyford's in that testing proficiency will be demonstrated more through extended response questions in which students are called on to draw and cite evidence from primary sources in the text and then draw conclusions or judge arguments. Martinez and Lyle concluded the presentation by discussing the best instructional methodology to employ to help students achieve proficiency in light of the new common core standards. Lyle cited that students are not getting any additional time to answer these questions that will undoubtedly contain additional and complexity. The staff has been intensely training for these shifts in rigor with the leadership of Martinez and the rest of the administrative team.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance – None**
- **Finance** – Mrs. Moore reported that the Finance committee met with both the Board approved investors (Winthrop Financial and Manning Napier) for final consultation before investment begins on May 1st, 2013. At this time the Board will invest \$2 million with each investment company and the Finance committee is seeking final Board approval to move forward with this investment strategy as previously planned. Motion to invest \$2 million in reserves to both Winthrop Financial and Manning Napier by Mrs. Kelley, seconded by Mr. Berti. Motion approved.
- **Development** – Mrs. Toomey reported on long-range planning, especially in regard to identifying potential partners for the iTest grant as she and Mr. Lattman had met with Ken-Ton UFSD and Tapestry Charter School for preliminary discussion on partnering to pursue the grant. The committee believes that collaboration of multiple institutions will increase CSAT's competitiveness during the grant selection process. The iTest grant has the potential to be worth \$1.5 million dollars to CSAT and would be dispersed over a three period. The committee is still waiting on much more detail from the grant to be released in order to determine how competitively placed we are to pursue it.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness** – Garrick Loveria
- **Facilities** – Mr. Martinez reported that should CSAT wish to continue to accelerate its mission of exposing students to advanced manufacturing opportunities in conjunction with providing new engineering-based courses for 2013-2014, then the school needs to create space to support these new courses immediately as construction cannot be postponed with next year in mind. Martinez provided four possible construction scenarios to accommodate the additional courses that have been planned. The options were based on reconfiguring existing space or adding rooms to the existing high school building structure. Pricing for the four options ran from \$400,000 to \$1,038,000 for Option 4. After much enthusiastic discussion and input from Shannon, Morgante and Pafk citing that Option 4 would be their choice the Board agreed that while the other option presented a short-term savings their long-term cost would be greater as eventually the additions in Option 4 would need to be made, adding additional construction costs. More importantly, Option 4 provides the best instructional solution to the school's needs however Berti expressed reservations along with other Trustees regarding the affordability of the project. Berti asked if the Board should move forward with the construction while the possibility of refinancing the school's bond still unsettled as the refinancing would most likely be the vehicle used to pay for the additions.
 - Dr. Lattman made a motion to move forward with Option 4 should bond refinancing be available; if not, then the Board should elect to move forward with Option 3 (\$701,960) financing the construction through school reserves expenditure, seconded by Mrs. Kelley. Motion unanimously approved (Cinquino absent).
 - The Facilities committee will attend to the bidding process while Mr. Cinquino looks for confirmation on the bond refinancing issue.
- **Athletics** – Mrs. Misiejuk reported on the last Athletics meeting held on March 7th in which the committee decided on a Board proposal to form a CSAT Athletic Booster Club to help fund all school athletic teams. Mr. Reed will research for the committee other local booster clubs to determine the best organizational structure for our school. Additionally, Mr. Reed presented on a recent NYSED amendment to the current state mandated concussion policy. Lastly, the committee discussed how to disseminate

athletic information more readily so that parents are better informed in regards to their child's athletic practices and contests.

- **Food Service – none**
- **PAC – None**
- **Appeals – None**

OLD BUSINESS

- **CSAT, et al v. BPS*** – none
- **Dress Code Enforcement** – Mr. Martinez reviewed the evolution of the school's dress code policy and the administrative enforcement of the current dress code referencing a report by Mr. Loveria. Martinez discussed how some of the minor changes currently seen at the high school level were made out of necessity but failed to make Board approval, however the majority of students seen out of dress code could be attributable to students leaving early for the day or the fact that many come to the school at the end of the day during dismissal (3:25). Martinez presented disciplinary high school data relating to dress code infractions to provide the Board a sense of the enforcement of the code that has transpired throughout the school year. Mr. Mikulec asked if the Board needed to make any changes to the code in order to make enforcement easier or improve school climate, to which Martinez decline with the exception of those high school changes included without Board consent. Dr. Lattman expressed some reservations regarding the method employed by the Board (executive session) to discuss these matters prior to the present meeting, as these were discussions that might have been more productive with administration present. Motion to approve said changes by Mr. Mikulec, seconded by Dr. Lattman. Motion approved.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1671.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the listing of a couple of anticipated maternity leaves and the approval of several substitute

teachers having received fingerprinting certification. Motion to approve personnel report by Mr. Keller, seconded by Dr. Lattman. Personnel report approved.

- **2013-2014 Calendar** – Martinez presented the Board with a proposed school year calendar for next year. Highlighting several aspects of the proposed calendar Martinez mention how this calendar follows the Erie 1 BOCES schedule that most schools follow with the exception of the early August start as usual. Martinez also proposed that having a predictable calendar is important in union negotiations so that bargaining unit members could schedule their summer vacations with regularity. Martinez pointed out that there was a mistake in the packet calendar and would be emailing the correct version to trustees for consideration. An approval vote will take place at a later date.

ADMINISTRATIVE REPORTS

- **Superintendent Report**
 - **Follow-up on Previous Board Item** – Mr. Martinez informed the Board that NYSED would be making their scheduled 3-year monitoring visit to CSAT as usually in anticipation of the encroaching 5-year renewal. The state visitors will need to meet with the trustees therefore Martinez will be accepting suggestions for trustee availability via email to schedule this meeting.
 - **Middle School ID badges** – Mr. Martinez reported that Mrs. Cebulski has investigated the possibility of creating middle school ID badges and this can be accomplished at a cost to still be determined. Mr. Lyle reported that currently students who need ID's are specifically made one at a time as the need presents itself.

Subsidiaries Report – None

ADJOURNMENT

- At 6:20 p.m. the Board moved into executive session on a motion from Mrs. Kelley, seconded by Mr. Quackenbush to discuss personnel matters. No decisions requiring Board vote transpired in executive session. The Board left executive session at 6:50 and adjourned following the motion of Mr. Quackenbush seconded by Mr. Keller. Meeting adjourned.

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

BOARD OF DIRECTORS MEETING 04/09/13

MINUTES

Board Members Present: Robert Mikulec, Eaton Lattman, Rose Melisz, Michael Keller, Karen Kelly, David Quackenbush, John Cinquino

Others Present: Efrain Martinez, Garrick Loveria, Susan Toomey, Andy Lyle, Nadine Williamson, Bob Shannon, Brandon Pafk, Corina Chavez, Susan Gibbons, Erin Shovlin, Dan Ahern, Tanya Moore, Ann Morgante, Justina Fetterly, Michelle Fullen

MINUTES

- Correction to the February March 19th Minutes under Finance, Mrs. Melisz did not report, rather Mrs. Moore reported for that committee. Motion to approve the March 19th, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mrs. Melisz. Motion approved

PUBLIC COMMENTS

- None

PRESENTATION

- **Proposal on Board Agenda/Work Reorganization** – Mr. Martinez made a proposal to the Board concerning the Board meeting schedule and committee organization/structuring. Martinez's first proposed suggestion was that the Board consider moving from sixteen to eleven yearly meetings so that there would be a meeting on the second Tuesday of every month except for July in which there has historically been no meeting. After discussing this idea the Trustees decided that looking forward to successive years 2013-14 Board calendar beginning July, at least twelve meetings were necessary to conduct proper business and that there would be two meetings held every June and none in July. For the upcoming year, the additional June meeting would be held

on June 24th. Motion to move from sixteen (16) to twelve (12) yearly Board meetings; meetings to be held on the second Tuesday of every month by Mr. Cinquino, seconded by Mr. Quackenbush. Motion approved.

- Motion to schedule the twelfth Board meeting to the 2013-14 year for June 24th, 2014 by Mr. Lattman, seconded by Mrs. Kelley. Motion approved.
- Regarding the revised committee organization, Martinez suggested that sub-committees of the Board meet on a rotating basis with additional reports scheduled upon request. Quality Assurance, Finance, Development, Career Readiness, Appeals and PAC would be permanently standing committees. PAC would be assisted by the development and incorporation of a more responsive parent feedback mechanism that would directly channel parent concerns to the correct organizational department or person for timely response. Additionally, the Athletic committee would be renamed Extracurricular committee to encompass the Arts as well. The PAC committee continues unchanged.
 - Mr. Martinez and the Board also discussed the possibility of utilizing video conferencing that complies with New York State Open-Meeting Laws. Mr. Shannon will investigate the technical support necessary to conduct these meetings and report back to the Board during the May meeting.
 - Food Service committee would be changed into an Ancillary Services committee to encompass food service, parent support services and greenhouse programs.
 - Lastly, Martinez proposed that a “Follow-Up on Previous Action Items” section be added to the permanent agenda after Presentations and “Agenda Setting” at the end of every agenda to prioritize items for the next meeting. Motion to accept these revisions as described by Mrs. Melisz, second by Mr. Lattman. Motion approved.
- Motion to cancel the upcoming April 30th, 2013 Board meeting by Mrs. Melisz, seconded by Mr. Keller. Motion approved
- Motion to rescind the cancelation of the April 30th, 2013 Board meeting by Mrs. Melisz, seconded by Mrs. Kelley. Motion approved.

BOARD PERMANENT COMMITTEES REPORTS

- **Quality Assurance – None**

- **Finance** – Mr. Cinquino reported that the Board is moving forward with the High School construction Phase II, Option 4 that calls for the creation of an Advanced Manufacturing classroom and the addition of four new classrooms and a set of bathrooms. This option, while more expensive in the short-run than several other options considered, allows the school to move forward with its mission while not supplanting other current offerings such as Spanish. Cinquino discussed the Finance committee’s views on utilizing bond refinancing to pay for the construction and how this option was dismissed as it added exorbitant additional costs, mostly legal fees. The committee decided to finance the project through a traditional loan structure.
 - During the May Board meeting Cinquino will present the projected budget for next year along with the quarterly financials.
 - Mr. Cinquino discussed how the Finance committee arrived at the decision to conservatively invest the School’s reserves with two reputable investment companies, both of which vary from one another representing different investment opportunities for our organization. Mrs. Kelley inquired as to the frequency of reporting of investment results to the Board to which Cinquino replied that the committee had decided on quarterly reports. Mrs. Melisz asked if the Finance committee was confident that taking on the added expense of the construction project did not expose the school to financial risk that might jeopardize the terms of the existing bond to which Cinquino stated that he felt comfortable moving forward as there was no danger of this taking into account reserves and conservative budgeting.
- **Development** – Mrs. Toomey reviewed her report as seen on pages 15-17 of the packet. Mr. Mikulec inquired as to the potential outcomes of the grants that are being applied for, to which Mr. Lattman replied that in most cases it was too early to predict. In regard to the NYS Charter School Dissemination grant (\$499,000), Mrs. Melisz asked if there was any indication on a timeframe for when the school will receive confirmation of award. Ms. Erin Shovlin visiting from NYSED on a scheduled site visit fielded the question communicating that it was also too early in the process to determine an answer with any certainty. Additionally, Toomey commented that she felt that even if CSAT was awarded the grant, the majority of the funds might be destined for the Ken-Ton UFSD.

- Mrs. Toomey mentioned that she and Dr. Kendrick from SUNY Buffalo met recently to discuss how to utilize the school's greenhouse produce in the local community. Currently, there are four sites in the local community garden initiative.

BOARD AD HOC COMMITTEES REPORTS

- **Career Readiness – None**
- **Facilities –** Mr. Martinez made an overhead presentation and update regarding the status of the security upgrades that have been made to all facilities including the construction of vestibules at both schools and changing over to convenient push locks throughout the district. The district saved costs on the installation of the locks by having the school Maintenance staff install them instead of an outside firm. Additionally, the elementary has painted the exposed cafeteria windows with student created artwork so that visitors/outsideers cannot see through from the outside. A pass-through window at the elementary is also being installed at the cost of \$900. All told, Mr. Shannon reported that the Facilities committee has been able to stay within budget for the entirety of the security upgrades. Mr. Quackenbush lauded the efforts of all involved in the security upgrades and then proceeded to focus on the construction efforts underway at the high school to complete Option 4 (new classrooms) by the beginning of the next school year. Quackenbush reported that the construction manager and Resetarits have been employed to ambitiously undertake the construction of the new Advanced Manufacturing labs and classrooms.
- **Athletics – None**
- **Food Service – None**
- **PAC – None**
- **Appeals –** Mr. Mikulec reported on an appeal of a Saturday Detention that was issued to a student as a consequence of being found in possession of a cell phone which is contrary to the school's student code of conduct. During the course of the investigation it became clear that the student understood the school rules regarding the cell phone and that the parent was simply unwilling to accept the consequence therefore the appeal was denied and school's procedure upheld.

OLD BUSINESS

- **CSAT, et al v. BPS*** – None
- **Say Yes Buffalo** – Mr. Martinez present how the school's relationship with the Say Yes committee has been evolving and that he was not confident in CSAT's inclusion unfortunately. Martinez discussed how the program may impact our students stating that he did not feel that Say Yes will change the scope of our school in any meaningful way as the majority of our students, who hail from low-income households, will pay almost nothing for their post-secondary education after financial aid is calculated. This said, Martinez announced that he would be mailing out a parent letter to apprise them of the initiative and its impact on our families. Mr. Lattman added that as the marketplace continually evolves to require college education of all, essentially forcing the majority of high school graduates to attend, the states will inevitably react to drive down tuition costs with options like online courses; in essence changing the college landscape in the near future. This would result in increased accessibility to post-secondary education for all segments of society thus deemphasizing the importance of programs such as Say Yes.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that 2012-2013 enrollment of the school currently stands at 1669.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the listing of several leaves of absences and the termination of one middle school ELA teacher due to continued poor performance. The school has been able to fill the vacancy without having to rehire extra staff. Motion to approve the personnel report by Mr. Quackenbush, seconded by Mr. Lattman. Report approved.
- **2013-2014 Calendar** – Martinez presented the Board with a revised and accurate proposed 2013-14 school calendar (page 22) for consideration and vote at the next meeting.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – Citing the final page of the Board packet Mr. Martinez informed the Board that the New York State United Teachers union has started a campaign to have parents exclude their children from state testing in grades 3-8. In order to combat the propaganda, CSATTA and CSAT are beginning their own counter-campaign locally against the movement as we feel that it is rooted NYSUT's efforts to undermine the state's new teacher evaluation system and not in helping increase student achievement.
- **Subsidiaries Report** – None
- **Agenda Setting** – Presentation of 2013-14 Budget

ADJOURNMENT

- At 6:05 p.m. the Board moved into executive session on a motion from Mrs. Kelley, seconded by Mr. Keller to discuss matters of pending litigation.

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

BOARD OF DIRECTORS MEETING 04/30/13

MINUTES

Board Members Present: Robert Mikulec, Eaton Lattman, Rose Melisz, Michael Keller, Karen Kelly, Rose Melisz, David Quackenbush, Cheryl Misiejuk, John Cinquino

Others Present: Efrain Martinez, Garrick Loveria, Ann Morgante, Susan Toomey, Andy Lyle, Bob Shannon, Nadine Williamson, Brandon Pafk, Justina Fetterly, Tanya Moore

MINUTES

- Motion to approve the April 30th, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mrs. Kelley, seconded by Mr. Quackenbush. Motion approved.

PUBLIC COMMENTS

- None

PRESENTATION

- None

SCHEDULED BOARD REPORTS

- **Finance** – Mr. Cinquino presented the Board with a proposed 2013-2014 district-wide budget for which he thanked Mrs. Moore for her diligent work on and highlighted that the process of constructing the budget was exhaustive in its attention to detail and finding solutions to tight fiscal constraints. Cinquino began the customary finance portion of the report by articulating the balance sheet on page ten which illustrate no irregularities. Page fourteen, the income statement shows revenues to be slightly down though this could be related to the timing of particular billing cycles. Comparisons to previous years income statements are not as favorable this year and this is mostly attributable to

increases in salaries/benefit costs. Taking into account expenses, Mr. Cinquino noted that that next year's budget was prepared to be basically a break-even budget of approximately twenty-two million dollars. It contemplates staffing changes in a painful way. This budget which was vetted by the Finance committee appears different from the typical district in that most districts do not calculate items such as depreciation into their budgets.

- Referencing page sixteen of the packet to discuss proposed budget Mr. Martinez stated that salaries and associated benefits for the upcoming year represent the most impactful expenses to the budget. Therefore if this budget is to be approved the Board will asking that there be some position cuts to instructional and administrative positions. Martinez discussed how the current Intervention may have to take place in the classroom to save costs. Additional staffing costs will be incurred at the high school as a specific Project Lead the Way instructor will need to be hired to staff the new advanced manufacturing laboratory. Citing page nineteen, Martinez discussed the elimination of various items from the budget such as monies for field-trips. Mrs. Kelley interjected that she had very mix emotions regarding the budget and its implications, stating that the principals would need to be very careful next year in tracking their expenses. Kelley also verified that the principals are now receiving month budget reports broken-out by building so that financial progress can be monitored. As the Board sifted through the remainder of the proposal, Martinez added that the budget only works within the current contract parameters and therefore negotiations could significantly alter additional staffing changes in a negative sense. Martinez reinforced the need to find new streams of revenue to sustain our current programming. Providing perspective to the idea of additional revenue streams, Mrs. Moore mentioned that if we could bank roughly two months' worth of expenses every year in additional revenue the school would be fiscally strong. Mr. Cinquino added that he believed we needed an additional 5% increase in revenue in order to be financially comfortable moving forward. Mrs. Melisz inquired as to the possibility of including eDoctrina into the funding paradigm, to which Cinquino responded that he would realistically estimate that eDoctrina would return approximately

\$50,000 next year though the potential for greater revenue growth in subsequent years is certainly a possibility. Following a line-by-line review of the proposed budget by the Board, Mr. Quackenbush made a motion to accept the budget as proposed, seconded by Mr. Keller. Budget approved, with Mrs. Misiejuk dissenting.

- **Negotiations** – Mrs. Kelley reported that the inaugural negotiations meeting for the new teacher contract was recently held and the Board should be receiving those minutes. As it stands now, it would be premature to tell how far away from agreement both sides are though there does appear to be quite a disparity in positions in regards to some issues. There are a few typical traditional *district-type* items that the school could never agree on as some if agreed to would even put the school in violation of its own charter. Kelley said that the new contract needs to be completed by the end of May with Martinez adding that the 2013-2014 budget will certainly impact negotiations and that a number of position cuts will need to be made to arrive at a working budget. Currently that number stands at a minimum of eleven cuts that need to be made, though this number might increase should the financial situation become exasperated through negotiations.
- **Appeals** – None
- **PAC** – None

OLD BUSINESS

- **CSAT, et al v. BPS*** – None

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez stated that according to page 29 the 2012-2013 enrollment of the school currently stands at 1667. Page 30 illustrates the results of the lottery for the 2013-14 school year that was recently held. Projected enrollment will reach maximum capacity (1675) and the waiting list stands at 1043 for 2013-14. Martinez added that taking into consideration the waiting list and local school closings or consolidations, he was doubtful whether the Say Yes Initiative will be the “game-changer” in regard to CSAT’s future enrollment that we once that it might be. Mr.

Quackenbush mentioned that he recently met with colleague and Community Foundation Board president, to discuss Say Yes' response to CSAT and how the two institutions might collaborative in the future making postsecondary education a reality for all students who aspire to college. Mr. Mikulec inquired as to the school's ability to track the number graduates that typically enroll in college and the financial aid/scholarships they receive to determine the applicability of the Say Yes Program to our college bound students. Mr. Loveria responded that the school can track how many students enroll in college with the Student Tracker program however tracking scholarship and financial aid monies received by graduates requires a manual incentive-based system of student reporting. This system is currently setup at the high school and college bound students have been followed for several years, however Loveria also cited the need to track the progress of those student s who pursue work in the private sector or engage in military service immediately following graduation.

- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the addition of assistant coach for the spring sports season. The position has already been budgeted for this year so there will be no additional expense. Motion to approve the personnel report by Mrs. Melisz, seconded by Mr. Lattman. Report approved.
- **Strategic Planning (Board Retreat)** – Martinez renewed discussion of planning for a retreat in which the Board could strategically plan its long-range goals. After some discussion of time and venue possibilities Mr. Lattman proposed that if the Woodward-Hauptman board room was not in use then the trustees might consider meeting there on Friday May 31st from 2-6 p.m. Mr. Lattman will verify the availability of the board room; should there be a conflict with Woodward Hauptman, then the Board will reserve a conference room with the Grand Island Hotel for the same date and time.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – None
- **Subsidiaries Report** – None

AGENDA SETTING

- **Next meeting May 21st, 2013** – Request for presentation by Bob Shannon on feasibility of video conferencing for committee usage.

ADJOURNMENT

- At 5:50 p.m. the Board moved into executive session on a motion from Mrs. Kelley, seconded by Mr. Quackenbush to discuss matters of pending union negotiations.

3
Charter School for Applied Technologies
2303 Kenmore Avenue, Buffalo NY 14207

BOARD OF DIRECTORS MEETING 05/21/13

MINUTES

Board Members Present: Robert Mikulec, Eaton Lattman, Michael Keller, David Quackenbush, Cheryl Misiejuk, John Cinquino, Joe Berti-*via conference call*

Others Present: Efrain Martinez, Garrick Loveria, Ann Morgante, Andy Lyle, Brandon Pafk, Justina Fetterly, Tanya Moore, Alan Gregory, Michelle Fullen

MINUTES

- Motion to approve the April 30th, 2013 Minutes including permanent committee reports and those submitted under ad hoc committee by Mr. Keller, seconded by Mr. Lattman. Motion approved.

PUBLIC COMMENTS

- None

PRESENTATION

- **Teleconference Capabilities** – Alan Gregory, a member of the CSAT Technology department presented the Board with the various technical possibilities for conducting Board and committee meetings via teleconferencing while still conforming to the statutory mandates of Open-Meeting laws. Specifically, Mr. Martinez added that compliance was dependent upon the ability for the conference caller to see and be seen by the other trustees in the physical Board meeting setting. Mr. Mikulec stated his belief that effective teleconferencing could make the committee work of the Board much more convenient. Mr. Gregory recommended that using a cloud-based conference bridge or an in-house life size conference bridge might best satisfy the Board's needs in that a trustee must be seen at the physical location of the Board meeting in order to partake in voting. Martinez stated that he would like to investigate the requirements of the law to determine

if physical viewing of the teleconferencer was a prerequisite of voting. Martinez proposed a demonstration of an inexpensive teleconferencing system for the next meeting called Oovoo (cloud-base conference bridge).

SCHEDULED BOARD REPORTS

- **Facilities** – Mr. Quackenbush referenced page eight of the Board packet, stating that internal high school offices were complete while construction of the capital project remains ahead of schedule.
- **Quality Assurance** – Mr. Martinez discussed the annual NYS school report card that reflects various disaggregated testing data from two year ago, including subgroup performance and how it relates to adequate year progress (*AYP*). Though the school district did not make *AYP* in one subgroup the overall school performance has *CSAT* reflected as a school in good standing. Mr. Mikulec and Martinez discussed how reaching out to alumni might improve school performance and bolster the mission of career readiness. Mikulec suggested that Mr. Loveria develop a committee to track alumni and plan to foment social events therefrom.
- **Extracurricular** – Mrs. Misiejuk reported that during the last meeting on May 14th, the committee has reached a conclusion on developing a Booster Club to help fund all athletics. Additionally, the committee decided that all K-8 students should also were school issued Physical Education uniforms as the students at the high school do now.
- **Negotiations*** – Conducted in executive session
- **Appeals** – None
- **PAC** – None

OLD BUSINESS

- **CSAT, et al v. BPS*** – Conducted in executive session
- **School Calendar** – Mr. Martinez presented his proposal for a revision to this year's school calendar; specifically the alteration of the last four days of school from student-contact days to strictly professional development days for the teachers in which no students will be in school. Martinez cited the need for teachers to be inculcated with a new method of instructional planning to accommodate the development of NYS modules

(Project-based Learning) in ELA and Math that will more likely yield better academic results in the face the changing common core standards. The Board and Superintendent discussed the topic at length and conceded that this approach to planning the professional development at year's end was not the most parent-friendly approach, however, in the face of overwhelming budgetary constraints it was the most feasible approach to take. Mrs. Misiejuk dissent in her opinion that this initiative displaces the original school schedule, citing that it would be an unnecessary or excessive burden on parents in terms of procuring daycare on such late notice. Motion to alter this year's school calendar to shorten the student contact days by three and a half days (3.5) spanning from June 24th - 27th by Mr. Keller, seconded by Mr. Cinquino. Motion approved.

- Martinez also reviewed the student and teacher calendar for the 2103-14 school year with the Board. Motion to approve the calendar as presented by Mr. Cinquino, seconded by Mr. Lattman. Calendar approved.

- **Departmental Expense Reports** – Tabled until next meeting.

NEW BUSINESS

- **ENROLLMENT REPORT** – Mr. Martinez reported that the present district-wide enrollment stands at 1665 students.
- **PERSONNEL REPORT** – Mr. Martinez reviewed the personnel report including the resignation of one night cleaner. Budget cuts will be reflected in the next Board report. Motion to approve the personnel report by Mr. Quackenbush seconded by Mr. Keller. Report approved.
- **Superintendent's Contract** – Tabled until next meeting.

ADMINISTRATIVE REPORTS

- **Superintendent Report** – None
- **Subsidiaries Report** – Mr. Martinez reported that there are a few ideas about how to separate eDoctrina from EST, LLC. Now that eDoctrina can be its own stand-alone service we might not have a need for EST, however the bond holders' covenants would need to be addressed. Also as eDoctrina continues to generate positive revenue,

clarification of jobs related to the school and those belonging solely to EST make sense. Most EST employees would be moved to eDoctrina.

AGENDA SETTING

- Next meeting June 18th, 2013
 - Presentation on Oovoo,
 - Departmental Expense Reports,
 - Superintendent's Evaluation (*cont.*)

ADJOURNMENT

- At 6:05 p.m. the Board moved into executive session on a motion from Mr. Keller, seconded by Mr. Quackenbush to discuss matters of pending union negotiations and litigation. No decisions requiring Board vote transpired in executive session. The Board left executive session at 6:23 and adjourned following the motion of Dr. Lattman seconded by Mr. Keller. Meeting adjourned.

Appendix H: Enrollment and Retention Efforts

During the 2012-13 school year, the Charter School for Applied Technologies utilized newspaper advertisements, television advertisements 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.

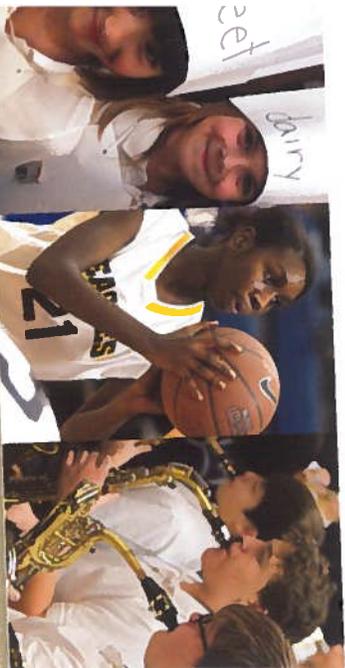
For the upcoming 2013-14 school year, recruitment efforts will continued to be focused on newspaper and television advertisements with a focus on serving the students in the city of Buffalo (highlighting that all types of students are accepted, there are no entrance exams and no tuition along with CSAT 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).

The CSAT Difference

So what makes CSAT so different?

- Longer school day and year. A 7.5-hour school day and a 188-day school year (between August and June).
- Second-language instruction (Spanish) for all students begins in fourth grade.
- Dress code.
- Growing Fine Arts & Athletic programs.
- 70+ extracurricular teams, clubs and performing groups!



“Every Day is Career Day”

CSAT is committed to Career Preparation programming, which begins for all students in kindergarten. This school-to-career component prepares young people, including those who may not be college bound, for the “World of Work.” Exposure begins with visits from business leaders in earlier grades to more individually-tailored activities such as career classes, internships and job shadowing at higher grade levels.

Fly With Eagles!

The Charter School for Applied Technologies (CSAT) opened its doors in 2001 as a 700-student, K-6 school. Since then, it has grown to become the largest charter school in New York State (1,625 students), and one of only two state charters to provide a K-12 education.



As a charter school, CSAT has more control in the areas of personnel, curriculum, budget, class structure, etc. The end product is a special place that offers young minds a full, well-rounded educational experience.

Admission to CSAT is free and open to all students eligible to attend public school in Erie and Niagara counties.



The Charter School for Applied Technologies

2303 Kenmore Avenue
Buffalo, N.Y. 14207
(716) 876-7505 • www.csat-kt12.org

Academics

Visual Arts

Career Preparation

Performing Arts

Athletics



Building the Whole Student!

Charter School for Applied Technologies



Student Achievement

Urban students achieving at suburban-district levels:

- English scores *18% higher* than BPS
- Math scores *34% higher* than BPS
- Regents scores *37% higher* than BPS

CSAT scores compare to several suburban districts

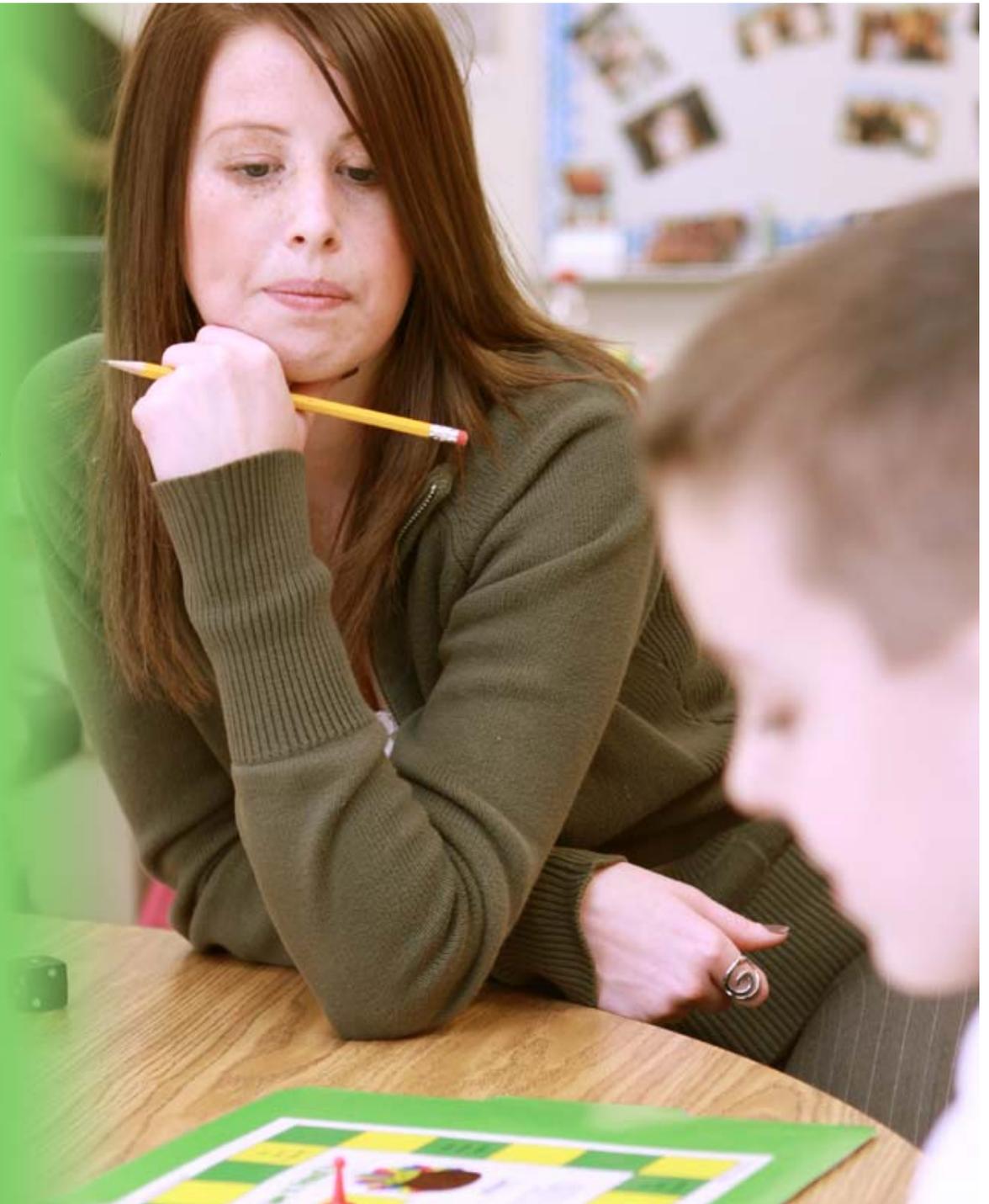
Dedicated Teachers

- Staff committed to building parent/teacher/student relationships
- Team teaching approach
- Teachers accessible by email 24 hours a day



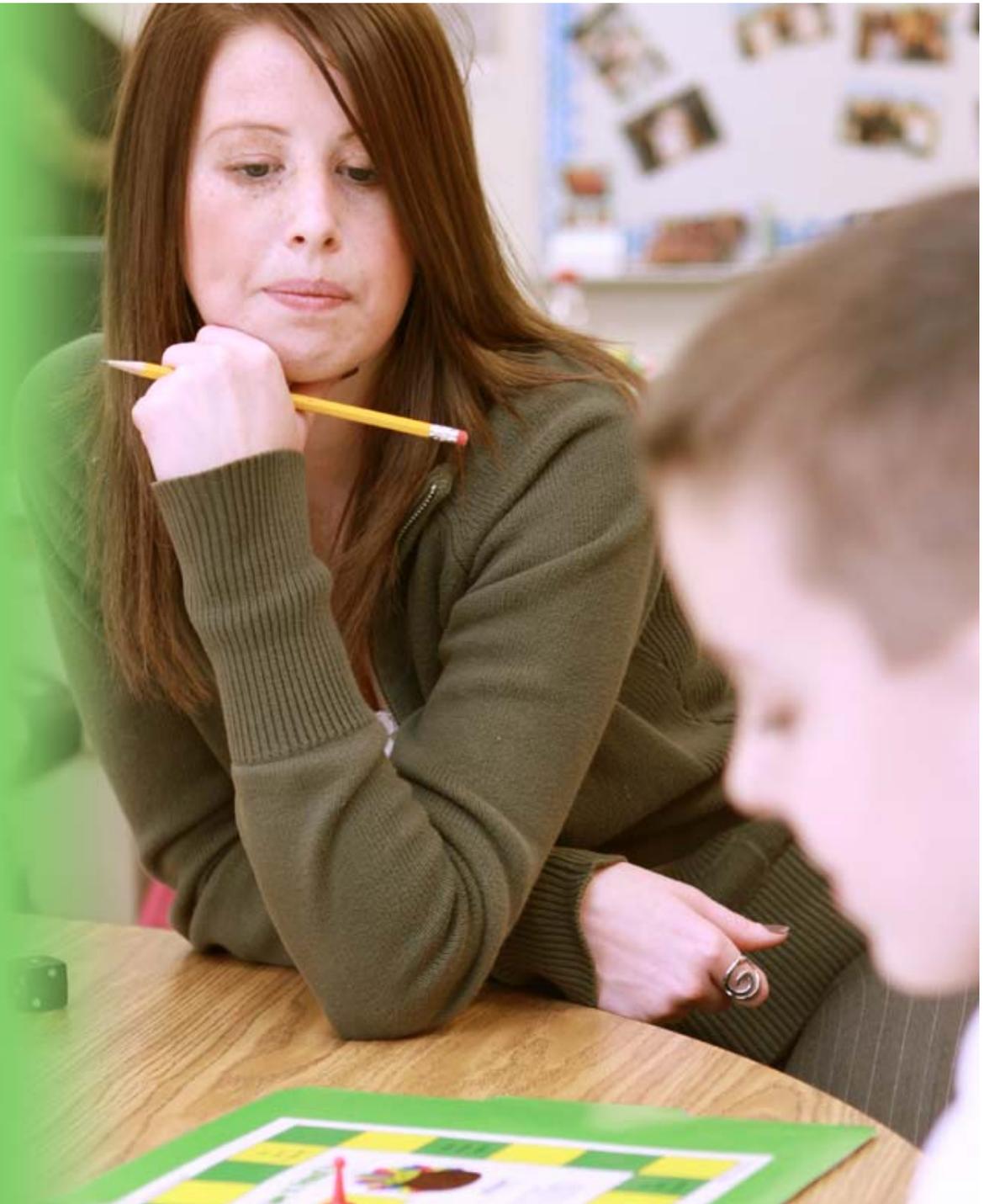
Student Supports

- Like all public schools, CSAT is expected to provide Special Education services to students who have an Individualized Education Plan
- Currently, 11% of CSAT students receive services



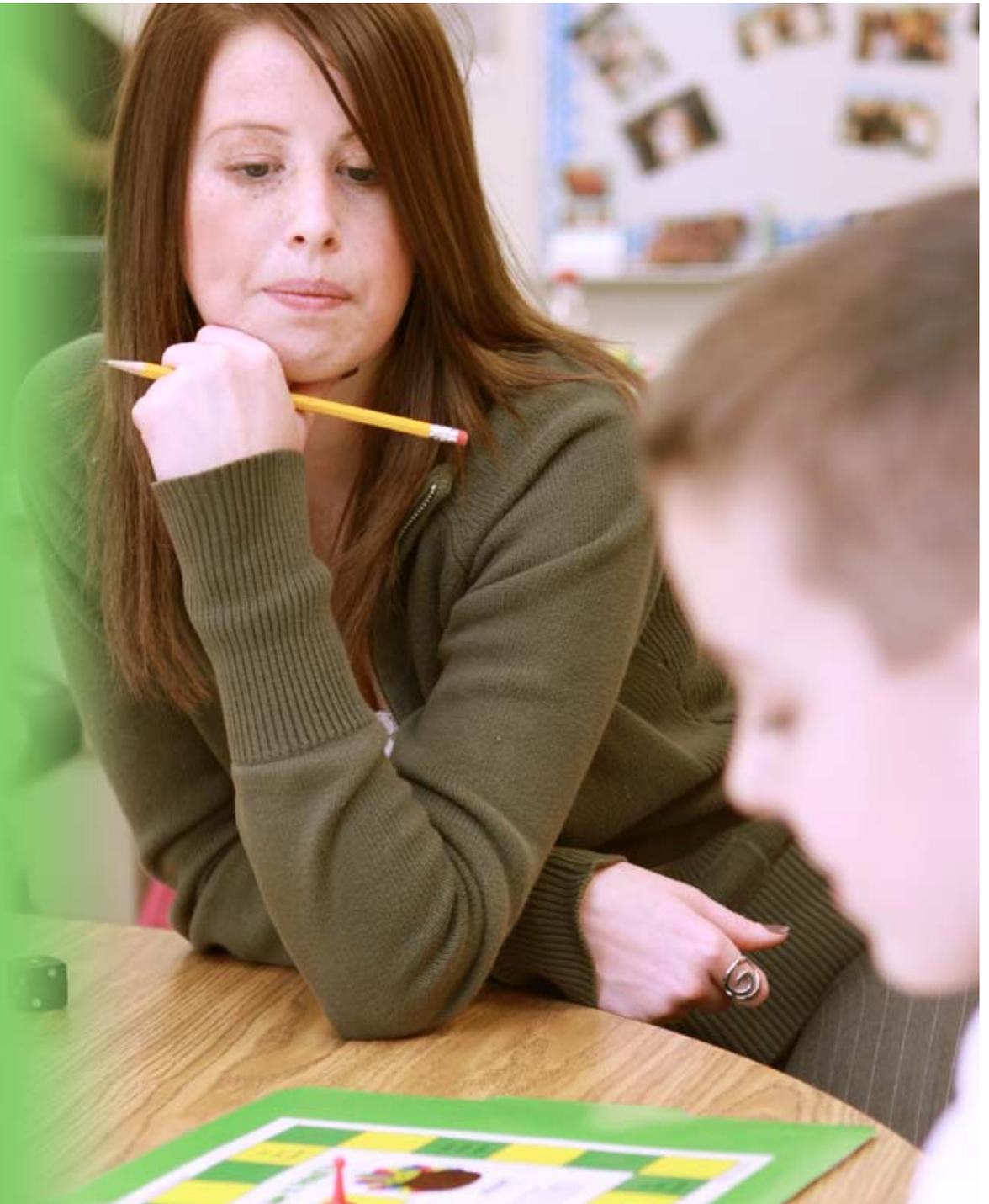
Student Supports

- Include: Speech, Occupational Therapy, Physical Therapy & Counseling
- Special Education (consultant) teachers “push in” to classrooms to provide support



Student Supports

- **Other support programs:**
 - **KinderSkills**
 - **Improvement services**
 - **ACCES-VR for older students (transition to work and/or college)**





Yo Soy CSAT.

13 grados (K-12). 3 edificios.

800 computadoras. 188 días de clases.

10 equipos de liga atlética. 14 grupos musicales.

100% índice de graduación.

1 lugar especial.

Charter School for Applied Technologies
876-7505 • www.csat-k12.org

La matrícula para 2011-12 termina Abril 2!

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/7da9fa7656da42a77cbcb532814>

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:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
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:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Member
-

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: Appendix E - Disclosure of Financial Interest Form

Created Monday, August 12, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/54e4bafc0e637c12ad4da99c58b>

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:

Eaton Lattman

2. Charter School Name:

Charter School for Applied Technologies

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

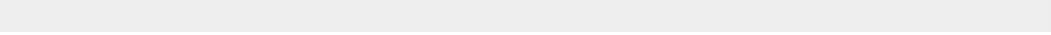
5. *Your Business Address

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

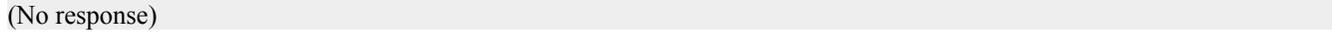
6. *Daytime Phone Number:

[REDACTED]

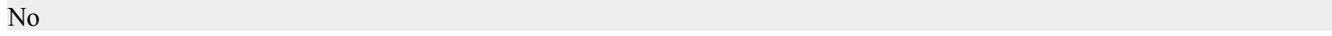
7. *E-mail Address:

 
8. Select all positions you held on Board:

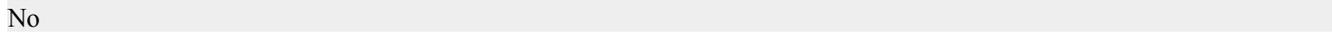
(check all that apply)


(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

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

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Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/95a4d483bd2bc91fd90b2bcd07>

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:

Rosalie Melisz

2. Charter School Name:

Charter School for Applied Technologies

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
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:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: board member
-

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

A handwritten signature in black ink that reads "Rosalia A. Malisog". The signature is written in a cursive style with a large, stylized initial 'R' and 'M'.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 24, 2013

Updated Thursday, July 25, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d011f649a461a60052965e74f72>

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:

NYC Department of Education

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	same
5. *Your Business Address City/State	(No response)
5. *Your Business Address Zip	(No response)

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Chair/President

• 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

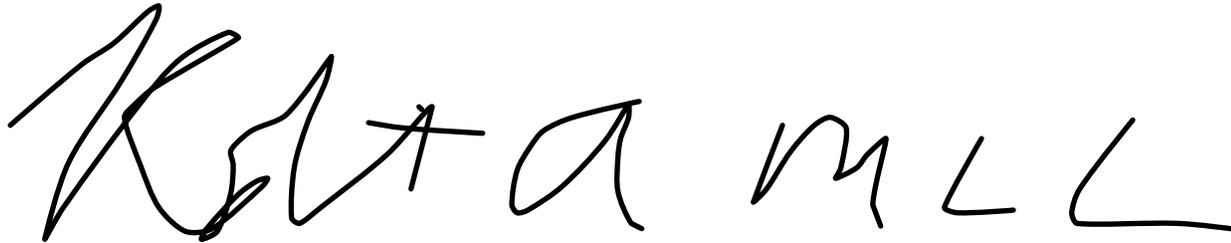
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 read "Krista Miller". The signature is written in a cursive, flowing style with some capitalization and a mix of lowercase and uppercase letters.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/b7b6bd40d631a9d898a7b54cd0>

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:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	N/A
5. *Your Business Address City/State	(No response)
5. *Your Business Address Zip	(No response)

6. *Daytime Phone Number:

[REDACTED]

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 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

Variable	Response
[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)

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 response)

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	(No response)	(No response)	(No response)	(No response)
2	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

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 response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	(No response)	(No response)	(No response)	(No response)	(No response)
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 22, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/7a8bc3977d1ef415f2793d4538>

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 Striker Quackenbush

2. Charter School Name:

Charter School for Applied Technologies

3. Charter Authorizer:

Buffalo Board of Education

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
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:

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