

Application: Charter School for Applied Technologies

TANYA MOORE - tmoore@csat-k12.org
2022-2023 Annual Report

Summary

ID: 0000000252

Last submitted: Nov 1 2023 02:55 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES 800000051942

a1. Popular School Name

CSAT

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

Yes

c1. Name of Union

Select the name of the Union representing your school?

American Federation of Teachers

c2. Date Unionized

Jul 1 2002

d. DISTRICT / CSD OF LOCATION

KENMORE-TONAWANDA UFSD

e. Date of Approved Initial Charter

Jan 10 2001

f. Date School First Opened for Instruction

Aug 1 2001

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The Charter School for Applied Technologies prepares students to attain family sustaining careers by integrating career exploration and a lifelong learning culture.

h. School Website Address

www.csat-k12.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

2365

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

2315

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6
7
8
9
10
11
12

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	Yes, 3 sites
--	--------------

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2303 Kenmore Avenue, Buffalo, NY 14207	716-8767-7505	Kenmore-Tonawanda	K-5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle	Superintendent	716-876-7505		alyle@csat-k12.org
Operational Leader	Susan Jurewicz	Principal	716-876-7505		sjurewicz@csat-k12.org
Compliance Contact	Garrick Loveria	Deputy Superintendent	716-876-7505		gloveria@csat-k12.org
Complaint Contact	Andrew Lyle	Superintendent	716-876-7505		alyle@csat-k12.org
DASA Coordinator	John Bresnock	School Counselor	716-876-7505		jbresnock@csat-k12.org
Phone Contact for After Hours Emergencies	Andrew Lyle	Superintendent	716-462-9928		alyle@csat-k12.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[COO1_3522041451-C of O - K-5.pdf](#)

Filename: COO1_3522041451-C of O - K-5.pdf **Size:** 206.9 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Annual Inspection - K-5.pdf](#)

Filename: Annual Inspection - K-5.pdf **Size:** 3.7 MB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	2245 Kenmore Avenue, Buffalo, NY 14207	716-876-7505	Kenmore-Tonawanda	9-12	9-12	No

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle	Superintendent	716-876-7505		alyle@csat-k12.org
Operational Leader	Brett Lutterbein	Principal	716-876-7505		blutterbein@csat-k12.org
Compliance Contact	Garrick Loveria	Deputy Superintendent	716-876-7505		glovera@csat-k12.org
Complaint Contact	Andrew Lyle	Superintendent	716-876-7505		alyle@csat-k12.org
DASA Coordinator	Courtney Goodwin	Dean of Students	716-876-7505		cgoodwin@csat-k12.org
Phone Contact for After Hours Emergencies	Andrew Lyle	Superintendent	716-462-9928		alyle@csat-k12.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[m2dco_3522049035-C of O - High School.pdf](#)

Filename: m2dco_3522049035-C of O - High School.pdf **Size:** 142.0 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Annual Inspection - HS.pdf](#)

Filename: Annual Inspection - HS.pdf **Size:** 3.7 MB

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3	24 Shoshone St, Buffalo, NY 14214	716-876-7505	Buffalo	6-8	6-8	No

m3a. Please provide the contact information for Site 3.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Lyle	Superintendent	716-876-7505		alyle@csat-k12.org
Operational Leader	Patrick Heyden	Principal	716-876-7505		pheyden@csat-k12.org
Compliance Contact	Garrick Loveria	Deputy Superintendent	716-876-7505		gloveria@csat-k12.org
Complaint Contact	Andrew Lyle	Superintendent	716-876-7505		alyle@csat-k12.org
DASA Coordinator	Stephen Anastasia	School Social Worker	716-876-7505		sanastasia@csat-k12.org
Phone Contact for After Hours Emergencies	Andrew Lyle	Superintendent	716-462-9928		alyle@csat-k12.org

m3b. Is site 3 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[m3dco_3522055728-C of O - Middle School.pdf](#)

Filename: m3dco_3522055728-C of O - Middle School.pdf **Size:** 97.3 kB

Site 3 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Annual Inspection - MS.pdf](#)

Filename: Annual Inspection - MS.pdf **Size:** 3.7 MB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

317 Vulcan Street, Buffalo, NY 14207

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Tanya Moore
Position	Deputy Superintendent / CFO
Phone/Extension	716-876-7505-5104
Email	tmoore@csat-k12.org

q. Our signatures (Executive Director/School Leader/Head of School and Board President) 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. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. A handwritten checkmark is visible to the right of the redaction.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. A handwritten checkmark is visible to the left of the redaction.

Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Charter School for Applied Technologies

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.csat-k12.org/Page/3297
2. Board meeting notices, agendas and documents	https://www.csat-k12.org/Page/3032
3. New York State School Report Card	https://www.csat-k12.org/Page/3375
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.csat-k12.org/Page/1779
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.csat-k12.org/domain/361
6. Authorizer-approved FOIL Policy	https://www.csat-k12.org/Page/3376
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.csat-k12.org/Page/3376

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Student Achievement on Grade 3-8 NYS Math Assessments will meet or exceed the state average	NYS Gr. 3 Math Assessment NYS Gr. 4 Math Assessment NYS Gr. 5 Math Assessment NYS Gr. 6 Math Assessment NYS Gr. 7 Math Assessment NYS Gr. 8 Math Assessment	Unable to Assess	The state has not released overall state comparison, however in all but two areas CSAT has shown growth in grades 3-8. Graduation rate has declined but is still above 90%. Due to the impacts of COVID, chronic student absences led to difficulties in attaining graduation in a 4-year time frame.
Academic Goal 2	Student Achievement on all Grade 3-8 NYS ELA Assessments will meet or exceed the state average	NYS Gr. 3 ELA Assessment NYS Gr. 4 ELA Assessment NYS Gr. 5 ELA Assessment NYS Gr. 6 ELA Assessment	Unable to Assess	The state has not released overall state comparison, however in all but two areas CSAT has shown growth in grades 3-8.

		<p>Assessment NYS Gr. 7 ELA Assessment NYS Gr. 8 ELA Assessment</p>		<p>Graduation rate has declined but is still above 90%. Due to the impacts of COVID, chronic student absences led to difficulties in attaining graduation in a 4-year time frame.</p>
Academic Goal 3	The graduation rate will meet or exceed the state average	Graduation Rate	Unable to Assess	<p>The state has not released overall state comparison, however in all but two areas CSAT has shown growth in grades 3-8. Graduation rate has declined but is still above 90%. Due to the impacts of COVID, chronic student absences led to difficulties in attaining graduation in a 4-year time frame.</p>

Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[CSAT - Audited Financial Statements - 2022-23](#)

Filename: CSAT_-_Audited_Financial_Statement_BQ8AJxB.pdf Size: 561.3 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2023

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Audited Financial Reprt - CSAT](#)

Filename: Audited_Financial_Reprt_-_CSAT.xlsx Size: 75.2 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report

- 4. Evidence of Required Escrow Account for each school^[1]
- 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Entry 4c - 110123](#)

Filename: Entry_4c_-_110123.pdf Size: 473.5 kB

[Escrow Account - 110123](#)

Filename: Escrow_Account_-_110123.pdf Size: 887.6 kB

Entry 4d - Financial Contact Information

Completed - Nov 1 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Tanya Moore	tmoore@csat-k12.org	716-876-7505

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Donna Gonser	dgonser@lumsdencpa.com	716-856-3300	22

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[CSAT - Budget 2023-24](#)

Filename: CSAT_-_Budget_2023-24.xlsx Size: 45.4 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Board Disclosures - 2022-2023 P](#)

Filename: Board_Disclosures_-_2022-2023_P.pdf Size: 6.8 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Joseph Berti	[REDACTED]	Chair	exofficio member of all committees	Yes	4	09/01/2022	09/01/2025	12
2	John Cinquino	[REDACTED]	Treasurer	Finance, Ancillary Services, Nominations	Yes	7	09/01/2021	09/01/2024	10
3	Ian Donnelly	[REDACTED]	Trustee/Member	Quality Assurance, Appeals	Yes	1	09/01/2020	09/01/2023	6
4	Michael Keller	[REDACTED]	Trustee/Member	Finance Committee, Nominations, Facilities	Yes	8	09/01/2022	09/01/2023	9
5	Steve Kottakis	[REDACTED]	Trustee/Member	Career Readiness, Facilities	Yes	1	09/01/2020	09/01/2023	8
6	Andrea Pasieka	[REDACTED]	Secretary	Quality Assurance, Negotiations	Yes	1	09/01/2020	09/01/2023	8
7	Kevin Cornacc	[REDACTED]	Trustee/Member	Career Readiness	Yes		09/01/2020	09/01/2023	9

	hio	████		ss, Negotiati ons, Appeals					
8	Danielle Salasava ge	████ ████ ████	Parent Rep	Career Readine ss, Quality Assuranc e	Yes	1	09/01/20 20	09/01/20 23	8
9	Lisa Smith	████ ████ ████	Vice Chair	Quality Assuranc e, Negotiati ons	Yes	2	09/01/20 20	09/01/20 23	9

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Jina Gentry	[REDACTED]	Trustee/Member		Yes		04/19/2022	09/01/2024	10
11	Kristin Elmore-Garcia	[REDACTED]	Trustee/Member		Yes		02/01/2023	09/01/2024	5 or less
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	11
b. Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	1
d. Total Number of members, as set in Bylaws, Resolution or Minutes	13

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

11

Total number of Voting Members added during the 2022-2023 school year:

1

Total number of Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

13

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

5

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

Board Meeting Minutes - 2022-2023 (June 20 2023 not yet approved)

Filename: Board_Meeting_Minutes_-_2022-2023__xMI6t2o.pdf Size: 336.6 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>The Charter School for Applied Technologies continues to comply with §2854(2) and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful. Admission of students is not limited to the basis of intellectual ability, creed, gender, national origin, religion, or ancestry.</p> <p>CSAT engages in extensive efforts to inform families in its neighboring communities about its enrollment process and target dates for each new school year with a focus on recruiting additional ENL learners and students with special needs, including:</p> <ul style="list-style-type: none"> • Radio advertisements promoting Open Enrollment are aired on a local urban contemporary FM station in Buffalo. • Recruitment efforts also include broadcast television commercials, with specific programming air times chosen to reach a diverse audience (based on station demographic data). • These radio and broadcast ads reach a geographical area containing 10 schools for students with special needs. • Enrollment documents are translated into multiple languages including English, Spanish, Burmese and Arabic. • Open Enrollment is promoted using newspaper advertisements in local community papers, including a 	<p>For the upcoming 2023-2024 school year, our initial plan will be to continue with those recruitment activities deemed to be successful in assisting our school with meeting its prior year targets. Additionally, we will continue with conducting an assessment of our current needs and budget allotments, marketing wording will continue to include the emphasis and highlighting of - all types of students are accepted (with placement into a lottery if requests exceed the number of seats), with no entrance exams or tuition.</p> <p>We plan to also continue our Open Houses, visits to other Charter Schools and Daycare Centers to attract new students. In addition, our school's website will continue to be a resource for students and families with Special Education needs and English Language Learners by providing families with information and third party resources made available to them.</p>

Spanish language paper, which are available in print and on-line.

- Additionally, distributed materials state that CSAT is open to all residents, that we have no admission exams and that children of all needs are welcomed by the school.

- Informational meetings for interested families are scheduled and advertised in every geographical area where special populations tend to reside. Particularly well attended are those informational meetings held at area pre-school centers and head start programs focusing on incoming kindergarteners.

- Our website is ADA compliant which allows those with special learning needs the opportunity to use a screen reader or other assistive device, and/or translate the site into their native language.

- CSAT has expanded the ENL section of our website to include additional resources for families and learning opportunities for the ENL students we serve.

- The Special Education section of our website has also been expanded to include at-home resources for families.

English Language Learners

The Charter School for Applied Technologies continues to comply with §2854(2) and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful. Admission of students is not limited to the basis of intellectual ability, creed, gender, national origin,

For the upcoming 2023-2024 school year, our initial plan will be to continue with those recruitment activities deemed to be successful in assisting our school with meeting its prior year targets. Additionally, we will continue with conducting an assessment of our current needs and budget allotments, marketing wording will continue to include the

religion, or ancestry.

CSAT engages in extensive efforts to inform families in its neighboring communities about its enrollment process and target dates for each new school year with a focus on recruiting additional ENL learners and students with special needs, including:

- Radio advertisements promoting Open Enrollment are aired on a local urban contemporary FM station in Buffalo.
- Recruitment efforts also include broadcast television commercials, with specific programming air times chosen to reach a diverse audience (based on station demographic data).
- These radio and broadcast ads reach a geographical area containing 10 schools for students with special needs.
- Enrollment documents are translated into multiple languages including English, Spanish, Burmese and Arabic.
- Open Enrollment is promoted using newspaper advertisements in local community papers, including a Spanish language paper, which are available in print and on-line.
- Additionally, distributed materials state that CSAT is open to all residents, that we have no admission exams and that children of all needs are welcomed by the school.
- Informational meetings for interested families are scheduled and advertised in every geographical area where special populations tend to reside. Particularly well attended are those informational meetings held at area pre-school centers and head start

emphasis and highlighting of - all types of students are accepted (with placement into a lottery if requests exceed the number of seats), with no entrance exams or tuition.

We plan to also continue our Open Houses, visits to other Charter Schools and Daycare Centers to attract new students. In addition, our school's website will continue to be a resource for students and families with Special Education needs and English Language Learners by providing families with information and third party resources made available to them.

For 2023-2024, we plan even more of a focus on ENL/SPED and specifically mentioned them in our Radio and Television Ads. We also did targeted ads on social media (Facebook and Instagram)

ENL Population Specific Outreach

- Highlight ENL services and programs in promotional and marketing literature
- Highlight ENL services in television and radio ads
- Digital (paid) Facebook & Instagram ads targeted to Spanish, Arabic and Burmese speakers
- Outreach to neighborhood organizations that work with ENL communities.
- Outreach to local agencies serving and referring immigrant families
- 2-Point preference in lottery for ENL applicants
- Main page website graphic and Facebook and Instagram Posts: Apply Now in English, Spanish, Burmese and Arabic

	<p>programs focusing on incoming kindergarteners.</p> <ul style="list-style-type: none"> • Our website is ADA compliant which allows those with special learning needs the opportunity to use a screen reader or other assistive device, and/or translate the site into their native language. • CSAT has expanded the ENL section of our website to include additional resources for families and learning opportunities for the ENL students we serve. • The Special Education section of our website has also been expanded to include at-home resources for families. 	<p>Advertising</p> <p>Print Ads</p> <p>Panorama Hispano (Spanish Language publication)</p> <p>Buffalo Challenger (Print edition)</p> <p>Radio</p> <p>WBLK 93.7 (including specific mention of special education and ENL services)</p> <p>Digital</p> <p>Panorama Hispano</p> <p>Site retargeting static ads and video (commercial)</p> <p>Facebook and Instagram, including delivery to those who have selected Spanish, Burmese and Arabic as their preferred language.</p> <p>Television</p> <p>Combination of Broadcast Commercials and targeted delivery commercials with Connected TV (including specific mention of special education and ENL services)</p>
<p>Students with Disabilities</p>	<p>The Charter School for Applied Technologies continues to comply with §2854(2) and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful. Admission of students is not limited to the basis of intellectual ability, creed, gender, national origin, religion, or ancestry.</p> <p>CSAT engages in extensive efforts to inform families in its neighboring communities about its enrollment process and target dates for each new school year with a focus on recruiting additional ENL learners</p>	<p>For the upcoming 2023-2024 school year, our initial plan will be to continue with those recruitment activities deemed to be successful in assisting our school with meeting its prior year targets. Additionally, we will continue with conducting an assessment of our current needs and budget allotments, marketing wording will continue to include the emphasis and highlighting of - all types of students are accepted (with placement into a lottery if requests exceed the number of seats), with no entrance exams or tuition.</p> <p>We plan to also continue our Open</p>

and students with special needs, including:

- Radio advertisements promoting Open Enrollment are aired on a local urban contemporary FM station in Buffalo.
- Recruitment efforts also include broadcast television commercials, with specific programming air times chosen to reach a diverse audience (based on station demographic data).
- These radio and broadcast ads reach a geographical area containing 10 schools for students with special needs.
- Enrollment documents are translated into multiple languages including English, Spanish, Burmese and Arabic.
- Open Enrollment is promoted using newspaper advertisements in local community papers, including a Spanish language paper, which are available in print and on-line.
- Additionally, distributed materials state that CSAT is open to all residents, that we have no admission exams and that children of all needs are welcomed by the school.
- Informational meetings for interested families are scheduled and advertised in every geographical area where special populations tend to reside. Particularly well attended are those informational meetings held at area pre-school centers and head start programs focusing on incoming kindergarteners.
- Our website is ADA compliant which allows those with special learning needs the opportunity to use a screen reader or other assistive device, and/or translate the

Houses, visits to other Charter Schools and Daycare Centers to attract new students. In addition, our school's website will continue to be a resource for students and families with Special Education needs and English Language Learners by providing families with information and third party resources made available to them.

For 2023-2024, we plan even more of a focus on ENL/SPED and specifically mentioned them in our Radio and Television Ads. We also did targeted ads on social media (Facebook and Instagram)

ENL Population Specific Outreach

- Highlight ENL services and programs in promotional and marketing literature
- Highlight ENL services in television and radio ads
- Digital (paid) Facebook & Instagram ads targeted to Spanish, Arabic and Burmese speakers
- Outreach to neighborhood organizations that work with ENL communities.
- Outreach to local agencies serving and referring immigrant families
- 2-Point preference in lottery for ENL applicants
- Main page website graphic and Facebook and Instagram Posts: Apply Now in English, Spanish, Burmese and Arabic

Advertising

Print Ads

Panorama Hispano (Spanish Language publication)

Buffalo Challenger (Print edition)

Radio

site into their native language.

- CSAT has expanded the ENL section of our website to include additional resources for families and learning opportunities for the ENL students we serve.
- The Special Education section of our website has also been expanded to include at-home resources for families.

WBLK 93.7 (including specific mention of special education and ENL services)

Digital

Panorama Hispano

Site retargeting static ads and video (commercial)

Facebook and Instagram, including delivery to those who have selected Spanish, Burmese and Arabic as their preferred language.

Television

Combination of Broadcast

Commercials and targeted delivery commercials with Connected TV (including specific mention of special education and ENL services)

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>During 2022-2023, our school continued to assist our economically disadvantaged students and families by provisions of providing awareness of the resources and services available through numerous presentations, both in person and/or remote.</p> <p>Our Family Support Center continued its drive to strengthen all of our students and families through school, community and parent collaboration to promote student success and wellbeing. The center offers a spectrum of free services - individual and family counseling, support groups, and referrals/ information to outside community resources.</p> <p>Food Pantry services were also provided to those families in need. In an effort to address early intervention loss of learning, the school added 2 classrooms each to grades K-2, reducing class sizes from an average of 27 to 20.</p>	<p>Upon review of enrollment levels, the school plans to continue successful services performed during the prior year or restructure those services in need. The school, through its Family Support Center will conduct a survey to gauge the effectiveness of current services, identify new areas of needs, and those services requiring elimination or restructuring.</p>
English Language Learners	<p>During 2022-2023, the school continued its work, through its ENL program to identify the needs of each student and their families to ensure proper supports were made available. Such services included language translation, linkage to community resources, and short term counseling. We also provided our academic program for our ELL students within an inclusion model in the regular classroom (either in</p>	<p>Upon review of enrollment levels, the school plans to continue successful services performed during the prior year or restructure those services in need. The school, through its Family Support Center will conduct a survey to gauge the effectiveness of current services, identify new areas of needs, and those services requiring elimination or restructuring.</p>

	<p>person or remote settings) and in small groups to improve and enhance the writing, reading, listening and English speaking skills of the students.</p>	
<p>Students with Disabilities</p>	<p>CSAT Students identified with special needs received the support of a certified Special Education Teacher. Additionally, there was one teacher assigned to each of the grades K-6 teams and a Special Education teacher assigned to each of the subject area teams in grades 7-12. Most of the support was provided in an inclusive, push-in setting.</p> <p>Resource Room services were also provided, either in person or remote settings, pursuant to the student's IEP. In some instances, intervention pull-out groupings were used. In these cases, non-identified students joined the small groupings when a benefit could be attained from the instruction. In this way, labeling has been minimized. Common grade-level formative assessments were administered to students with disabilities in accordance with their IEPs. Any adaptation and/or accommodation required by the IEP was followed for both instruction and formative assessments administration.</p> <p>CSAT parents were also provided with IEP progress reports in accordance with the reporting directives of the student's IEP. Parents also received report cards on a quarterly basis.</p>	<p>Upon review of enrollment levels, the school plans to continue successful services performed during the prior year or restructure those services in need. The school, through its Family Support Center will conduct a survey to gauge the effectiveness of current services, identify new areas of needs, and those services requiring elimination or restructuring.</p>

Entry 10 – Teacher and Administrator Attrition

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	1
ii. Science	2
iii. Computer Science	0
iv. Technology	2
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	1.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

Total	11

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	6

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

FTE Count

Total Category E 228

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	245

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Organizational Chart - 2022-2023](#)

Filename: Organizational_Chart_-_2022-2023.pdf Size: 220.8 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[School Calendars 2023-24](#)

Filename: School_Calendars_2023-24.pdf Size: 120.4 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[**Staff Roster - 080123-**](#)

Filename: Staff_Roster_-_080123-.xlsx Size: 79.6 kB

Optional Additional Documents to Upload (BOR)

Incomplete

**CHARTER SCHOOL FOR
APPLIED TECHNOLOGIES
AND AFFILIATE**

SINGLE AUDIT REPORTING PACKAGE

JUNE 30, 2023

Table of Contents

June 30, 2023

Consolidated Financial Statements

Independent Auditors' Report

Consolidated Financial Statements

Notes to Consolidated Financial Statements

Additional Information

Schedule of Expenditures of Federal Awards and Related Notes

Reports on Compliance and 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 the Uniform Guidance

Schedule of Findings and Questioned Costs

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Charter School for Applied Technologies and Affiliate

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying consolidated balance sheets of Charter School for Applied Technologies and Affiliate (the School) as of June 30, 2023 and 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements (the financial statements).

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the 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 (GAAP).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Adoption of ASU No. 2016-02

As discussed in Note 6 to the financial statements, the School changed its method of accounting for leases of longer than one year, and adopted Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842), effective July 1, 2022. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with GAAP, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Additional Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The 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, 2023 on our consideration of the School'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 solely 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 the effectiveness of the School's 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 School's internal control over financial reporting and compliance.



October 31, 2023

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATE

Consolidated Balance Sheets

June 30,	2023	2022
Assets		
Current assets:		
Cash	\$ 11,420,538	\$ 12,149,740
Receivables (Note 2)	4,631,678	2,913,024
Prepaid expenses and other assets	526,799	532,910
	<u>16,579,015</u>	<u>15,595,674</u>
Property and equipment, net (Note 3)	17,424,274	18,406,302
Right of use asset - leases (Note 6)	7,292,183	-
Investments held in trust (Note 4)	2,392,446	2,297,306
Other investments (Note 5)	19,605,596	17,665,610
	<u>\$ 63,293,514</u>	<u>\$ 53,964,892</u>
Liabilities and Net Assets		
Current liabilities:		
Current portion of lease liabilities (Note 6)	\$ 463,319	\$ -
Current portion of long-term debt (Note 7)	1,130,668	1,080,668
Accounts payable and accrued expenses	5,415,653	4,762,347
Refundable advances	12,794	336,812
	<u>7,022,434</u>	<u>6,179,827</u>
Lease liabilities (Note 6)	6,828,864	-
Long-term debt (Note 7)	16,462,349	17,593,017
Net assets:		
Without donor restrictions	32,979,867	30,192,048
	<u>\$ 63,293,514</u>	<u>\$ 53,964,892</u>

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATE

Consolidated Statements of Activities

For the years ended June 30,	2023	2022
Support and revenue:		
Enrollment fees:		
Resident students	\$ 30,587,425	\$ 30,450,055
Resident students with disabilities	1,794,820	1,644,808
Contributions:		
Federal awards	5,218,084	5,638,910
State and other awards	119,694	124,079
In-kind	81,114	30,587
Food service and vending	27,711	16,780
Investment activity (Note 5)	2,107,548	(2,378,902)
Other income	39,970	53,400
Total support and revenue	39,976,366	35,579,717
Expenses:		
Program expenses:		
Regular education	24,464,184	24,088,448
Special education	2,428,822	2,439,979
Other programs	3,653,155	3,565,282
Total program expenses	30,546,161	30,093,709
Supporting services:		
Management and general	6,642,386	6,964,247
Total expenses	37,188,547	37,057,956
Change in net assets	2,787,819	(1,478,239)
Net assets - beginning	30,192,048	31,670,287
Net assets - ending	\$ 32,979,867	\$ 30,192,048

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATE

Consolidated Statement of Functional Expenses

For the year ended June 30, 2023

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative staff	49.91	\$ 1,512,557	\$ 161,640	\$ 144,780	\$ 1,822,053	\$ 3,641,030
Instructional	248.23	12,601,813	1,478,260	28,580		14,108,653
Non-Instructional	58.89	151,882		750,289	1,582,488	2,484,659
	357.03	\$ 14,266,252	\$ 1,639,900	\$ 923,649	\$ 3,404,541	\$ 20,234,342
Salaries		\$ 14,266,252	\$ 1,639,900	\$ 923,649	\$ 3,404,541	\$ 20,234,342
Employee benefits and taxes		4,536,760	311,714	185,952	853,499	5,887,925
Retirement		1,540,086	105,817	63,125	289,735	1,998,763
Consultants		368,225	-	-	5,518	373,743
Contracted services		142,775	155,975	89,029	361,558	749,337
Equipment rental		12,210	-	-	60,026	72,236
Insurance		151,792	9,487	18,974	9,487	189,740
Interest		683,783	42,736	85,473	42,736	854,728
Building leases		633,634	74,545	37,271	117,997	863,447
Professional fees		29,871	-	-	34,000	63,871
Maintenance and repairs		3,965	-	28,120	49,492	81,577
Marketing		-	-	-	134,892	134,892
Minor equipment		105,432	-	36,199	201,182	342,813
Office expense		116,756	-	238	183,063	300,057
Supplies and materials		235,693	98	1,199,253	214,348	1,649,392
Other expenses		193,217	-	46,003	404,891	644,111
Staff development		26,921	-	4,291	16,504	47,716
Student services		-	-	758,476	-	758,476
Utilities		423,270	26,454	52,909	26,454	529,087
Bad debt		-	-	-	170,366	170,366
		23,470,642	2,366,726	3,528,962	6,580,289	35,946,619
Depreciation		993,542	62,096	124,193	62,097	1,241,928
Total		\$ 24,464,184	\$ 2,428,822	\$ 3,653,155	\$ 6,642,386	\$ 37,188,547

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATE

Consolidated Statement of Functional Expenses

For the year ended June 30, 2022

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative staff	45.95	\$ 1,294,404	\$ 95,584	\$ 101,599	\$ 1,954,981	\$ 3,446,568
Instructional	245.44	12,066,738	1,453,956	42,690	-	13,563,384
Non-Instructional	63.13	214,499	-	798,759	1,520,588	2,533,846
	354.52	\$ 13,575,641	\$ 1,549,540	\$ 943,048	\$ 3,475,569	\$ 19,543,798
Salaries		\$ 13,575,641	\$ 1,549,540	\$ 943,048	\$ 3,475,569	\$ 19,543,798
Employee benefits and taxes		4,442,549	299,020	171,792	891,341	5,804,702
Retirement		1,456,288	96,788	55,606	288,512	1,897,194
Consultants		273,788	-	-	18,596	292,384
Contracted services		8,780	276,592	91,198	478,044	854,614
Equipment rental		13,818	-	-	62,119	75,937
Insurance		176,124	11,008	22,016	11,008	220,156
Interest		709,834	44,365	88,729	44,365	887,293
Building leases		619,064	72,831	36,417	96,792	825,104
Professional fees		-	-	-	72,239	72,239
Maintenance and repairs		3,398	-	19,831	54,983	78,212
Marketing		-	-	-	169,670	169,670
Minor equipment		801,141	-	34,595	120,760	956,496
Office expense		144,673	-	-	111,780	256,453
Supplies and materials		205,097	-	1,066,249	218,320	1,489,666
Other expenses		157,450	-	36,996	349,975	544,421
Staff development		63,442	-	3,595	16,279	83,316
Student services		-	-	815,540	-	815,540
Utilities		396,460	24,779	49,557	24,779	495,575
Bad debt		-	-	-	394,060	394,060
		23,047,547	2,374,923	3,435,169	6,899,191	35,756,830
Depreciation		1,040,901	65,056	130,113	65,056	1,301,126
Total		\$ 24,088,448	\$ 2,439,979	\$ 3,565,282	\$ 6,964,247	\$ 37,057,956

See accompanying notes.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATE

Consolidated Statements of Cash Flows

For the years ended June 30,	2023	2022
Operating activities:		
Cash received from enrollment fees	\$ 32,297,485	\$ 31,998,824
Cash received from contributions	3,225,616	5,089,752
Cash received from food service and vending	27,711	16,780
Interest and dividends received	658,763	413,043
Cash received from other sources	23,854	124,454
Payments to employees for services and benefits	(27,801,213)	(27,994,160)
Payments to vendors and suppliers	(6,350,341)	(6,857,450)
Interest paid	(884,168)	(916,186)
Net operating activities	1,197,707	1,875,057
Investing activities:		
Property and equipment expenditures	(259,900)	(381,076)
Deposits to investments held in trust, net	(95,140)	(50,957)
Purchases of other investments	(7,176,438)	(8,855,517)
Proceeds from sales of other investments	6,685,237	8,445,834
Net investing activities	(846,241)	(841,716)
Financing activities:		
Principal repayments on long-term debt	(1,080,668)	(1,040,668)
Net change in cash	(729,202)	(7,327)
Cash - beginning	12,149,740	12,157,067
Cash - ending	\$ 11,420,538	\$ 12,149,740

See accompanying notes.

Notes to Consolidated Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

The consolidated financial statements of Charter School for Applied Technologies and Affiliate (the School) include the accounts of Charter School for Applied Technologies (the School) and EST, LLC (the LLC). All significant inter-entity accounts and transactions have been eliminated in the accompanying consolidated financial statements.

The School operates a charter school in Buffalo and 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 June 2025, after which time the charter may be renewed, upon application.

The School is the sole member of the LLC, an organization established to provide management services to the School. During 2023 and 2022, the LLC had limited activity as management is evaluating its continuance.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 31, 2023, the date the financial statements were available to be issued.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk since it may exceed insured limits at various times throughout the year. The School complies with a requirement to hold no less than \$100,000 in reserve funds to pay legal and audit expenses that would be associated with a dissolution should it occur.

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 asset 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.

Revenue Recognition:

Enrollment Fees

Enrollment fees are received from the public school district where a student resides. The amount received each year from the resident district is the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the School residing in that district. The respective districts also reimburse the School for special education services based on approved applicable rates for the services provided. Revenues are recognized over the period the services are provided. The School generally invoices the resident district bimonthly and payment is due in 30 days. Enrollment fees received in advance are deferred and recognized when earned. The School's enrollment fees are received primarily from the City of Buffalo School District (the District).

Contributions

Contributions are reported at fair value at the date the pledge or award is received. Contributions are recorded as restricted support if they are received with donor stipulations that limit their use. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Contributions received with donor-imposed restrictions that are met in the same reporting period are shown as support without donor restrictions.

Conditional contributions, primarily government awards, are recorded as revenue when the School meets requirements in compliance with specific agreements. Amounts received before the required conditions are met are reported as refundable advances on the accompanying balance sheets. These conditional contributions are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

As of June 30, 2023, the School received approximately \$6,000,00 of conditional government awards from the federal Education Stabilization Fund which will be recognized when qualifying expenses are incurred over the next two years.

In-kind contributions represent donated commodities for the cafeteria program which would typically need to be purchased if not provided by donation. These amounts are recognized as revenue at estimated fair value when the commodities are received.

Receivables

Receivables are stated at the amounts management expects to collect from outstanding balances. Balances that are still outstanding after reasonable collection efforts are written off through a charge to uncollectible receivables and a credit to accounts receivable. An allowance for doubtful accounts is considered unnecessary by management because all significant amounts deemed uncollectible are written off each year.

Transportation:

Several school districts provide the School with certain transportation services without cost. The value of these services has not been recorded in these financial statements.

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under §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 with the activity of the School.

Use of Estimates:

The preparation of financial statements in accordance 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.

Functional Expense Allocation:

The financial statements report certain categories of expenses that are attributable to program and supporting functions. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. These costs include salaries and benefits, which have been allocated based on estimates of time and effort, and interest, insurance, utilities, and depreciation expenses, which have been allocated based on management's estimate of function benefited.

Reclassifications:

The 2022 financial statements have been reclassified to conform to the presentation adopted in 2023.

2. Receivables:

	2023	2022
Contributions	\$ 4,344,288	\$ 2,556,144
Enrollment fees	265,741	351,347
Other	21,649	5,533
	<u>\$ 4,631,678</u>	<u>\$ 2,913,024</u>

3. Property and Equipment:

	2023	2022
Land	\$ 323,845	\$ 323,845
Building improvements	32,135,608	31,930,378
Furniture and fixtures	5,124,684	5,070,014
Vehicles	64,812	64,812
	<u>37,648,949</u>	<u>37,389,049</u>
Less accumulated depreciation	20,224,675	18,982,747
	<u>\$ 17,424,274</u>	<u>\$ 18,406,302</u>

4. Investments Held in Trust:

Investments held in trust consists mainly of treasury obligations held in the following accounts by a trustee in compliance with the issuance of 2017 Series bonds (Note 7):

	2023	2022
Reserve fund	\$ 1,958,211	\$ 1,950,967
Repair fund	261,767	253,877
Project and other funds	172,468	92,462
	<u>\$ 2,392,446</u>	<u>\$ 2,297,306</u>

5. Other Investments:

	2023	2022
Money market	\$ 653,283	\$ 662,005
Equities	8,462,199	7,231,617
Mutual funds	5,910,741	4,383,245
Fixed income	4,579,373	5,388,743
	<u>\$ 19,605,596</u>	<u>\$ 17,665,610</u>

Investment activity consists of the following for the years ended June 30:

	2023	2022
Interest and dividends	\$ 658,763	\$ 413,043
Realized and unrealized gains (losses)	1,448,785	(2,791,945)
	<u>\$ 2,107,548</u>	<u>\$ (2,378,902)</u>

6. Lease Liability:

The School leases property under the terms of non-cancelable operating leases.

Accounting Standards Update (ASU) 2016-02, *Leases*, requires for leases longer than one year, a lessee recognize on the balance sheets a right of use asset (ROU), representing the right to use the underlying asset for the lease term, and a lease liability, representing the present value of future lease payments. Additionally, the School elected the practical expedient not to separate any combined lease and non-lease components for the lease contracts. This ASU was adopted as of July 1, 2022 using the cumulative effect method. As of July 1, 2022, ROU assets and lease liabilities of \$7,684,482 were recognized; prior year financial statements were not recast under the new method. Implementation of this standard did not impact the School's statement of activities.

The present value of the School's lease liabilities at transition was calculated using an estimated incremental borrowing rate of 4%. In determining the incremental borrowing rate, the School considered estimated borrowing data for similar arrangements as of the transition date.

As permitted by guidance, leases with expected durations of less than 12 months from inception (i.e. short-term leases) were excluded from the School's calculation of its lease liabilities and ROU assets.

The following is a summary of the School's total lease costs, including amounts under short-term leases:

	<u>2023</u>	<u>2022</u>
Operating lease cost	<u>\$ 935,683</u>	<u>\$ 901,041</u>

The following is a summary of cash paid in 2023 for amounts included in the measurement of lease liability:

	<u>2023</u>
Operating cash flows used for operating leases	<u>\$ 721,553</u>

The following is a summary of the School's maturity of operating lease liabilities:

2024	\$ 746,604
2025	767,170
2026	789,477
2027	811,402
2028	776,840
Thereafter	<u>5,218,112</u>
Total lease payments	<u>9,109,605</u>
Less interest	<u>1,817,422</u>
Total lease liability	<u>\$ 7,292,183</u>

7. Long-Term Debt:

	<u>2023</u>	<u>2022</u>
Buffalo and Erie County Industrial Land Development Corporation Tax-Exempt Revenue Bonds (The Charter School for Applied Technologies Project), Series 2017A Bonds, annual principal payments ranging from \$770,000 to \$1,845,000, plus interest at rates ranging from 2.0% to 5.0%, through June 2035.	\$ 17,285,000	\$ 18,340,000
Plus unamortized bond premium	845,290	915,731
Less unamortized debt issuance costs	<u>537,273</u>	<u>582,046</u>
	<u>17,593,017</u>	<u>18,673,685</u>
Less current portion	<u>1,130,668</u>	<u>1,080,668</u>
	<u>\$ 16,462,349</u>	<u>\$ 17,593,017</u>

The Series 2017A Bonds above are 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). The bond agreement contains certain covenants related to debt service.

Bond premium associated with the issuance of the 2017A Series bonds is amortized over the life of the bonds. Unamortized bond premium is presented as an addition to the face amount of the bonds payable. Amortization of bond premiums was \$70,441 for each of the years ended 2023 and 2022.

Debt issuance costs are amortized as interest expense over the remaining term of the bonds. Amortization of bond issuance costs was \$44,773 for each of the years ended June 30, 2023 and 2022.

Aggregate maturities of net long-term debt subsequent to June 30, 2023 are:

2024	\$ 1,130,668
2025	1,180,668
2026	1,230,668
2027	1,285,668
2028	1,345,668
Thereafter	<u>11,419,677</u>
	<u>\$ 17,593,017</u>

8. 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.

TRS:

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. The report may be obtained from TRS at www.nystrs.org.

ERS:

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% each 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 9.5% to 14.9% for 2023 and 8.2% to 13% for 2022, dependent on the participant's tier. Required contributions for ERS were \$413,284 and \$458,974 for the years ended June 30, 2023 and 2022.

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 was 10.29% of the annual covered payroll for the year ended June 30, 2023, and 9.80% for the year ended June 30, 2022. The required contributions for TRS were \$1,585,479 and \$1,438,220 for the years ended June 30, 2023 and 2022.

9. Financial Assets Available for Operations:

The School obtains financial assets generally through enrollment fees and contributions. The financial assets are acquired throughout the year to help meet the School's cash needs for general expenditures.

The School's financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30, 2023 and 2022:

	2023	2022
Cash	\$ 11,320,538	\$ 12,049,740
Receivables	4,631,678	2,913,204
Investments	19,605,596	17,665,610
	\$ 35,557,812	\$ 32,628,554

10. Contingencies:

The School may be subject to claims and lawsuits that arise in the ordinary course of business. In the opinion of management, the outcome of any claims is not expected to have a material adverse effect upon the financial position of the School.

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES AND AFFILIATE

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor Number	Expenditures
<u>U.S. Department of Education</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-23-4050	\$ 847,016
Title I Grants to Local Educational Agencies	84.010	0021-22-4050	85,068
English Language Acquisition State Grants	84.365	0293-23-4050	3,109
English Language Acquisition State Grants	84.365	0293-22-4050	618
Supporting Effective Instruction State Grants	84.367	0147-23-4050	72,035
Supporting Effective Instruction State Grants	84.367	0147-22-4050	11,275
Student Support and Academic Enrichment Program	84.424	0204-23-4050	71,427
Student Support and Academic Enrichment Program	84.424	0204-22-4050	1,834
Education Stabilization Fund:			
Elementary and Secondary School Emergency Relief Fund	84.425D	5891-21-4050	1,244,954 ¹
American Rescue Plan Elementary and Secondary School Emergency Relief Fund	84.425U	5880-21-4050	916,000 ¹
Total U.S. Department of Education			3,253,336
<u>U.S. Department of Agriculture</u>			
Passed through New York State Education Department:			
Child Nutrition Cluster:			
School Breakfast Program	10.553	N/A	434,526 ²
National School Lunch Program	10.555	N/A	1,481,526 ²
Summer Food Service Program for Children	10.559	N/A	19,358 ²
Fresh Fruit and Vegetable Program	10.582	N/A	29,338 ²
Passed through New York State Office of General Services:			
Child Nutrition Cluster:			
National School Lunch Program	10.555	N/A	81,114 ²
Total U.S. Department of Agriculture			2,045,862
Total Expenditures of Federal Awards			\$ 5,299,198

¹ Total Education Stabilization Fund - \$2,160,954

² Total Child Nutrition Cluster - \$2,045,862

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 (SEFA) presents the activity of all federal award programs administered by Charter School for Applied Technologies and Affiliate (the School), an entity as defined in Note 1 to the School’s financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the SEFA.

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 School’s financial reporting system. The federal expenditures are recorded on the accrual basis of accounting.

Indirect Costs

The School does not use the 10% de minimis indirect cost rate permitted by the Uniform Guidance.

Non-Monetary Federal Program

The School 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, 2023, the School used \$81,114 worth of commodities under the National School Lunch Program (Assistance Listing Number 10.555).

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 and Affiliate

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 and Affiliate (the School), which comprise the consolidated balance sheet as of June 30, 2023, and the related consolidated statements of activities, functional expenses 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, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing 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 School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School'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 financial statements. 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 School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



October 31, 2023

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Trustees
Charter School for Applied Technologies and Affiliate

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Charter School for Applied Technologies and Affiliate's (the School) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on 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 Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[REDACTED]

October 31, 2023

Schedule of Findings and Questioned Costs

For the year ended June 30, 2023

Section I. Summary of Auditors' Results

Consolidated 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 consolidated 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 2 CFR 200.516(a)? No

Identification of major programs:

Name of Federal Program or Cluster	Assistance Listing Number	Amount
Child Nutrition Cluster:		
School Breakfast Program	10.553	\$ 434,526
National School Lunch Program	10.555	1,562,640
Summer Food Service Program for Children	10.559	19,358
Fresh Fruit and Vegetable Program	10.582	29,338
Education Stabilization Fund	84.425	<u>2,160,954</u>
		<u>\$ 4,206,816</u>

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

Section II. Financial Statement Findings

No matters were reported.

Section III. Federal Award Findings and Questioned Costs

No matters were reported.

MANAGEMENT LETTER

October 31, 2023

The Board of Trustees
Charter School for Applied Technologies and Affiliate

In planning and performing our audit of the consolidated financial statements of Charter School for Applied Technologies and Affiliate (the School) as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing 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 School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School'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 reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chances of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This information is intended solely for the use of the Board of Trustees and management of the School. It is not intended to be, and should not be, used by anyone other than these specified parties.



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

October 31, 2023

The Board of Trustees
Charter School for Applied Technologies and Affiliate

We have audited the financial statements of Charter School for Applied Technologies and Affiliate (the School) as of and for the year ended June 30, 2023 and have issued our report thereon. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated August 17, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the consolidated financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible to communicate significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls and other matters noted during our audit in a separate letter to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the School's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the School is included in Note 1 to the financial statements. As described in Note 6 of the financial statements, the School adopted Financial Accounting Standards Board Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842). The application of existing policies was not otherwise changed during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the consolidated financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the consolidated financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates and other related audit risks items affecting the consolidated financial statements include:

- Collectability of receivables
- Depreciable lives and methods
- Valuation of investments
- Accrued expenses

These estimates are based on management's knowledge and experience about past and current events and assumptions about future events. We evaluated the key factors and assumptions used to develop the estimates above and determined that it is reasonable in relation to the basic consolidated financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We evaluated all disclosures in relation to the consolidated financial statements as a whole and determined that they are reasonable.

Other More Significant Audit and Accounting Items Addressed

- Revenue recognition
- Consideration of ASU 2016-02, *Leases*

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Adjustments and Related

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. We discovered no such misstatements during our audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following was identified as a result of our audit procedures for the year ended June 30, 2023 and was brought to the attention of, and corrected by, management:

- Record right of use asset – leases and related lease liabilities - \$7,292,183

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the School's consolidated financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditors' Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditors' report. There were no modifications to the audit opinion.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated consistent with the consolidated financial statement audit report date.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, business conditions affecting the School, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the School's auditors.

Additional Information

With respect to the additional information accompanying the consolidated financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the consolidated financial statements. We compared and reconciled the additional information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

This information is intended solely for the use of the Board of Trustees and management of the School. It is not intended to be, and should not be, used by anyone other than these specified parties.

[REDACTED]

Charter School for Applied Technologies

Charter School Annual Report – 2022-2023

Entry 4c – Additional Financial Documents

1. N/A
2. Federal Single Audit will be filed by its due date of 30 days after receipt of audited financials
3. N/A
4. Please reference attached bank statement
5. N/A



US002 | BR152
 ROP 450
 P.O. Box 7000
 Providence, RI 02940

Business Account Statement

Page 1 of 3

Beginning September 01, 2023
 through September 30, 2023

Questions? Contact us today:



CALL:
 Business Account Customer Service
 1-800-862-6200



VISIT:
 Access your account online:
citizensbank.com



MAIL:
 Citizens
 Customer Service Center
 P.O. Box 42001
 Providence, RI 02940-2001

AB 01 002454 24785 H 6 K

 CHARTER SCHOOL FOR APPLIED TECHNOLOGIES
 2303 KENMORE AVE
 BUFFALO NY 14207-1311

**CHARTER SCHOOL FOR APPLIED TECHNOLOGIES
 Business Money Market**

Business Money Market for XXXXXX-763-4

Balance Calculation		
Previous Balance		367,738.27
Checks	-	.00
Debits	-	.00
Deposits & Credit	+	.00
Interest Paid	+	15.11
Current Balance	=	367,753.38

Balance	
Average Daily Balance	367,738.27
Interest	
Current Interest Rate	.05%
Annual Percentage Yield Earned	.05%
Number of Days Interest Earned	30
Interest Earned	15.11
Interest Paid This Year	137.48

You can waive the monthly maintenance fee of \$9.99 by maintaining a minimum daily balance in your account of \$2,500.
 Your minimum daily balance used to qualify this statement period is: \$367,738
 Your next statement period will end on October 31, 2023.

TRANSACTION DETAILS FOR BUSINESS MONEY MARKET ACCOUNT ENDING 763-4

Interest			Previous Balance
Date	Amount	Description	367,738.27
09/29	15.11	INTEREST	
			Total Interest Paid
			15.11

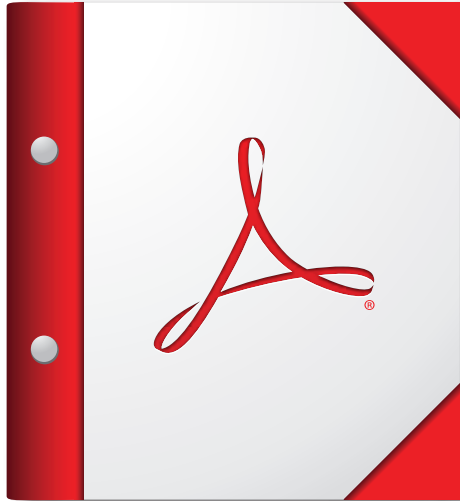
RECEIVED OCT 19 2023

Please See Additional Information on Next Page

Business Money Market for XXXXXX-763-4 Continued

Daily Balance						Current Balance	
<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	=	367,753.38
09/29	367,753.38						





**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

[Get Adobe Reader Now!](#)

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 8/16/2022

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, Michael Keller, John Cinquino, Ian Donnelly, Danielle Salasavage, Jina Gentry, **Via Teleconference:** Steve Kottakis

UNABLE TO ATTEND: Lisa Smith, Andrea Pasioka, Michael Stevens, Kevin Cornacchio

OTHERS PRESENT: In person: Garrick Loveria, Robert Shannon, Susan Jurewicz, Patrick Heyden, Brett Lutterbein, Ann Morgante, Jandre Kincannon (parent)

MINUTES

Motion to approve the June 21, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mr. Keller. Minutes approved.

PUBLIC COMMENTS

The parent of a student Jandre Kincannon spoke to the Board regarding his dissatisfaction with the K-5 principal's communication with the family about his child's academic progress. His concerns specifically related to communication regarding the possible grade retention for his child. This lack of communication has led him to the decision to transfer his child out of CSAT.

PRESENTATION

None

ANNUAL MEETING BUSINESS- Mr. Loveria presented the names of trustees for ratification and confirmation as per the Annual Meeting Business for the 2022-2023 school year.

- Joseph Berti's adjusted three-year term will now expire on Sept. 1, 2025. A Motion to accept the new term for Mr. Berti was made by Mr. Cinquino, seconded by Mrs. Salasavage. Motion approved.

- Michael Keller requested an adjusted one-year term to expire on Sept. 1, 2023. A Motion to accept the new term for Mr. Keller was made by Mr. Cinquino, seconded by Mr. Berti. Motion approved.
- Michael Steven's adjusted three-year term will now expire on Sept. 1, 2025. A Motion to accept the new term for Mr. Stevens was made by Mr. Donnelly, seconded by Mrs. Salasavage. Motion approved.

Election of Officers: Mr. Loveria presented the following individuals for election as Board officers:

President: Joseph Berti. A motion to accept the nomination of Joseph Berti as president made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Vice-President: Lisa Smith. A motion to accept the nomination of Lisa Smith as Vice-President was made by Mr. Berti, seconded by Mr. Donnelly. Motion approved.

Treasurer: John Cinquino. A motion to accept the nomination of John Cinquino as Treasurer was made by Mr. Berti, seconded by Mrs. Gentry. Motion approved.

Secretary: Andrea Pasieka. A motion to accept the nomination of Andrea Pasieka as Secretary was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Committee Assignments: Mr. Loveria referenced pages 7 & 8 of the Board packet regarding tentative committee assignments for Board Members. If any changes are needed, please notify Mr. Berti and Mr. Loveria.

By-Laws/Open Meetings Law: Mr. Loveria asked that the Board members to review the By-Laws and Open Meetings Law at their earliest convenience.

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Loveria provided the Board with NYSED Charter School Office's report following last year's visit by School Liaison Susan Gibbons. The report from the interim visit was positive in tone citing that CSAT meets 9 out of 10 state Performance Framework benchmarks. The school fell short only in meeting the enrollment of SPED and ELL students, although it has aggressively marketed toward those subgroups while also revising lottery procedure to provide these subgroups a substantially increased chance of being chosen.

Principals Report

K-5: Mrs. Jurewicz reported that the Elementary School preparations are going well. The school is working through several hiring challenges but she was confident the positions would be filled in the next few days. This year the K-5 plans to start a new welcoming event for families and students before school begins. Families will be able to meet their child's teacher and bring in any needed classroom supplies on August 30. This new event will hopefully help parents meet staff while also decrease long lines on the first day of school.

9-12: Mr. Berti announced that Brett Lutterbein had now taken over the leadership of the building but that former principal Ann Morgante would continue to provide transitional support for the first half of the year as the new K-12 Director of Curriculum and Instruction. Mr. Lutterbein began his report by citing that physical building preparation were moving along rapidly and gave kudos to the maintenance staff for their hard work to date. Additionally, he discussed the hiring of several new staff and noted further interviews continue as several positions remain difficult to fill given the current teacher shortage. Lastly, the Summer Bridge at the SUNY Buffalo State campus will be concluding in two days with initial indications for the 100 students being quite positive overall. Lutterbein distributed a supplement illustrating some of the July Early College and Career Pathways data which demonstrates how effective the program has been to date.

6-8: Middle School Principal Patrick Heyden, introduced himself to the Board and provided background about his career and his reasons for joining the CSAT family. Heyden also spoke to the difficulty in hiring but did announce some good news in that he had just appointed former Counselor Eryn Morris as the new assistant principal. His first order of business was to conduct individual staff interviews to determine a priority list for the year. He lauded the Middle School maintenance staff's efforts to date as the physical preparations for the new year were moving along well.

PERMANENT BOARD COMMITTEE

None

AD HOC COMMITTEES

Appeals- Mr. Donnelly reported out that there was an appeal granted over the summer break. The appeal stemmed from a permanent suspension relating to physical aggression that occurred last June. A student that was on probation was involved in an off-campus incident which subsequently led to a permanent suspension. Following consideration with the both the family and High School staff the Appeals committee decided to grant the appeal on the basis that the student will receive increase supports and that no similar behavioral misconduct will be exhibited over the next two years.

Facilities-Mr. Shannon announced that the Town of Tonawanda has approved the High School crosswalk however the Town and the Erie County still have a few agreements that work through before ground is broken. Equipment has been ordered so foundational work can begin. The project is likely to be completed in the Spring of 2023 though a November completion is possible depending timely delivery of supplies

OLD BUSINESS

None

NEW BUSINESS

Policy on Code of Conduct-Mr. Loveria presented the CSAT Student Code of Conduct that was distributed as a supplemental packet but also available to read on the school's website. Loveria asked the Board to consider reaffirming the Code of Conduct as it needed to be voted upon by the Board annually. As there were no changes requested from the prior year, the Board decided to vote to reaffirm the documents as presented.

A motion to reaffirm the CSAT Student Code of Conduct was made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

Enrollment-Mr. Loveria reviewed the current 2022-2023 enrollment which currently stands at 2413 students or 48 over maximum enrollment. Loveria reiterated that the school always over enrolls at the outset of each year knowing there will be families that will drop out as per historical attrition.

Personnel-Mr. Loveria reviewed the personnel report which included a long list of new hires. He highlighted two new hires that are also former alum of CSAT. Additionally, the report included the hiring of a new two high school assistant principals, Michelle Kenneth and former HS Counselor Sarah Monaco. There were several resignations and one termination as well as the usual leave of absence and family leave of absence. Other than that, the report is self-explanatory.

A motion to accept Personnel report made by Mr. Donnelly, seconded by Mrs. Gentry. Motion approved.

Before adjourning, Board President Mr. Berti announced that the monthly Board meetings will now rotate between buildings so that trustees will have an opportunity to stay in touch with the schools. It is his hope that he can initially setup quick tours for board members at 4 p.m. prior to each meeting.

A motion to adjourn at 5:50 p.m. was made by Mr. Cinquino, seconded by Mrs. Salasavage. Meeting adjourned.

**Next Meeting: September 13, 2022 at 4:30 p.m. – High School building
(2245 Kenmore Avenue, Buffalo, New York 14207)**

Charter School for Applied Technologies
2245 Kenmore Avenue, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 9/13/2022

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, Michael Keller, John Cinquino, Lisa Smith, Danielle Salasavage, Steve Kottakis, Kevin Cornacchio, Jina Gentry

UNABLE TO ATTEND: Andrea Pasieka, Ian Donnelly, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Robert Shannon, Susan Jurewicz, Sterling Stearns, Ann Morgante, Brett Lutterbein, Sarah Monaco, Patrick Heyden, Nadine Williamson, Dara Seeley, Thomas Sullivan, Tara Jefferson, Nicole Killian, Daniel Scholze

MINUTES

Motion to approve the August 16, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mr. Keller. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

Early College & Career Pathway (ECCP)- Mr. Lutterbein and Mrs. Monaco presented to the Board a review of the Summer Bridge Program that has taken place the last two years. In 2021, 46 students participated and 2022, 99 students. ECCP is a collaboration between CSAT, ECC and Buffalo State in providing our students with the opportunity to earn college credit and to better prepare them for their college and career outlook.

Mr. Lutterbein noted that in August, CSAT students completed their second summer session at Buffalo State. The students are exposed to a college setting and receive credit for courses designed to build critical thinking and other necessary skills needed for success. The students are also provided with academic supports at Buffalo State. In addition, student participate in career readiness workshops to expose them to careers of interest. This program is not exclusive to the top academic students.

The goal is to encourage students to apply who may not be in the top of their class but who show determination and grit.

Mrs. Monaco distributed a handout which detailed the Summer Bridge grade and cumulative attendance for students the past two summer sessions. In 2021, @74% of the students received an A or B, in 2022, that number climbed to @87%. In attendance, 2021 showed 95% attendance and in 2002, that number was 96%. The students who qualified participated in the Mayor's Summer Youth Program and were paid to attend ECCP. In 2021, students earned a total of \$72,000. In 2022, they earned \$171,000. This increase was thanks in large part to the efforts of Laura Errington who coordinated the Mayor's Summer Youth program staff to match students. The goal for summer 2023 is to have @150 students attend the Summer Bridge Program.

The CSAT Foundation has been instrumental in helping secure funding for ECCP. Special thanks to the Cullen Foundation, M & T Foundation and Buffalo State Foundation for their contributions.

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle reported that the year is off to a great start and the staff is thrilled to have the students back in the buildings. We continue to carefully monitor the budget. The New York State Charter School Office has a new Executive Director, Dr. Lisa Long, who replaces David Frank. We look forward to working with Dr. Long.

Principals Report

K-5: Mrs. Jurewicz said that the Elementary School is happy to have students fully return after two years of COVID. The Administrative Team was busy this summer planning for professional development for teachers and staff. A new assessment team has been established. They are also pleased to announce a new Assistant Principal, Mr. Sterling Stearns.

9-12: Mr. Lutterbein reports that the High School is off to a strong start. It is refreshing to return to a "new normal" after COVID. Our teachers and staff had fully participated in professional development to start the year. This year the school will emphasize Culture as a prominent part of our school community. In addition, they will focus on the importance of attendance. In NEST, our emphasis will be on socialization and support.

6-8- Mr. Hayden echoed the words of Mrs. Jurewicz and Mr. Lutterbein on how good it is to have a full school once again. The Middle school has adopted the High School's Code of Conduct – RALPH (Respect, Accountability, Leadership, Perseverance, Honesty). Mr. Hayden reported that he has been warmly welcomed by so many throughout the school. The Middle School is dividing the school into Houses, with teachers assigned to help guide our students in a pro-active way. They are also meeting to refine our safety protocols.

PERMANENT BOARD COMMITTEE

None

AD HOC COMMITTEES

Appeals- None

OLD BUSINESS

Revised 2022-2023 Committee Assignments-Mr. Loveria mentioned that committee assignments have been revised and are contained on pages 7-8 of the Board packet.

NEW BUSINESS

Policy- Mr. Loveria asked Board consideration for an update to the school's Attendance Policy. It is a minor change with language to be removed highlighted in red. After a short discussion, a motion to approve the policy change was made by Mr. Cornacchio, seconded by Mr. Kottakis. Motion approved

Mr. Loveria also asked the Board to review the updated Schoolwide Safety Plan. The Safety Plan must be submitted to New York State by October 1, 2022. A vote by email will be conducted as it is due prior to the October Board meeting. A motion to approve the updated Schoolwide Safety Plan was made by Mr. Berti, seconded by Mr. Keller. The vote to approve by email was received on September 29, 2022. Motion approved.

Enrollment-Mr. Loveria announced that the current enrolment stands at 2288, which is 77 under maximum. This is not unusual at this time of year. The school recently enrolled over 100 students from Sept. 1 to now, which is not reflected in those numbers. Among the reasons for loss of students is the number of new charter schools being opened and transportation issues. An update will be provided in October.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires. We were able to retain staff as the competition for teachers from other schools and districts is increasing. We are actively recruiting substitute teachers. You can also see we have had position changes and several resignations. Other than that, the report is self-explanatory.

A motion to accept the Enrollment and Personnel report made by Mr. Cinquino, seconded by Mr. Keller. Motion approved.

A motion to adjourn to Executive Session @5:40pm was made by Mr. Cinquino, seconded by Mr. Cornacchio. Motion approved. No votes were taken in Executive Session. A motion to adjourn the regular meeting@ 6:00pm was made by Mrs. Smith, seconded by Mrs. Salasavage. Motion approved

Next Meeting: October 11, 2022 @ 4:30pm

Charter School for Applied Technologies
24 Shoshone Street, Buffalo, New York 14214
BOARD OF TRUSTEES MEETING 10/11/2022

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, Michael Keller, John Cinquino, Lisa Smith, Ian Donnelly, Kevin Cornacchio, Jina Gentry

UNABLE TO ATTEND: Andrea Pasioka, Steve Kottakis, Danielle Salasavage, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Ann Morgante, Brett Lutterbein, Patrick Heyden, Dara Seeley, Thomas Sullivan, Tara Jefferson, Nicole Killian, Daniel Scholze, Michael Walter, Keith Banas, Kristin Elmore-Garcia (guest).

MINUTES

Motion to approve the September 13, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Donnelly, seconded by Mr. Cornacchio. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

Mr. Berti introduced Ms. Kristin Elmore-Garcia. Ms. Elmore-Garcia is a practicing attorney in Buffalo and is attending today's meeting as a possible new Board member.

Mr. Michael Walter, Director of Family Support & Engagement presented an overview of the services provided by the Family Support Center, both during and after COVID. There were many challenges during COVID to provide families with basic needs which included direct food deliveries, school and emotional support. Even after COVID, these issues continue for some of our families. The school has partnered with local community centers, mental health providers, The Salvation Army and Girl Scouts of America to provide assistance for our families. This year we will once again have our Holiday Adopt-A-Family drive which last year provided over 100 families with gifts for the

Holidays. Mr. Walter thanked those Board members who participated and invited them to consider donating this year.

Mr. Berti asked Mr. Walter to keep the Board informed about upcoming events so they can be more supportive.

Mr. Berti also asked what one thing the Board could provide to help him in his work.

Mr. Walter replied that hiring an Attendance Officer would be helpful.

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle reported that busing continues to be a contentious issue. We are looking to partner with other Buffalo area Charter Schools to see if we can work to resolve this. We also plan to engage with the State Charter School Office and the local churches to assist us. With their help and families of charter school students, we will approach the Buffalo Board of Education to work on a permanent solution to busing. Mrs. Smith noted that this is an equity issue that needs to be emphasized to Buffalo.

Principals Report

9-12: Mr. Lutterbein reports that the High School has been focusing on social-emotional needs of the students. Administration recently met with Summer Bridge participants and representatives from Buffalo State College. The school has been emphasizing our RALPH program and recognized students who are living up to the goals of RALPH. We also convened a meeting with our 9th graders to help promote a positive culture and community.

6-8- Mr. Heyden mentioned that the Middle School will be having House assemblies to help reset our behavioral goals. Mr. Heyden will be attending a PBIS conference in the next few weeks. Our PD sessions this week will focus on how to achieve the school's goals for the school year.

PERMANENT BOARD COMMITTEE

Quality Assurance- Mr. Lyle discussed a new approach to providing Quality Assurance reports and updates in order to provide a better understanding to the Board of the critical issues we need to address to help improve student achievement. The Academic Vision of CSAT will focus on Design, Leadership, Development and Student Services. Mr. Lyle asked the Board to review the handout provided to each member and offer feedback on the proposal.

Mrs. Smith expressed support for this new way of reviewing data. She also expressed support for additional investment in our teachers for CSAT to achieve its academic vision.

Career Readiness- Mr. Loveria discussed the recent Career Readiness meeting that emphasized Program Evaluation. The purpose of the review was to determine how we are preparing our High School students professionally via our career readiness experiences. The committee will continue to review the Foundational Skill Rubric (see pages 5-8) of the Board packet in our next meeting.

AD HOC COMMITTEES

Appeals- None

OLD BUSINESS- None

NEW BUSINESS

Enrollment-Mr. Loveria announced that the current enrollment stands at 2315, which is 50 under maximum. We recently enrolled a number of new students which is not reflected in those numbers. An update will be provided in November.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, including several new coaches who are not necessarily current CSAT staff members. We continue to actively recruit substitute teachers. You can also see we've had position changes, several resignations, and terminations. Other than that, the report is self-explanatory.

A motion to accept the Enrollment and Personnel report made by Mr. Cinquino, seconded by Mr. Cornacchio. Motion approved.

A motion to adjourn the regular meeting@ 6:00pm was made by Mrs. Smith, seconded by Mrs. Donnelly. Motion approved

Next Meeting: November 8, 2022 @ 4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 11/08/2022

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, Michael Keller, Lisa Smith, Andrea Pasioka, Steve Kottakis, Danielle Salasavage, Jina Gentry

UNABLE TO ATTEND: John Cinquino, Ian Donnelly, Kevin Cornacchio, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Bob Shannon, Sue Jurewicz, Ann Morgante, Brett Lutterbein, Patrick Heyden, Dara Seeley, Tara Jefferson, Nicole Killian, Daniel Scholze, Jessica Johnson, Trevor McCabe, Keith Banas, Kristin Elmore-Garcia, Thomas Sullivan (via audio tele-conference).

MINUTES

Motion to approve the October 11, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mrs. Pasioka, seconded by Mrs. Salasavage. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

Mr. Trevor McCabe presented an overview of the 2022 CSAT Summer Academy. The purpose of the Summer Academy was to help students catch up to, maintain or exceed grade level expectations. Students who were below grade level expectations or on the border of meeting grade level expectations were the target audience for the program. The program ran daily from July 6- 29, 2022 from 8:30am-12:30pm. Student learning was measured via pre and post ELA & Math Assessments. Grade K-1 were assessed in Math only while Grade 2-5 were assessed in both Math & ELA. We continued our partnership with U.B. education majors who worked with our students in phonics and linguistics.

Mr. McCabe reviewed the results for each grade and offered his recommendation for next year. Enrollment was an issue that affected student results. In addition, Mr. McCabe recommends a longer summer session of six weeks to see positive results.

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle reported that there is no improvement with busing. We will be meeting this week with Cheryl Kennedy, Buffalo Schools Transportation Director, to discuss issues we are having with First Student. We suspect Buffalo is not getting an accurate picture of what First Student is telling them. We consistently have 5 late buses, which results in students and staff not leaving until 5:30 or 6 pm some evenings. We have alerted Susan Gibbons and Karonne Watson (Charter Office Counsel) of the issues we are having. We are still working on our efforts for support among the Pastors of our students' churches to help us as well. Mr. Berti asked that each Board member receive a copy of the busing contract to help us fully understand what our options are going forward. In addition, we are exploring a new program with Buffalo State, supported by the Cullen Foundation, that trains non-certified persons to obtain their NYS teacher certification. The outlook going forward for teachers is not promising and we are not alone in trying to find qualified candidates.

Principals Report

9-12: Mr. Lutterbein reports that the High School is refining its MTSS, attendance and behavioral systems. We now have attendance teams in place to improve that area, including outreach to families and holding students more accountable for attendance. We have a masquerade dance planned for Dec. 10. Our internship groups are in place, which is a key to growth of ECCP and our career exploration program.

6-8- Mr. Heyden mentioned that he attended a PBIS conference. Upcoming events include a Grade 6 dance & Grade 7 field trips. There has been improvement in behavior of Grade 8 students thanks to the efforts of our staff. We continue to work on our plan to improve school culture.

K-5-Mrs. Jurewicz reports that other than the busing issue, things are going well at the Elementary School. We are hosting Junior Achievement on Nov. 22 for a presentation on Life Skills.

PERMANENT BOARD COMMITTEE

Quality Assurance- Ms. Morgante presented an overview of QA's Academic Vision and Data summary for 2021-2022. The Academic Vision has four primary goals:

*Develop a comprehensive multi-dimensional design for delivery of coherent instruction that assures rigorous practices across all disciplines.

*Build capacity for instructional leadership and collaboration within the school community.

*Provide professional development that encourages teachers to expand their pedagogical approach to learning

* Allow students the opportunity to receive a high-quality education to promote access to colleges and family sustaining careers

The data from 2021-2022 indicated the following:

*Test scores are low as supported by Gr. 3-8 iReady data

*Attendance is low with high chronic absences

*Chronic social-emotional impacts on students in all grade levels.

*Differences between Gr. 3-8 assessments and Regents exam consequences for students.

We need to keep in mind that state grade level data has not been released and that data is not relative to any base comparison. CSAT is comparable with other charters and our students can read. We need to push for rigor and emphasize MTSS (Multi-Tiered System of Supports).

The presentation then detailed specific plans for each building to initiate the new approach to learning (see handout).

The QA Team will continue to meet monthly, focus on classroom, coaching and NEST Walk throughs, meet to review data for instructional planning and curriculum development and provide professional development to align with goals for each building.

Career Readiness- Mr. Kottakis reported that the committee reviewed the activities taking place in Career Readiness. The main focus at the moment is evaluating how the Foundational Skills relate to the Career Readiness experiences we provide for our students. At your convenience, please see pg. 5-8 of the Board packet for a better perspective of the committee's work.

AD HOC COMMITTEES

Appeals- Mr. Loveria stated that there have been 3 appeals, of which 2 were declined and 1 upheld.

OLD BUSINESS-

Facilities- Mr. Shannon provided an updated budget sheet for the High School crosswalk. The project is now delayed until Spring 2023 because of supply chain issues and town delays. Also, new sidewalks will be installed at the roundabout at Kenmore & Ontario Street. The new sidewalks will certainly provide additional safety for our students who have to walk in the road due to the current condition of the sidewalks.

NEW BUSINESS

Enrollment- Mr. Loveria announced that the current enrollment stands at 2333. We are currently enrolling new students as of Nov. 12. The new enrollment numbers in December should put us at @2340 students.

Personnel- Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, including a new Project Lead the Way teacher in elementary school and a new maintenance lead person. We continue to actively recruit substitute teachers. Other than that, the report is self-explanatory.

A motion to accept the Enrollment and Personnel report made by Mrs. Salasavage, seconded by Mrs. Smith. Motion approved.

A motion to adjourn the regular meeting@ 6:10pm was made by Mr. Keller, seconded by Mrs. Pasioka. Motion approved

Next Meeting: December 13, 2022 @ 4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 12/13/2022

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, John Cinquino, Lisa Smith, Andrea Pasioka, Danielle Salasavage, Ian Donnelly, Kevin Cornacchio, Steve Kottakis, Jina Gentry

UNABLE TO ATTEND: Michael Keller, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Sue Jurewicz, Ann Morgante, Dara Seeley, Michele Fiorella, Tara Jefferson, Nicole Killian, Daniel Scholze, Jessica Johnson, Trevor McCabe, Keith Banas, Kristin Elmore-Garcia, Thomas Sullivan (via audio tele-conference).

MINUTES

Motion to approve the November 8, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti seconded by Mr. Cinquino. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

Fine Arts Presentation-Mrs. Johnson informed the Board about the school's three Holiday Concerts. The Elementary concert was held last night. The Middle School concert is tonight @6:30pm and the High School concert is Thursday @6:30pm., both at Cardinal O'Hara High School auditorium. Mrs. Johnson also distributed information on Field Trips for the Choir and Band. The Choir proposal is a trip to Cedar Point, Ohio May 18-20. The Band Proposal is a trip to Boston, Ma. June 3-5. The itinerary, costs and specifics of each trip are listed on the handout. Mr. Lyle mentioned that since the students are traveling out of state, the Board must approve the trips. After discussion among the members, the following motions were made:

A motion to approve the Choir trip was made by Mr. Cinquino, seconded by Mrs. Smith. Motion approved.

A motion to approve the Band trip was made by Mr. Donnelly, seconded by Mrs. Pasieka. Motion approved.

Audit-Mr. Robert Torella of Lumsden & McCormack presented the results of the annual audit. The highlights of the audit are as follows:

- There were no audit adjustments necessary
- There were no material weaknesses found
- Revenue decreased by \$2.4 million, mainly due to investment losses
- Expenses increased by \$3.8 million
- Contracted services increased by \$550,000
- Supplies, repairs and maintenance increased by \$1.5 million
- Net loss of \$1.5 million, mainly due to investment losses
- There is sufficient cash flow
- The school has sufficient funds to cover long-term debt

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle reported that there are continued issues with busing that will be addressed later in the meeting. We have had initial conversations with the state on the possibility of adding a Pre-K program. It would require a revision to our charter. The program, if implemented, would be an approved academic program with certified instructors. We recently hosted the Baird Foundation for a visit. We have submitted a proposal to them for a grant of \$25,000 for ECCP.

Mr. Berti also announced that the Trucking Association of New York has approved an additional three-year grant of \$30K for the Logistics Club (\$10K per year).

Quality Assurance/Administrative Team-Ms. Morgante reported that the first of four sessions for the Administrative Team was held on Dec. 7. The focus of the three - hour discussion/presentation was on the delivery of coherent instruction. The next meeting is scheduled for Jan. 11.

PERMANENT BOARD COMMITTEE

Career Readiness- Mr. Kottakis reported that the committee has received a good amount of data on the activities the school provides in Career Readiness. We believe it would be helpful to solicit a student response to see how they feel about the various activities and programming. We believe asking juniors and seniors would be a good place to start.

AD HOC COMMITTEES

Appeals- Mr. Donnelly briefly discussed the one appeal about a student who made an inappropriate social media post that adversely affected other students. It was ultimately decided to place the student on probation. It should be noted that no one was in danger. Mr. Cornacchio also commented on the appeal that he was involved in. It was determined to sustain the initial decision the school made.

OLD BUSINESS-

Transportation-Mr. Lyle said that all members were sent the current transportation contract. A meeting was held with Buffalo in which they promised a lot, however, we have not witnessed any significant changes. Mr. Loveria referenced pages 7-15 of the Board packet that highlighted the recent push by elected officials, parent organizations and religious leaders who are concerned that the busing issue is having a far-reaching negative effect on children. The Buffalo Common Council recently voted to ask Gov. Hochul to intervene by declaring a State of Emergency which would impose a three-bell system that would help to alleviate the busing problems. The three-bell proposal is for a gradual start of the school day at 7:30, 8:30 and 9:30. The Buffalo Teachers Federation (BTF) has rejected this proposal. The BTF and the Buffalo School Board are currently in negotiations for a new contract, so this is likely one of the tactics the BTF is using in negotiations. If this proposal is adopted soon, a change to our charter would be required. There are a lot of moving parts to this issue and updates will be provided once they are known.

NEW BUSINESS

Policy-Sexual Harassment in the Workplace. Mr. Loveria referred to pgs. 16-25 of the Board Packet on updates to the current policy. All changes are highlighted in blue. After brief discussion, a motion to adopt the amended Sexual Harassment in the Workplace Policy was made by Mr. Kottakis, seconded by Mrs. Salasavage. Motion approved.

Enrollment-Mr. Loveria announced that the current enrollment stands at 2358. We are ahead of applications from this time last year and a new promotional commercial will run on Channel in the New Year. The digital campaign is now underway. Even with all the activities in our promotions of the school, we have only spent @1/3 of what we spent last year.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, along with a few position changes and resignations. We continue to actively recruit substitute teachers. Other than that, the report is self-explanatory.

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

A motion to adjourn the regular meeting@ 5:40pm was made by Mr. Kottakis, seconded by Mr. Cinquino. Motion approved

Next Meeting: January 10, 2023 @ 4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 01/10/2023

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, John Cinquino, Michael Keller, Andrea Pasioka, Danielle Salasavage, Kevin Cornacchio,

UNABLE TO ATTEND: Lisa Smith, Ian Donnelly, Steve Kottakis, Jina Gentry, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Sue Jurewicz, Ann Morgante, Brett Lutterbein, Dara Seeley, Tara Jefferson, Daniel Scholze, Jessica Johnson, Trevor McCabe, Keith Banas, Thomas Sullivan (via audio tele-conference).

MINUTES

Motion to approve the December 13, 2022 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cornacchio seconded by Mr. Cinquino. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

None

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle reported that he has had discussions with the Charter School Office on the possibility of a PreK program. More info will be provide in New Business. He asked the Board to review pages 5-10 of the packet on Workforce Development and the labor market in Western New York now and in the future as it relates to our internship programs and work with the Northland Workforce Training Centerd. In the coming week, NYSED will be reporting on school standings. As soon as the data is available, we will provide it to the Board.

Quality Assurance/Administrative Team- Mr. Lyle mentioned that the QA Committee will be meeting next week. They will have a detailed report at the February Board meeting.

9-12: Mr. Lutterbein reported that the High School Band & Choir Holiday performance was outstanding. The Holiday dance in December was well attended and there were no issues at the dance. Regents exams will be administered the week of January 23. It will provide us with data to see how well our students have achieved and what improvements need to be made moving forward.

6-8: Mr. Lyle reported that several Middle School band students competed in solo competitions and did very well. There have been a few teacher transitions recently. The school needs a Project Lead the Way teacher.

K-5: Mrs. Jurewicz also commented on their successful Holiday concert. They are currently having an incentive program with students on showing respect as we focus on social/emotional needs. Mid-year testing is underway. Our partners with UB recently completed the last group of teacher training on the Tier II program.

Mr. Loveria briefly discussed the Cullen Foundation and their future funding goals. One of their cohorts is supporting schools who emphasize Career Pathways, which bodes well for future funding from Cullen for the ECCP program

Mr. Lyle mentioned his recent visit to the Curtis-Wright Museum in Hammondsport, NY. He discussed with the museum staff the blueprints that we have on display in the Family Support Center and their possible interest in visiting CSAT in future to see the prints and the Elementary building which was, at one time, a Curtis-Wright facility.

PERMANENT BOARD COMMITTEE

Finance-Mr. Cinquino distributed information on the 3-month interim financial statement. A few highlights from the report:

Cash Balance is high but will be spent down in the next few months

The ESSER grant funds have been spent and the school will now see reimbursement

Investments are down from our previous highs because of downturns in the markets

Net Assets reflects downward but is attributable to the investment loses

There is a slight increase in the Middle School building lease

The interim report, while up and down in some areas, is mostly normal for this time period

Mr. Berti inquired about a large school uniform order. Mr. Lyle noted that the school placed a mass order because inventory sold fast and the cost of the new school fleeces increased. The increase was offset with a higher price for the fleece.

AD HOC COMMITTEES

Appeals-Mr. Lyle reported on one appeal of a 7th grader for physical and disruptive behavior. The student and mother met with school officials and mother agreed it was best for him to move on. The decision on permanent suspension was sustained.

OLD BUSINESS

Transportation-Mr. Lyle reported that the bus situation has, unfortunately, not changed. There are consistently up to 10 buses that are running late (past 3:45pm). The new starting bell idea was rejected by Buffalo Teachers union and political pressure has not made much difference. David Quackenbush and Nate Kuzma, Buffalo Board of Education attorney, will continue to meet to discuss the issue. The Charter School Office is aware of this as well.

NEW BUSINESS

PreK Research- Mr. Lyle mentioned that Gov. Hochul allocated \$12 million in grant monies for PreK programs for the entire state. While it seems like a good amount of money, there are many hurdles to climb to even consider a program at CSAT. You need to have a dedicated space, a program in place and qualified and certified staff before you can apply for a grant. That alone will prove costly. We have spoken to Reach Academy Charter in Buffalo as they did establish a PreK program. They said the main reason the program was established was for staff retention, as the program offers staff a place for their children to attend. We have not surveyed our staff yet as we don't know if it's affordable to do so.

Enrollment-Mr. Loveria announced that current enrollment stands at 2349. The recruitment period is underway and our commercial is now running on Ch. 4. The applications are tracking very well overall. The second-grade bubble is a concern here and elsewhere. We are having an incentive for those who apply to 3rd grade for next years lottery to enroll early.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, along with a few position changes and resignations. We continue to actively recruit substitute teachers. Other than that, the report is self-explanatory.

A motion to accept the Personnel report made by Mrs. Pasioka, seconded by Mr. Keller. Motion approved.

Mr. Berti proposed to the Board the addition of a new member, Ms. Kristin Elmore-Garcia. Ms. Garcia has attended several of our meetings and is interested in serving. A motion to approve the addition of Ms. Garcia to the CSAT Board of Trustees was made by Mr. Berti, seconded by Mr. Cornacchio. Motion approved.

A motion to adjourn the regular meeting@ 5:30pm was made by Mr. Keller, seconded by Mr. Cinquino. Motion approved

Next Meeting: February 14, 2023 @ 4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 02/14/2023

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, John Cinquino, Andrea Pasioka, Lisa Smith, Ian Donnelly, Kevin Cornacchio, Jina Gentry, Kristin Elmore-Garcia

UNABLE TO ATTEND: Michael Keller, Danielle Salasavage, Steve Kottakis, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Sue Jurewicz, Ann Morgante, Brett Lutterbein, Patrick Heyden, Nadine Williamson, Dara Seeley, Tara Jefferson, Keith Banas, Nicole Killian, Trevor McCabe, Thomas Sullivan (via audio tele-conference).

MINUTES

Motion to approve the January 10, 2023 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Donnelly, seconded by Mr. Cornacchio. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

None

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle mentioned an issue the school is having with the Niagara Frontier League regarding several of our teams. The League first raised safety concerns about the Girls Varsity Soccer team and informed us that it was their decision to move them to a JV schedule, which we accepted. However, the League raised additional concerns with Girls Varsity Softball and Boys Varsity Baseball teams. The Athletic Directors voted to move those teams to a JV schedule as well. This is upsetting as we are 6 weeks away from the start of the season. We decided to appeal this decision. Mr. Lyle attended an appeal hearing to state our case, which was unanimously denied. We will now appeal directly to Section VI as we are not comfortable with our teams playing a JV schedule. The League said our Girls Varsity Softball could play non-league games; our Boys Varsity Baseball is still awaiting a decision. We have spoken to our attorney Lisa Coppola and will continue to pursue this matter.

The NYS Charter School Office (CSO) will soon be conducting their mid-term site visit at CSAT, though a definitive date is yet to be decided. Ms. Susan Gibbons and Dr. Lisa Long, Executive Director of CSO, will visit CSAT. A handout of the 10 benchmarks, prepared by Nadine Williamson, was distributed to the Board. Mr. Lyle briefly highlighted the handout as the Board must be properly prepared to answer any questions regarding the educational, financial and organizational aspects of the school. Ms. Gibbons will attend a Board meeting during her visit but only as an observer. More information will follow when it becomes available.

The Board retreat will take place on March 14, 2023 at the Saturn Club on Delaware Avenue. It will run from Noon to 5 p.m., with dinner to follow. Mr. Efrain Martinez, retired CSAT Superintendent, will be the facilitator.

Quality Assurance/Administrative Team-Ms. Morgante provided the Board with a handout of data that will be referenced at today's meeting. Each of the building principals will report:

K-5: Mrs. Jurewicz began with the ELA vision and expectations. She mentioned that reading is a moving target in K-5 with students at various levels of achievement as seen in the data provided. The Board did provide for a reduction in class size which you can see from the teacher comments has been a great help. While there is a great deal of data to read, it does provide a snapshot on progression of learning to read and contains individual student needs assessment.

6-8: Mr. Heyden began his comments by stating that the major goals for the Middle School this year were consistency in discipline and building a positive school culture. He said that the 7th graders were the most challenging group in regard to discipline referrals though the numbers recently are trending downward. In ELA, the iReady diagnostic results are only modest gains, though they are trending in the right direction.

9-12: Mr. Lutterbein stated that the High School's academic goals were to improve classroom rigor (within the new block schedule of 90-minute periods) and building a positive school culture. The High School is reviewing individual state Regents exam results with a goal of increasing student mastery level. We have also implemented a number of PD days to help our teachers to achieve the goals we've set.

PERMANENT BOARD COMMITTEE

Career Readiness- Mr. Loveria reported on the recent Career Readiness Meeting and highlighted the following:

*Mid-Year CR Update of the activities that Mrs. Errington is conducting in each of the buildings.

*Tech Pathway-Mr. Shannon is assisting with a program to provide industry exposure to underserved communities of which CSAT qualifies.

*Career Readiness Mission review

*2023 CR Goals regarding Professional Persistence Scale to pilot this year with 12th graders and begin discussion of 2024 goal of explicit teaching of Foundation Skills to students beginning in 9th grade.

*Discuss strategy for internships with smaller private industry partners

AD HOC COMMITTEES

Appeals-None

OLD BUSINESS

Transportation-No report

NEW BUSINESS

Foundation- Mr. Loveria referenced pages 7 & 8 of the Board packet. He highlighted current status and initiatives, applications to Foundations as well as funding priorities. The report also mentioned the current transportation concerns with busing and discussions with BPS on securing an extension of CSAT's 5-year agreement as well as the financial status of ECC and its possible impact on the ECCP program.

Enrollment-Mr. Loveria announced that current enrollment stands at 2356 with 8 students set to enter on Feb. 27, 2023. The school will not accept any new students after April 1, 2023.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, along with a few position changes and resignations. We continue to actively recruit substitute teachers. Other than that, the report is self-explanatory.

A motion to accept the Personnel report made by Mr. Cinquino, seconded by Mrs. Pasieka. Motion approved.

A motion to adjourn the regular meeting@ 6:25pm was made by Mrs. Pasieka, seconded by Mrs. Smith. Motion approved

**Next Meeting: March 14, 2023 @ Saturn Club. Board Meeting & Retreat,
Noon-5:00pm, Dinner to follow @5pm**

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 03/30/2023

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, John Cinquino, Lisa Smith, Danielle Salasavage, Steve Kottakis, Jina Gentry

VIA-TELECONFERENCE: Andrea Pasiaka, Kevin Cornacchio

UNABLE TO ATTEND: Michael Keller, Ian Donnelly, Kristin Elmore-Garcia, Michael Stevens

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Bob Shannon, Tara Jefferson, Nicole Killian, Thomas Sullivan, Yaritza Draine

MINUTES

Motion to approve the February 14, 2023 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cinquino, seconded by Mrs. Gentry. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

None

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle commented on the Board Retreat, which he thought was very positive. He will be sending via email all the files that were presented at the retreat. One of the Board goals that was discussed was career to work transition. A Letter to the Editor in the Wall Street Journal is included in the Board packet on internship opportunities for students and its impact on student success. Mr. Berti asked that a Board survey be conducted on how each member felt about the retreat.

Regarding transportation, Mr. Quackenbush and Nate Kuzma, Buffalo School Board attorney, have been in talks regarding a 5-year renewal contract for CSAT. Mr. Kuzma does not foresee any issues regarding renewal of the contract. A handout of meeting minutes of a recent BTF union meeting was distributed that referenced the 3-tier bell schedule. If the bell schedule does become a reality, CSAT would only be interested in the middle time slot. Also for review is the proposed K-8 & 9-12 calendar. Please note the teacher start date is August 28, 2023 and student start date is August 31, 2023. It is a late end to the school year in this calendar, June 28, 2024. Please review as a vote will take place at the April meeting.

AD HOC COMMITTEES

Appeals-Mr. Loveria reported on two appeals, one that was granted and one denied. The denied appeal involved the use of illegal substances; the granted appeal involved a lower-level infraction which was resolved in a family meeting with both the student and family accepting accountability measures that are now in place. Mr. Berti asked if the school has done enough to head off a situation that involves permanent suspension. Mr. Lyle stated that in most cases the school has gone above and beyond in attempting to mitigate a permanent suspension.

OLD BUSINESS

Transportation-Discussed above regarding 5-year renewal

NEW BUSINESS

Enrollment-Mr. Loveria announced that current enrollment stands at 2352. This will be the last enrollment report. The annual Enrollment Lottery is Monday, April 3, 2023. On page 7, you'll see that overall applications are up but light in Kindergarten & Grade 1. There was a brief discussion on the impact of new charter school openings, some being very small and focused on specific neighborhoods. Mr. Berti asked what we can do to increase Kindergarten applications. Mr. Loveria said the ideal target number needed in order to reach max enrollment of 185 is @220-225. We will be visiting day care centers

shortly as parents are not necessarily focused in enrolling their child in April as they will be in June or July. It's our goal to encourage those parents to enroll at CSAT.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, specifically the new Middle School PLTW teacher and a position change in food service responsibilities. There are two retirements also taking place, one in K-5 nursing and other in accounting. Other than that, the report is self-explanatory.

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

A motion to adjourn to Executive Session @ 12:40pm was made by Mrs. Gentry, seconded by Mr. Kottakis. Motion approved. No votes were taken in Executive Session. A motion to adjourn the regular meeting @1:00pm was made by Mrs. Smith, seconded by Mr. Cinquino. Motion approved.

Next Meeting: April 11, 2023@4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 4/11/2023

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, John Cinquino, Steve Kottakis, Lisa Smith, Kevin Cornacchio, Michael Keller, Andrea Pasioka, Kristin Elmore-Garcia,

Via Teleconference: none

UNABLE TO ATTEND: Danielle Salasavage, Ian Donnelly, Jina Gentry

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Patrick Heyden, Melinda Cebulski, Ann Morgante, Brett Lutterbein, Yaritza Draine, Nicole Killion, Dan Scholze, Tara Jefferson, Trevor McCabe

MINUTES

Motion to approve the March 30,2023 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Cornacchio, seconded by Mr. Cinquino. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

Mr. Berti introduced Mr. Terrell Chambers and is attending today's meeting as a possible new Board member.

Lottery Process/Results- Mrs. Cebulski provided information on Enrollment, including an overview of activities, an update on applications received, the Intent to Return Process and the Enrollment lottery. Open Enrollment takes place yearly when CSAT releases our application for the following school year, this year beginning on November 1 and ending April 1. The Enrollment Department also administers Intent to Return forms to current students and families to determine who will return to CSAT the following school year, allowing us to predict future available slots. Currently we have 2128 students returning for the 2023-2024 School Year. Mrs. Cebulski reviewed the process of the Enrollment Lottery, noting that each year Enrollment must analyze

numbers, review Intent to Return data and predict transfers to allow for maximum enrollment. CSAT received 780 applicants during open enrollment, which is slightly lower than last year. Lori Allan & Emily Lyons have done a great job working with our marketing partners.

ADMINISTRATIVE REPORTS

Cabinet Report-Mr. Lyle provided a handout of the memo sent by NYSED Commissioner Betty Rosa. The memo, dated June 22, 2023, notes that schools will now be required to administer New York State tests for Grades 3-8 electronically, and included a timeline for implementation. NYS will begin the transition next year with select grade levels, with paper exams eliminated entirely by 2025. CSAT must provide a device for each student taking the exams. Some participating districts have experienced issues with computer-based testing sites crashing, however, we are hopeful that technical issues will be remedied by full rollout.

PERMANENT BOARD COMMITTEE

None

AD HOC COMMITTEES

Appeals- Mr. Loveria reported two appeals: one for a Middle School student and one for an Elementary School student. The MS student was permanently suspended for aggression towards students and staff. A review was completed, and the permanent suspension was upheld. The ES has had 45 majors: the case is still being reviewed and a decision will be reported in May.

OLD BUSINESS

2023-2024 K-12 Calendar: Mr. Lyle reminded the Board that the calendar was distributed at the March meeting for review and approval. If the dates are different from Buffalo Public Schools, we will change our calendar to save on transportation costs. A motion to accept the 2023-2024 Calendar was made by Mr. Kottakis, seconded by Mrs. Lisa Smith. Motion approved.

NEW BUSINESS

Enrollment – *Unchanged*, Mr. Loveria reports that enrollment currently stands at 2356. No new enrollees will be accepted until the following 2023-24 calendar year.

Personnel – *(unchanged from March 30, 2023 meeting).*

A motion to accept the Enrollment report made by Mrs. Smith, seconded by Mr. Kottakis. Motion approved.

A motion to adjourn the regular meeting at 6:03 pm was made by Mr. Kottakis, seconded by Mrs. Cinquino. Motion approved.

Next Meeting: May 9, 2023 @ 4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 05/9/2023

MINUTES

BOARD MEMBERS PRESENT: In person, Joseph Berti, Michael Keller, Andrea Pasieka, Ian Donnelly, Danielle Salasavage, Steve Kottakis, Jina Gentry, Kristin Elmore-Garcia

UNABLE TO ATTEND: John Cinquino, Lisa Smith, Kevin Cornacchio

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Bob Shannon, Sue Jurewicz, Sterling Stearns, Ann Morgante, Brett Lutterbein, Patrick Heyden, Dara Seeley, Lori Allan, Tara Jefferson, Keith Banas, Daniel Scholze, Nicole Killian, Trevor McCabe, Thomas Sullivan (via audio tele-conference).

MINUTES

Motion to approve the April 11, 2023 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mrs. Pasieka, seconded by Mr. Keller. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

Recruitment Plan- Mr. Loveria and Mrs. Moore presented an overview of a recruitment plan for new teachers and the retention of our current staff. Here are the highlights that were discussed:

Challenges: At present that are four openings, and more likely. The competition from districts throughout WNY is intense. Our longer school year and school day makes it more challenging to recruit in addition to the current national shortage of teachers. Our current recruitment process mirrors that of other schools in WNY.

Positives: Our on-boarding process is one of our strengths. It helps new hires to acclimate themselves to the culture of CSAT.

Goals: Retaining the best talent is the most important issue that all schools face and certainly a major focus of our efforts.

Current process- CSAT is attending all teacher recruitment days. We also utilize the BOCES site called WNYRIC where we post our teacher openings in addition to our own HR site. We also utilize City Year Buffalo and the Buffalo Urban League Fellows Program, which is an effort with the Cullen Foundation. We are on social media platforms including LinkedIn.

Future Plans: Re-align our hiring process and hire a recruiter to work with our HR Department. We will update our on-line application process and use teacher testimonials. We are exploring a national recruitment program though that may prove too costly. We will continue to work with our local colleges and universities to actively recruit new teachers. We will institute a front-line digital program to assist with the recruitment process and to assist us with substitute teachers.

There was discussion after the presentation which included Pre-K Day care and its feasibility, competitive environment with local school districts and teacher incentive programs.

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle gave a brief report. The Board Calendar for 2023-2024 was distributed. The school Calendar has one change that reflects a change in scoring days to align with Buffalo's scoring days. A vote is needed to approve the calendar. A motion to approve the updated 23-24 Calendar was made by Mrs. Pasioka, seconded by Mr. Donnelly. Motion approved.

Quality Assurance/Administrative Team-Ms. Morgante reported on Gr.3-8 testing (please refer to handout). We had a 99% participation rate on the ELA testing. There was discussion on the opt-out rate of other schools in NYS which affects the test results. CSAT has one of the lowest opt-out rates. The students took the test seriously. We are working on common language in creating a vision to reflect a K-12 approach to instruction. Also included in the packet are discipline and attendance charts for review. One of our goals this summer is to address the concerns over attendance and discipline. We have approximately 40 High School seniors who we are concerned with regarding graduation. We will be having some serious conversations with them shortly. We will allow them to make up their work but the main issue for some is their attendance. A reminder that Graduation will be held on June 23, 7pm at Kleinhan's.

PERMANENT BOARD COMMITTEE

Career Readiness- Mr. Kottakis discussed the highlights of the last CR Committee meeting which included:

We are awaiting Senior Data on effectiveness of Career Readiness Programming. Mrs. Errington is working with those seniors who have yet to decide on their future after CAST.

We are seeing the positive effects of the ECCP program on High School recruitment which is good news.

Finance- Discussion will take place in Executive Session

AD HOC COMMITTEES

Appeals-Mr. Donnelly reported that there were three appeals. Two of the appeals were upheld. One was for repeated discipline issues and the other was for possession of a fake gun. The other appeal is still in process with Mr. Cornacchio.

Facilities- Mr. Shannon reported on the HS crosswalk. The Town of Tonawanda is backed up with projects, including the crosswalk. We did submit new drawings which were approved. Bids are now out, and vendor meetings will be conducted soon. We hope the project will be finished by the end of the summer.

OLD BUSINESS

Transportation-Discussion will take place in Executive Session.

NEW BUSINESS

Enrollment-Mr. Loveria said that we are down in enrollment which can be attributed to the number of students who were permanently suspended and are awaiting placement in other schools. As the school year is almost complete, we are not accepting any new students. The projected enrollment at years end will be a few students below the budgeted number, but it will not have a negative effect on the budget.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, along with a few position changes and resignations. We continue to actively recruit substitute teachers. Other than that, the report is self-explanatory.

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

New Board Member- Mr. Berti briefly discussed the meeting some of the members had with prospective new member, Mr. Terrell Chambers. All comments reflected a positive interaction with Mr. Chambers.

A motion to approve Terrell Chambers as a new member of the CSAT Board of Trustees was made by Mr. Berti, seconded by Mr. Kottakis. Motion approved.

A motion to adjourn to Executive Session @ 5:50pm was made by Mrs. Pasioka, seconded by Mr. Donnelly. Motion approved. No votes were taken in Executive Session. A motion to adjourn the regular meeting at 6:05 pm was made by Mr. Keller, seconded by Mrs. Gentry. Motion approved.

Next Meeting: June 6, 2023, @4:30pm

Charter School for Applied Technologies
317 Vulcan Street, Buffalo, New York 14207
BOARD OF TRUSTEES MEETING 06/06/2023

MINUTES

BOARD MEMBERS PRESENT: Joseph Berti, Michael Keller, John Cinquino, Lisa Smith, Kevin Cornacchio, Jina Gentry, Terrell Chambers

UNABLE TO ATTEND: Andrea Pasioka, Ian Donnelly, Danielle Salasavage, Steve Kottakis, Kristin Elmore-Garcia

OTHERS PRESENT: In person: Andrew Lyle, Garrick Loveria, Tanya Moore, Bob Shannon, Sue Jurewicz, Ann Morgante, Brett Lutterbein, Patrick Heyden, Dara Seeley, Tara Jefferson, Keith Banas, Daniel Scholze, Nicole Killian, Trevor McCabe, Shane Lynch, Thomas Sullivan

MINUTES

Mr. Berti requested a correction to the April 11, 2023, Minutes under Lottery Process/Results to reflect that the total number of applications received prior to the annual lottery was **1,021**. Additionally, the April minutes should also include under Administrative Reports that, *“Jay O’Connor, who is contracted through NYSED’s Office of ESSA-Funded Programs met with the Cabinet and Curriculum Team to respond to questions regarding CSAT’s submitted ESSER expenses. CSAT was provided five days to respond to O’Connor’s questions about what was submitted. O’Connor then intends to provide his final recommendation on approved expenses in another 60 days time. CSAT will be posting the reopening plan on our website so that families are aware that no changes were made to the plan.”*

Motion to approve the May 9, 2023 Minutes including revisions to the April 11, 2023 Minutes including permanent committee reports and those submitted under ad hoc committee, made by Mr. Keller, seconded by Mr. Cinquino. Minutes approved.

PUBLIC COMMENTS

None

PRESENTATION

None

ADMINISTRATIVE REPORTS

Cabinet Report- Mr. Lyle and Mr. Berti welcomed new Board Member, Mr. Terrell Chambers.

Mr. Lyle called the Board's attention to the Open Meeting Laws which require CSAT to open Board meetings via tele-conferencing to the public and not just Board or staff members that cannot attend. As a result, we will not be able to provide that service to the Board going forward.

Mr. Lyle said the recent visit by Susan Gibbons of the NYS Charter School Office went well. It was a rather informal visit. Ms. Gibbons did remind us that we need to continue to increase our ELL and SPED numbers which Mr. Lyle said the school continues to address.

We met recently with Joseph Ghosen, BPS Transportation Director, regarding the new bell system to take effect next school year. CSAT will be on the first bell, meaning that buses will arrive @7:25 am with dismissal@ 2:25pm. If all goes as planned, most students should be picked up by 2:45pm at the latest. We have also contacted the suburban districts and there has been no issue with new times. This new start and dismissal time will have no effect on our charter. Parents and staff will be notified this week. The bell schedule will be in effect for one year with a review taking place at the end of the 2023-2024 school year.

K-5: Mr. Berti asked if the school could provide a report on testing to see if the reduced class size in Grade 2 was effective. Mrs. Jurewicz said that testing and scoring will take place this week. We will try and have that ready for June 20 meeting.

6-8: Mr. Heyden reported that a new Assistant Principal has been hired. We will be having a new skills initiative program for summer school. We also will be refining our discipline goals for the new school year.

9-12: Mr. Lutterbein said the recent Senior Breakfast and Prom went well. The seniors participated in a parade at the Elementary School in their cap and gown to show the younger students what it will be like when they reach that point in their lives. We continue to work with select seniors in danger of not graduating. Those numbers have come down in recent days.

Mr. Lyle and Mr. Loveria did mention that teacher recruitment is on-going. We will have three prospective teachers working in the Middle School next year through the new Buffalo Urban League Fellows Program, supported by the Cullen Foundation.

PERMANENT BOARD COMMITTEE

Finance- Mr. Cinquino and Mrs. Moore presented the 2023-2024 Budget. The Budget Summary and Highlights include:

- Enrollment: No change in the total number of student seats (2365) with budget estimate at 99% (2341)
- Revenue: \$41.30 million
Per Pupil Revenue-overall increase of 3.94% over the prior year
Stimulus Funding-\$4.1 million
- Expenses: \$40.79 million (excluding Depreciation)
Salaries-increased by an average of 2% or CBA's BTM
Benefits-Health Care increased by an average of 7.02%, no changes to employer contribution percentages for healthcare, slight decrease in NYSTRS mandated employer contribution.
Other Expenses-increase of 12% over the prior year to directly address student loss of learning and to provide social/emotional support for students and staff.

Other Key Items included discussions related to the current union contract, which expires June 30, 2024, and the potential effects of the loss of stimulus funding, which expires September 30, 2024. Mr. Lyle said that the Cabinet and Finance Committee will be meeting regularly to discuss this and how to move forward. There is no information at this time on continued assistance at the federal or state level.

A motion to accept the 2023-2024 School Budget was made by Mr. Cornacchio, seconded by Mrs. Smith. Motion approved.

AD HOC COMMITTEES

Appeals-Mr. Cornacchio reported on an appeal of an Elementary student who had been permanently suspended for a safety issue. The appeal was denied. Mr. Loveria said that Mr. Donnelly also considered an appeal of a 9th grader permanent suspension for safety. That appeal was also denied.

Facilities- Mr. Shannon reported on the HS crosswalk. There is good news to report; construction is set to begin the week of June 26.

OLD BUSINESS

None

NEW BUSINESS

Enrollment-Mr. Loveria referred to the enrollment report which shows our current enrollment at 2315. We did have over 1,000 applicants this year with a big increase in High school applicants. We are starting our visits to day cares and head starts to promote Kindergarten enrollment. We are holding off on commercials to see how our recruitment efforts go.

Personnel-Mr. Lyle reviewed the personnel report. He highlighted the number of new hires, specifically the new Middle School Asst. Principal along with a few position changes, resignations, and non-renewals. Other than that, the report is self-explanatory.

A motion to accept the Personnel report made by Mr. Cinquino, seconded by Mrs. Gentry. Motion approved.

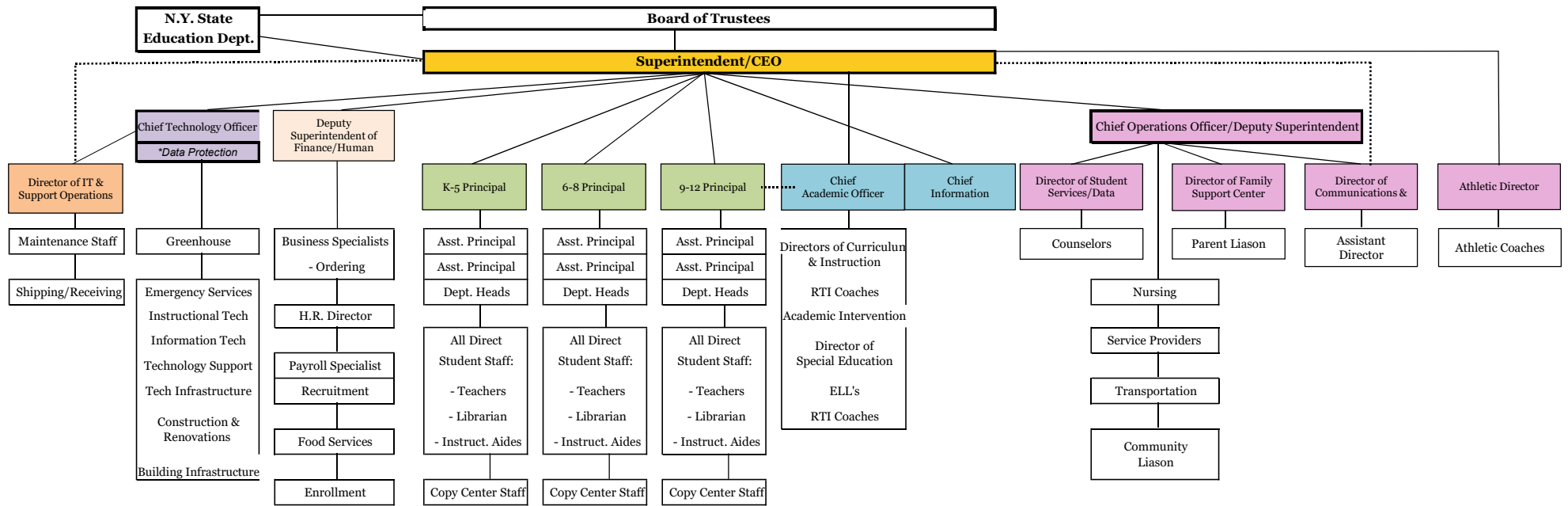
A motion to adjourn the regular meeting at 5:55pm was made by Mr. Cinquino, seconded by Mr. Chambers. Motion approved.

Next Meeting: June 20, 2023, @4:30pm



Charter School for Applied Technologies

Organizational Chart



CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

2023-2024 School Year Calendar K-8

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days: 186
Teacher Days: 192

JULY						
4th: Independence Day						
AUGUST						
23rd,24th,25th New Teacher/Staff Orientation						
28th-30th: No School Professional Devel. Day						
31st: First Day of School-Full Day						
SEPTEMBER						
4th: School Closed-Labor Day						

OCTOBER						
6th: 5-Week Progress Report						
9th: School Closed-Indigenous Peoples' Day						
31st: No School Superintendent Conference Day						
NOVEMBER						
3rd: 1st Marking Period Ends						
9th : No School Parent/Teacher Conferences						
10th: School Closed-Veteran's Day						
22nd-24th: Thanksgaving Recess						

DECEMBER						
22nd: No School Superintendent Conference Day						
8th: 15-Week Progress Report						
25th-29th: Winter Recess No School						
JANUARY						
1st: New Year's Day						
15th: School Closed-MLK Jr. Day						
26th: 2nd Marking Period Ends						
29th: No School Superintendent Conference Day						

FEBRUARY						
8th: No School Parent/Teacher Conferences						
19th: School Closed-President's Day						
20th-23rd: Winter Recess No School						
MARCH						
8th: 25-Week Proggess Report						
8th: No School Superintendent Conference Day						
29th: Spring Recess No School						
APRIL						
1st-8th: Spring Recess No School						
10th-12th: NYS ELA Assessment Grade 3-8						
19th: 3rd Marking Period Ends						
25th: ELA Scoring Day-Project Based Learning Day						

MAY						
7th-9th: NYS Math Assessment Grade 3-8						
16th: Math Scoring Day-Project Based Learning Day						
17th: 35-Week Progress Report						
24th & 27th: School Closed-Memorial Day						
JUNE						
20th,21st,24th-27th:Grades 6-8 Final Exams-Half Days						
19th: School Closed-Juneteenth						
27th Last Day of School-K5:Full Day MS:Half day						
27th: 4th Marking Period Ends						
28th: Last day for Faculty						

January						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Recess-No School
- No School for Students
- Student First/Last Day
- Half Days-Noon Dismissal 6-8
- Prof. Dev. Day/Conference Day-No School for Students/Superintendent Days

BOT Approved: April 11, 2023

CHARTER SCHOOL FOR APPLIED TECHNOLOGIES

2023-2024 School Year Calendar for CHSAT

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days: 186
Teacher Days: 192

JULY	
S-	21

4th: Independence Day
AUGUST
16th,17th NYS Regents Exams
23rd,24th,25th New Teacher/Staff Orientation
28th-30th: No School Professional Devel. Day
31st: First Day of School-Full Day

SEPTEMBER	
S-	1
T-	4

4th: School Closed-Labor Day
29th: Project Based Learning Day
OCTOBER
6th: 5-Week Progress Report
9th: School Closed-Indigenous Peoples' Day
31st: No School Superintendent Conference Day

NOVEMBER	
S-	20
T-	20

3rd: 1st Marking Period Ends
9th : No School Parent/Teacher Conferences
10th: School Closed-Veteran's Day
22nd-24th: Thanksgiving Recess
DECEMBER
22nd: No School Superintendent Conference Day
8th: 15-Week Progress Report
25th-29th: Winter Recess No School

JANUARY	
S-	20
T-	20

1st: New Year's Day
15th: School Closed-MLK Jr. Day
22nd: No School Superintendent Conference Day
23rd-26th NYS Regents Exams
26th: 2nd Marking Period Ends
29th: Scoring Day/Proj. Based Learning Day

FEBRUARY	
S-	21
T-	21

8th: No School Parent/Teacher Conferences
19th: School Closed-President's Day
21st-24th: Winter Recess No School
MARCH
8th: 25-Week Progress Report
8th: No School Superintendent's Day
29th: Spring Recess No School

APRIL	
S-	17
T-	18

1st-8th: Spring Recess No School
19th: 3rd Marking Period Ends
MAY
17th: 35-Week Progress Report
24th & 27th: School Closed-Memorial Day

MAY	
S-	16
T-	16

JUNE	
S-	18
T-	19

4th: NYS Regents Exam
19th: School Closed-Juneteenth
17th-18th, 20th-21st,24th-26th: NYS Regents Exams
27th Last Day of School for Students
27th: 4th Marking Period Ends
28th: Last day for Faculty

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Recess-No School
- No School for Students
- Student First/Last Day
- NYS Regents Exams
- Prof Dev. Day/Conference Day-No School for Students/Superintendent Days

BOT Approved: April 11, 2023

Part I: General Information and Fire/Life Safety History (complete annually)

Inspection Date

Note: Please insert the date the actual inspection took place.

Inspections shall be performed between July 1st and December 1st of the current school year.

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES NO

3. Is there a fire hydrant system for facility protection?

YES NO

If YES, indicate ownership of system (select one):

public owned
 school owned
 other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?

92,000

(to the nearest whole ten feet)

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required YES NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1st and June 30th of the previous school year:

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills.

Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	10/12	✓	
2	10/12	✓	
3	12/16	✓	
4	4/25	✓	
5	4/25	✓	
6			
7			
8			
9			
10			
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. Average time to evacuate this facility was: 2 minutes 27 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.
✓ YES NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code
✓ YES NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?
 YES ✓ NO

a. If YES, indicate: total number of fires
b. total number of injuries

c. _____ total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

_____ YES _____ NO

Part II: Nonpublic School Fire & Building Safety Non-Conformance Report Sheet

School Name _____

Building Name _____

Item #	Non-Conformanc	Date Corrected	Item #	Non-Conformanc	Date Corrected	Item #	Non-Conformanc	Date Corrected
08A-2			14A-2			20A-1		
08B-2			14B-2			20B-1		
08C-2			14C-2			20C-1		
08D-2			14D-1					
08E-2			14E-1			21A-3		
09A-2			15A-2			22A-3		
09B-2			15B-1			22B-3		
09C-1			15C-2			22C-3		
09D-1			15D-2					
			15E-1			23A-1		
09F-2						23B-1		
09G-2			16A-2			23C-1		
			16B-2			23D-2		
10A-2			16C-2					
10B-2			16D-2			24A-3		
10C-1								
10D-1			17A-3			25A-1		
			17B-2			25B-1		
11A-2			17C-2			25C-1		
11B-1			17D-2					
11C-2			17E-1			26A-3		
11D-2			17F-3					
11E-1			17G-1					
			17H-2					
12A-1			17I-2					
12B-3			17J-1					
12C-2			17K-1					
12D-2			17L-1					
12E-1								
12F-1			18A-2					
12G-1			18B-2					
12H-1			18C-2					
12I-1			18D-2					
12J-1								
12K-1			19A-3					
12L-1			19B-2					
12M-1			19C-1					
12N-1			19D-1					
12O-2			19E-1					
			19F-1					
13A-2			19G-1					
13B-2			19H-2					

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report;

Yes No

Part III: NonPublic School Certifications

All sections are required to be completed: Section III-A; III-B III-C & III-D

Section III-A Fire Inspection Method

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

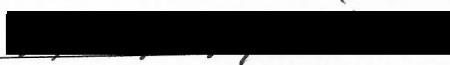
- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.

The individual noted below inspected this building on 11-10-22 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: _____ Title: _____

Signature:  Title: H. Shay Fire Protection Inc.
Mark F. Mallick Inspector

Inspector's Organization: _____ Date: _____
PO Box 122
Williamsville, NY 14231
(716) 908-0349 | Reg. #1086-7049B
shayfireprot@yahoo.com

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Code Enforcement Certification # _____
(as assigned by the NYS Department of State)

Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village

Name of Local/Municipal Code Enforcement Office : TOWN OF TONAWANDA BUILDING DEPT

Address: _____

Name of contact person : _____ Title: _____


Telephone #: _____ Email address: _____

Section III-D School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: Joel Mena Title: Dir of IT & Support Operations

Signature:  Telephone #: 716/876-7585

Email: jmena@csst-1610.org



CITY OF BUFFALO

Certificate of Occupancy

Certificate No. **201541**

In accordance with the appropriate laws of the State of New York, and/or the Ordinances of the City of Buffalo the structure(s) located at **1902 HERTEL**, Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitation herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

[Handwritten signature]
[Redacted Name]

Date Issued: 10/24/2014

Commissioner of Permit and Inspection Services

Total Occupancy:

No. Units: N/A No. Stories: 3 No. Rooms: N/A Building Type: 3B

Construction: Masonry Class: E

Zoning District: R-2 Smoke Detectors: Y Carbon Monoxide Detectors: Y

Application Code: Building Code of NYS

Permit No: 229167 Permit Date: 01/23/2014 Receipt No: N/A

Inspector: Piccolo, Michael Date Inspected: 07/16/2014

Building Usage:

Story:	Use:
Basement:	Kitchen/Cafeteria/Lounge/Storage/classrooms/Shower/Utilities
1 st Floor:	Offices/Classroom/Clinic/Gym/Media Room/Auditorium
2 nd Floor:	Studio/Classrooms/Faculty Rooms
3 rd Floor:	Offices/Classrooms/Music Room/Storage

SEE REVERSE SIDE

Part I: General Information and Fire/Life Safety History (complete annually)

Inspection Date

Note: Please insert the date the actual inspection took place.

Inspections shall be performed between July 1st and December 1st of the current school year.

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES NO

3. Is there a fire hydrant system for facility protection?

YES NO

If YES, indicate ownership of system (select one):

public owned
 school owned
 other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?

81324

(to the nearest whole ten feet)

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required YES NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1st and June 30th of the previous school year:

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills.
Four (4) drills are required to be lockdown drills

Date

Evacuation

Lockdown

9/28/21

1

2

3

4

5

6

7

8

9

10

11

12

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. Average time to evacuate this facility was: 3 minutes 11 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.

YES NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code

YES NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?

YES NO

a. If YES, indicate: _____ total number of fires

b. _____ total number of injuries

c. _____ total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

_____ YES _____ NO

Part III: NonPublic School Certifications
All sections are required to be completed: Section III-A; III-B III-C & III-D

Section III-A Fire Inspection Method

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?
Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.

The individual noted below inspected this building on 11-10-22 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: _____

H. Shay Fire Protection Inc.
 Matt F. Mallick Inspector
 PO Box 122
 Williamsville, NY 14231
 (716) 908-0349 | Reg. #1086-7049B
 shayfireprot@yahoo.com

Signature: _____

Inspector's Organization: _____

Inspector's Telephone #: _____

Inspector's Email: _____

Inspector's Code Enforcement Certification # _____

(as assigned by the NYS Department of State)

Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village

Name of Local/Municipal Code Enforcement Office : CITY OF BUFFALO BUILDING DEPT

Address: _____

Name of contact person : _____ Title: _____

Telephone #: _____ Email address: _____

Section III-D School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: Joel Mena Title: Dir of IT & Support Operations

Signature: _____ Telephone #: 716-876-7505

Email: jmena@csat-1cb.org

NONPUBLIC FIRE AND BUILDING SAFETY REPORT

Per NYS Education Law 807-A(1) All school buildings containing classroom, dormitory, laboratory, physical education, dining or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for hazards which may endanger the lives of students, teachers and employees therein and for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

NONPUBLIC SCHOOL BEDS CODE#

1 4 2 6 0 1 8 6 0 0 3 1

School Name

C H A R T E R S C H O O L A P P L I E D T E C H

Facility/Building Name

E L E M E N T A R Y S C H O O L

Street Address (NO PO Box Numbers)

2 3 0 3 K E N M O R E A V E N U E

City/Town/Village

T O N A W A N D A

Zip Code

1 4 2 0 7

Name of Municipality Responsible for Local Code Enforcement

T O W N O F T O N A W A N D A

INSTRUCTIONS

- Read the “*Manual for Nonpublic School Facility - Fire & Building Safety Inspections*” prior to inspecting the facility and complete a separate report for each facility/building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for facilities with electrically operated partitions per Regulations of the Commissioner 155.25
 - Items 09A-2 through 26 on the Non-Conformance Report Sheet – Must be completed for all facilities per 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.
- **Part III (A, B, C & D) Certifications** -To be completed by individuals as indicated.

A copy of this form must be kept on file at the school for three years and must be available for public review.

Part I: General Information and Fire/Life Safety History (complete annually)

Inspection Date

Note: Please insert the date the actual inspection took place.

Inspections shall be performed between July 1st and December 1st of the current school year.

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES NO

3. Is there a fire hydrant system for facility protection?

YES NO

If YES, indicate ownership of system (select one):

public owned
 school owned
 other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?

80,170

(to the nearest whole ten feet)

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required YES NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1st and June 30th of the previous school year:

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills.
Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9/16	✓	
2	9/29	✓	
3	10/28	✓	
4	11/1	✓	
5	3/1	✓	
6	5/24	✓	
7	6/22	✓	
8			
9	11/16		✓
10	3/9		✓
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

*Short Staffed
Weather*

d. Average time to evacuate this facility was: 5 minutes 08 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.

✓ YES NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code

✓ YES NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?

 YES ✓ NO

a. If YES, indicate: total number of fires

b. total number of injuries

c. _____ total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

_____ YES _____ NO

Part III: NonPublic School Certifications
All sections are required to be completed: Section III-A; III-B III-C & III-D

Section III-A Fire Inspection Method

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.

The individual noted below inspected this building on 11-10-22 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: _____ Title: Shay Fire Protection Inc.
 Signature: _____ Mark F. Mallick Inspector
 PO Box 122
 Date: Williamsville, NY 14231
 (716) 908-0349 | Reg. #1086-7049B
 shayfireprot@yahoo.com

Inspector's Organization: _____
 Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Code Enforcement Certification # _____ (as assigned by the NYS Department of State)

Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village

Name of Local/Municipal Code Enforcement Office: TOWN OF TONAWANDA BUILDING DEPT

Address: _____
 Name of contact person : _____ Title: _____
 Telephone #: _____ Email address: _____

Section III-D School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: Joel Mena Title: Dir of IT & Support Operations
 Signature: _____ Telephone #: 716-876-7505
 Email: jmena@csat-1412.org

TOWN OF TONAWANDA
BUILDING DEPARTMENT

CERTIFICATE OF OCCUPANCY & COMPLIANCE
PLACE OF PUBLIC ASSEMBLY

(POST CONSPICUOUSLY AT ENTRANCE TO PLACE OF PUBLIC ASSEMBLY)

THIS CERTIFIES THAT THE PREMISES LOCATED AT 2245 KENMORE AVENUE, TONAWANDA, NEW YORK 14150, A A-3 CAFETERIA / AUDITORIUM OPERATED AS "CHARTER HIGH SCHOOL for APPLIED TECHNOLOGIES", WERE INSPECTED BY Patrick Cunningham OF THE TOWN OF TONAWANDA ON NOVEMBER 15, 2005 AND FOUND TO BE IN SUBSTANTIAL COMPLIANCE WITH THE TERMS AND REQUIREMENTS OF THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE AND THE CODE OF THE TOWN OF TONAWANDA AND OCCUPANCY IS HEREBY PERMITTED. THIS CERTIFICATE MAY BE REVOKED SHOULD THE PREMISES NOT BE MAINTAINED IN ACCORDANCE WITH THE PROVISIONS OF THESE CODES.

MAXIMUM OCCUPANCY PERMITTED - CAFETERIA SEATING 154 PERSONS
AUDITORIUM SEATING 330 PERSONS

MICHAEL E. HAZEN
SUPERVISING BUILDING INSPECTOR

11/15/05

tonawanda

TOWN OF TONAWANDA
BUILDING DEPARTMENT

CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY THAT THE PREMISES LOCATED AT 2303 KENMORE AVENUE, TONAWANDA, NEW YORK 14150, OPERATED AS A(N) C5.5 - SCHOOL BY CHARTER SCHOOL FOR APPLIED TECHNOLOGY AND CONSTRUCTED UNDER BUILDING PERMIT NO. BP2001-120 (CONVERT OFFICE BUILDING TO SCHOOL, GYMNASIUM, & STAIR TOWER ADDITIONS), WERE INSPECTED BY DAVID J. JOHNSTON OF THE TOWN OF TONAWANDA ON NOVEMBER 6, 2001 AND FOUND TO BE IN SUBSTANTIAL COMPLIANCE WITH APPLICABLE PROVISIONS OF THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE AND THE CODE OF THE TOWN OF TONAWANDA AS SPECIFICALLY RELATED TO THE CONSTRUCTION COMPLETED UNDER BUILDING PERMIT NO. BP2001-120 AND OCCUPANCY IS HEREBY PERMITTED.


MICHAEL P. HAYAN
SUPERVISING BUILDING INSPECTOR

NOVEMBER 6, 2001

