

Application: OnTECH Charter High School

Francis Coudriet - fran@ontechcharter.com
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed - Aug 1 2022

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 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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

ONTECH CHARTER HIGH SCHOOL 800000089183

a1. Popular School Name

OnTECH Charter High Schol

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

SYRACUSE CITY SD

e. DATE OF INITIAL CHARTER

12/2016

f. DATE FIRST OPENED FOR INSTRUCTION

9/2018

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of OnTECH is to promote college, career and life readiness for under-credited, disconnected and at risk youth living in Syracuse, enabling them to graduate from high school as life-long learners, prepared socially, emotionally and academically to lead fulfilling lives, contributing back to the community.

The objectives of OnTECH are:

- To create a community of members who aspire to and engage in life long learning while understanding their potential as contributors in society.
- To provide all students with a bedrock of math, English and science literacy with the objective to situate all students on an educational pipeline and identify as life long learners.
- To provide project based learning to enhance literacy, interpersonal and problem solving skills with the aim to have all students see their potential as change makers in our community.
- To provide students with technical skills relating to the sustainable sciences as an entry into the workforce and/or a career pathway.
- To awaken in all students a sense of curiosity for knowledge and learning which will enrich their personal lives and lead to careers of life long fulfillment.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	<p>At Risk Student Population.</p> <p>OnTECH Charter High School will serve at risk students, students who have dropped out of the Syracuse School District program or on the cusp of dropping out or are new Americans/refugee students who, by age or prior education, have not been able to integrate into the public school district grade levels and students who need and thrive in a non-traditional high school environment due to educational or social-emotional needs.</p>
KDE 2	<p>Career & Technical.</p> <p>The curriculum will be project based and connected to the region's indigenous industries and resources. OnTECH will provide job skills and career and technical teaching enabling students to attain employment upon graduation. The students will be preparing for a future that will enable them to begin a career or secure employment in growing industries in the Central New York region and/or continue on to secondary education. The curriculum will include the requisite subjects and graduation requirements under New York State Education Law, with a focus on career and technical training for sustainable sciences and technology, specifically in the area of agriculture, agribusiness, sustainable sciences, alternative energy and animal behavior. As a support to the curriculum and the growth of students as employees in the work force, OnTECH is establishing a mentoring relationship between professionals from the industry and the students. Apprenticeship and employment opportunities will be part of the students' education and training.</p> <p>The aim is to place the students on an educational pipeline with an articulation of a career. A percentage of students will continue with post secondary education and another percentage will</p>

identify a career upon graduation from high school, graduating with a trade certification or micro credential.

KDE 3

Project Based Curriculum.

Instruction is based on project learning, which involves completing complex tasks that result in realistic product, event, or presentation to the audience.

Effective product learning has five key characteristics:

- Project outcomes tied to the curriculum and learning goals
- Driving questions and problems lead students to the central concepts or principles of the topic or subject area.
- Student investigations and research involve inquiry and knowledge building.
- Students are responsible for designing and managing much of their own learning.
- Projects are based on authentic, real world problems and questions that students care about.

Research on learning projects having these qualities found that students' gains in factual learning were equal to or better than those using more traditional classroom instructional methods. But when the studies took time to measure gains on other learning skills, in particular, higher order, 21st century skills, the learning gains were significantly higher than learning gains in traditional settings, especially in areas of critical thinking, mastery and self esteem. In addition, studies show that project based learning is an essential way to integrate speaking, writing, listening and reading in teaching English Language Learners.

KDE 4

Brain based learning.

Brain based learning is the purposeful engagement of strategies that applies to how our brain works in the context of education. The design of the OnTECH schedule is based on current brain based research. For example, the school will operate on a trimester system throughout the school year. Studies show that there is learning loss during the summer causing student to loose gains in proficiency. In addition, summer will be necessary time for students to accumulate enough credits to

graduate high school before they are statutorily prohibited from attending high school. Second, the school day will start later in the day. This year the American Academy of Pediatrics issued a report calling on middle and high schools to start later in the morning to address sleep deprivation issues amongst adolescents.

Studies show that the circadian rhythm of teenagers prevents them from going to sleep earlier than 11 p.m. and teenagers need 8-9 hours of sleep a night. Sleep deprivation is correlated to attention deficit, depression and undermines test taking. In response to this research, OnTECH will start the day later allowing students to get the necessary amount of sleep. Third, OnTECH has built in physical education in the middle of the day. Research shows that physical education during the day can enhance learning in multiple ways. Physical activity gives your brain a break and then resets it, with a charge of endorphins functioning as a mood booster, enhancing self esteem. In addition, physical activity enhances the neural synapsing of an adolescent's brain. For these reasons we have embedded physical education between two blocks of classes and in the middle of the day. The young people in the community deal with depression and chronic stress early in life and as a result are prone to mental health problems such as anxiety and mood disorders later in life, as well as learning difficulties. Post traumatic stress disorder (PTSD) triggers changes in brain structure.

Neuroplasticity is the term used to refer to the changes in the organization of the brain as a result of experiences and research supports the conclusion that traumatic stresses in an adolescent's early life can have a negative effect on behavior and learning ability. However, when students who experience traumatic events are placed in a caring environment, there are positive results. For example, "an educated, discerning and reflexive teacher may be the vital catalyst that sparks engagement in a stressed or traumatized learner." Thus, decisions regarding the school schedule are based on current brain research to enhance the academic and social emotional learning of our special populations.

KDE 5

Social emotional Learning.
ONTECH will foster the socio emotional learning and

growth of its students. The curriculum will be infused with developing social competencies that can range from simple eye contact to the more nuanced empathy and compassion. The profoundly multicultural nature of our student body makes the necessity for a common language of respect, compassion and perseverance between our students essential to maintaining a productive environment. To address this issue in a differentiated manner, ONTECH will intrinsically infuse the school and classroom environment and the Advisory Curriculum with the 16 Habits of Mind. The Habits of Mind are an identified set of 16 problem solving, life related skills, necessary to effectively operate in society and promote strategic reasoning, insightfulness, perseverance, creativity and craftsmanship.

KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.ontechcharter.org

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

360

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

246

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10, 11, 12

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

ONTECH CHARTER HIGH SCHOOL 800000089183

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 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	810 Willis Ave., Syracuse, NY 13204	3153960558	Syracuse	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com
Operational Leader	Mark Chudzicki	CFO	315-396-0558		
Compliance Contact	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com
Complaint Contact	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com
DASA Coordinator	Keil White	Director of Operations	315-396-0558		keil.white@ontechcharter.org
Phone Contact for After Hours Emergencies	Ellen Eagen	Head of School	315-396-0558		ellen@ontechcharter.com

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, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **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, 2022.**

Site 1 Certificate of Occupancy (COO)

[COO \(exp 230801 eff 220801 iss 220801 Main Bldg\).pdf](#)

Filename: COO (exp 230801 eff 220801 iss 220801 Main Bldg).pdf **Size:** 160.3 kB

Site 1 Fire Inspection Report

[Fire Safety Inspection Report School 2021 2022.pdf](#)

Filename: Fire Safety Inspection Report School 2021 2022.pdf **Size:** 84.9 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

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	Ellen Eagen
Position	Head of School
Phone/Extension	315-396-0558
Email	ellen@ontechcharter.com

p. 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

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

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2022

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2022

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, 2022**.

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 2, 2022.

ONTECH CHARTER HIGH SCHOOL 800000089183

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, 2022**.

2021-2022 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	Aggregate Annual Regents Goals Meet State Average	<p>Annual Regents testing for every tested subject.</p> <p>Algebra aggregate proficient rate of 28%</p> <p>special appeal rate of 78%.</p> <p>Global History aggregate passing rate of 19%</p> <p>special appeal rate of 44%.</p> <p>Earth Science aggregate passing rate of 0%</p> <p>special appeal rate of 7%.</p> <p>ELA aggregate passing rate of 20%</p> <p>special appeal rate of 39%.</p>	Met	<p>Realistically, it is simply not fair to compare our data statewide. The level of poverty, crime, and homelessness is at an all-time high in Syracuse and it is impacting youth and their ability to perform academically as we emerge from COVID. 71 percent of our students enter ninth grade reading below 6th grade reading level.</p> <p>Notably, comparing our Algebra scores with the Syracuse School District, we had a 3% lower proficiency rate on the Algebra Regents (not a significant difference), and our aggregate of special appeal and proficient is significantly higher than SCSD. Nevertheless, we did not meet the goals</p>

Algebra -3 SA: +22

Global History -37

Earth Science -30

ELA: -17 SA: -11

with regard to the Global, Earth Science or ELA Regents. Closer analysis of our Regents scores indicates larger numbers of 2, which indicates that with the proper focus, student can retest at a 3 or proficient level.

This year we address this by (1) hiring a resource/literacy teacher to support each grade, (2) offering resource every day to students with IEPs, and (3) using various computer adaptive testing/assessments (ALEKS, Freckles) in ELA and Math in combination with direct teaching. In addition all teachers are reviewing Regents outcomes to teach to the test and to build test-taking skills. A comparison of summative assessments (including data from the Regents exams) and diagnostics and formative assessments indicate that while students understand

				<p>the material, they perform poorly on the tests due to a variety of issues relating to test-taking, including endurance and perseverance. These habits of the mind are cultivated in lessons in Advisory, which is scheduled every day.</p>
Academic Goal 2	Cohort Regents Testing Goals Meet State Average	<p>Annual Regents testing for every tested subject.</p> <p>Black or African-American: Algebra: 13% ELA: 7% GH: 21% ES: 0%</p> <p>Econ. Disadvantaged: Algebra: 21% ELA: 6% GH: 18% ES: 0%</p> <p>Hispanic or Latino: Algebra: 7% ELA: 11% GH: 0% ES: 0%</p>	Met	<p>As a school that supports students who are over-age and undercredited, it is reasonable that our students need to take Regents tests multiple times to pass the test. For multiple reasons summative testing is very challenging for our population but formative assessments in a wide variety of formats indicate that students are understanding the material and even able to approach the material with higher order thinking.</p> <p>In addition to the approaches above for Academic Goal #1, students are using Regents prep materials, including specific text books to</p>

		<p>Students with Disabilities</p> <p>Algebra: 0%</p> <p>ELA: 5%</p> <p>GH: 0%</p> <p>ES: 0%</p>		<p>prepare for the exams. While our key design element is hands-on and project based, we realize that in order for the students to succeed on the Regents, we need to teach to the test to a certain degree.</p>
Academic Goal 3	80% of the Aggregate Cohort Graduation rate	<p>79%</p> <p>57 graduates out of 72 enrolled in 12th grade</p>	Met	<p>79% of 12th grade enrollees graduated in 4 years.</p> <p>Aggregate 4 year graduates and on track for 5th year graduation rate is 85%</p>
Academic Goal 4	80% of the subgroup cohort graduation rate	<p>Hispanic: 60%</p> <p>Students with disabilities: 46%</p> <p>Economically disadvantaged: 81%</p> <p>Black or African-American: 86%</p> <p>ELLs: 33%</p>	Met	<p>We cannot assess this goal because we do not have a 5 year graduation rate yet as we have only been in existence for 4 years and have one 4-year cohort. Nevertheless, of the 4-year cohort that graduated in 2022, 81 percent are economically disadvantaged and 86% are Black or African-American.</p>
Academic Goal 5	75% on Track to graduate -	<p>All members of the Class of 2023 have 3 or more Regents or Regents exemptions required by their third year of high school.</p>	Met	

		Therefore, 100% are on track to graduate.		
Academic Goal 6	80% of the aggregate student persistence	<p>56% aggregate student persistence, including students on track for 5-year graduation.</p> <p>65% aggregate student persistence if including students in original cohort who graduated at schools other than OnTECH</p>	Not Met	<p>56% is our aggregate student persistence, including students on track for 5-year graduation.</p> <p>65% is our aggregate student persistence if including students in original cohort who graduated at schools other than OnTECH.</p> <p>This goal is particularly challenging in light of our targeted population of students who are over-age and undercredited. There are many factors that contribute to a student dropping out. Many of these factors are apparent at the time students are enrolling; nevertheless, we welcome all students to persevere to succeed and graduate from high school. Just by way of example four of the students who were in the founding class are</p>

				<p>incarcerated.</p> <p>Our charter recognizes a 4, 5 and 6 year graduation rate so arguably the data to determine persistence from OnTECH should take into account 6 years (data we do not have because we are in our 5th year of operation). We continue to make a concerted effort to keep students in school to support their graduation. Currently, we incentivize students to come to school by offering employment to ensure that students who need just a few credits can attend school and work.</p>
Academic Goal 7	80% of the subgroup student persistence		Unable to Assess	Data not available at this time.
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 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”.

2021-2022 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	The school has an effective school leadership team that obtains staff commitment to a clearly defined mission and set of goals, allowing for continual improvement in student learning.	Evaluations, including a self evaluation, are completed at all tiers of the organizational chart. The administration set annual goals with the board, which are periodically reviewed. Specifically, the board conducts an annual evaluation during the year for the head of the organization and meets with them regularly. Board reviews and considers organizational chart and supervisory relationships as school grows. Professional development at the beginning and throughout the year review mission & key design and assess health of organization. Board evaluates administration on	Met	

		monthly basis in addition to extensive annual reviews and will be implementing surveys to assess parent perspective of school leadership.		
Org Goal 2	Roles and responsibilities for leaders, staff, management, and board members are clearly defined. Members of the school community adhere to defined roles and responsibilities.	Roles and responsibilities for leaders, staff and management are reflected in the job descriptions and represented in the organizational chart. As our school has continued to grow, we have continually updated our roles and responsibilities to ensure that there is clarity and understanding for all staff members. Board and admin meet to delineate clear responsibilities.	Met	
Org Goal 3	The school has clear and well established communication systems and decision making processes in place to ensure effective communication across the school.	The school uses email, group text, group chat, weekly newsletters, and weekly in person meetings to communicate and address systemic issues and thought partners on decisions. OnTECH, at its inception, valued egalitarian style organizational structure, with growth. The school is consistently	Met	

considering the relevance of tiered hierarchical structure. OnTECH uses a virtual PLC classroom (on google) to house all communications and messaging to ensure access virtually and in-person. Every Sunday evening, staff receive weekly highlights with a focus on the objectives, goals and key events of the week. All staff, department and grade level meetings are held weekly at specific days of the week to ensure that programming is vertically and horizontally aligned. School implements a text system to communicate with parents 2-4 times a week. Text system has data to indicate numbers not receiving messages so that contacts can be updated immediately. In addition, the school uses instagram and other social media platforms to communicate with the community. Finally this coming year, the school has established

		<p>advisories of 10-12 students and one staff member. Staff members communicate regularly with parents about students' academic progress. And students have grade-level community circles. In addition on a monthly basis, the School holds a Family Council meeting to meet with parents, provide them information and solicit ideas. We also will be providing technology workshops on a weekly basis for parents during the 22-23 school year.</p>		
Org Goal 4	<p>The school successfully recruits, hires, and retains key personnel, and makes decisions when warranted to remove ineffective staff members.</p>	<p>OnTECH continues to use word of mouth and Indeed to hire employees. This past year, employees were given the opportunity to spend more than a few days in the building before agreeing to join the team in order to ensure that they understand the requirements and responsibilities of the job. Key questions are asked during the hiring process to</p>	Met	

		determine whether or not the applicant has the resilience to support the academics and behavior needs of students - many of whom are overage and under credited and have experienced a lack of success in school.		
Org Goal 5	The school is fully staffed with high quality personnel to meet all educational and operational needs, including finance, human resources, and communication.	During the 2021-2022 school year, we struggled with several vacancies. Nevertheless during the summer, an effort was made to fill all teaching vacancies, and we started the 2022-2023 school year with a full teaching staff. During the 2021-2022 school year, the principal stepped away due personal reasons. While the president of the board stepped in as Head of School, the school will be launching a search for a principal to start in July of 2023. Currently the Head of School is taking on some additional administrative roles to preserve the organization structure of the school.	Met	

<p>Org Goal 6</p>	<p>The school has established structures for frequent collaboration among teachers.</p>	<p>Last year the school saw the successful implementation of departments run by department leaders. Department leaders met weekly to thought-partner with the Head of School and then turnkeyed the information to members of their department. Weekly department meetings were used to convey information, generate ideas or simply share pedagogy and teaching tools. In the 2022-23 school year, teachers will receive a peer observation from the Department Chair and at least one other member of their department. This is an idea that iterated off of a successful peer observation approach in the spring of 2022.</p> <p>Teachers also meet together in an all staff meeting and in a grade level meeting on a weekly basis.</p> <p>Staff also have google chat groups</p>	<p>Met</p>	
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		<p>including all staff, grade level and other community-related cohorts.</p> <p>This year, all staff are engaging in a year-long professional development experience around the book, <i>Courageous Conversations</i>, facilitated by Dr. Rushell White.</p> <p>Our school programming supports full day PDs one day a month for teachers to collaborate. At this time our students engage in special programming called OnTECH Cons with outside facilitators.</p>		
Org Goal 7	The school ensures that staff has requisite skills, expertise, and professional development necessary to meet students' needs.	All staff complete a rigorous application process that includes a screening interview, an interview with administration and staff, a teaching demonstration with administration and, where possible, review and feedback from students. Resumes and references are carefully reviewed and the reference	Met	

checks are made prior to job offers being made. In a number of instances, we have used teachers in an extended sub position to determine if they have the skills and expertise to serve our community.

Professional development is provided routinely at both our start of the year conference days, mid-year conference days, staff meetings and before and after school times. Professional development is focused on developing individual staff's capacities of advancing key design elements of a nontraditional learning environment.

All teachers are trained with SIOP, which is a multi-year training implementation.

In addition, we have a number of unique coaching opportunities. We partner with Educational

		<p>Alchemy/NorthStar to create a social-emotional curriculum in coordination with a key staff member who then trains the teachers on a weekly basis.</p> <p>Similarly, we have used a unique teacher-coach model where experts from Educational Alchemy/North Star teach alongside (virtually) a staff member to provide expertise or support - in instances of digital arts, economics and consumer math.</p>		
Org Goal 8	<p>The school has systems to monitor and maintain organizational and instructional quality which includes a formal process for teacher evaluation geared toward improving instructional practice.</p>	<p>Last spring teachers expressed anxiety relating to the school environment as we were emerging out of covid. As a result we pivoted and applied a different, less formal evaluation process.</p> <p>First, we invited a partner organization to come in and assess the level of engagement of students and teachers.</p> <p>Then we decided to establish a robust peer observation evaluation</p>	Met	

process. We relied on the expertise of our staff and trained a veteran teacher to observe classes using our established classroom observation tool that we have been using for the last three years.

In departments, teachers were able to identify pedagogical and classroom norms to apply school-wide, and then teachers were held accountable to these collectively-decided upon classroom norms.

Moving forward, we are implementing a more extensive peer observation model. In addition, we will be identifying an outside organization to support teacher training.

Org Goal 9	The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.	Weekly teachers have all staff meetings, department meetings and grade level meetings. The Head of School also has open office hours on a weekly basis so that any	Met	
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		<p>staff member can feel free to discuss questions and concerns. In addition, annually surveys are issued to gather feedback on whether the school is advancing its key design elements. Staff are welcomed and do attend board meetings regularly. Their feedback is regularly solicited. Board members make themselves available to teachers for feedback and dialogue. This year we will be using mini climate surveys to gauge teacher satisfaction. Leadership speaks to a style of radical candor during August professional development to ensure that staff understand the importance of practicing collectively honest and transparent communication.</p>		
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

2021-2022 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	The school has an accurate and Functional accounting system that includes monthly budgets.	Yes, OnTECH does have an accurate and functional accounting system. It starts with the creation of the budget which is prepared by the CFO in draft form and presented to the Board of Trustees for approval. The budget is projected forward on a monthly basis with actuals for that month compared with the budget as well as a year to date comparison of the budget against actuals. Line items are also reviewed with respect to the actuals vs. budget. Significant variances are evaluated for reasons and, if necessary, adjustments going forward for revenue or expenses are made. Built within the financial operations is the approval of all invoices for payment by at least two	Met	

		<p>individuals to insure sound financial practices. The school also maintains a consultancy relationship with the Charter School Business Management group (CSBM) for the purpose of quarterly reviews with the CFO. OnTECH's financial system allows for a still frame view of the budget and actual status of all accounts at any time and is a useful ongoing tool to maintain fiscal integrity.</p>		
<p>Financial Goal 2</p>	<p>The school sets Budget objectives and regularly analyzes its budget in relation to those objectives.</p>	<p>Yes, the budget is built upon the objectives of the school for the current year, as well as taking into account the forward mission of the school, identifying those areas which would require additional resources going into the future years. The draft budget is prepared by the administration and presented to the Board of Trustees by the CFO, discussed, and then modified where</p>	<p>Met</p>	

		<p>necessary. and then approved. On a monthly basis the actuals are compared with the budget and any variances explained. Should revenue or expenses veer from budget, adjustments are made to stay on track with the budget.</p>	
Financial Goal 3	<p>The school has allocated budget surpluses in a manner that is fiscally sound and directly attends to the social and academic needs of the students attending the school.</p>	<p>OnTECH plans for a five year period going forward. This includes anticipated enrollment and the revenue related to that enrollment on both a state and federal basis. Correlated to that are the attendant expenses for staff and materials to deliver the school's educational mission for the students. At the same time, as instructional needs are met, there are the important socio-emotional needs of students which are supported by additional funds. These include relationships for counseling and mental health. OnTECH engaged the Upstate Medical University Psychiatric department for some</p>	Met

of these resources. As monies have become available, OnTECH has continued to devote resources to these areas. The school also considers, when budgeting the need for contingency funds, should emergencies arise. An illustration of this is the unexpected impact of Covid 19 and the need to provide additional services for the students. A combination of surplus monies and the available grants enabled OnTECH to continue with its educational mission, notwithstanding the need to be remote at times. Significantly, in January of 2022, OnTECH worked with Educational Alchemy to develop a weekly advisory curriculum that reinforced the 14 Habits of the Mind and the school's cultural norms in addition to a class that supported a school-wide mindfulness practice and education around neuroscience related

		to the teenage brain. OnTECH also devotes a considerable amount of funding to the summer program that supports students earning credits and cash, all towards developing career and college readiness.		
Financial Goal 4	The school has and follows a written set of fiscal policies.	Yes, OnTECH has a Handbook of Financial Policies that provides a guideline for the use of its financial resources. This Handbook is reviewed at least annually by the Board and is also reviewed by the independent auditors at the time of our annual audit.	Met	
Financial Goal 5	The school has complied with state and federal financial reporting	OnTECH has complied with all state and federal reporting in the filing of data related to Title funds and grants. Since its inception in 2018, OnTECH has had a clean independent annual audit with no deficiencies.	Met	

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed - Oct 30 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **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, 2022**. 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 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[OnTECH Charter High School FST with Mgmt Ltr](#)

Filename: OnTECH_Charter_High_School__FST_wi_eox29fi.pdf Size: 420.4 kB

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

Incomplete

[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 [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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.

Entry 4c – Additional Financial Documents

Incomplete

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. 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. CSP 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 4d - Financial Services Contact Information

Incomplete

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

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 2022-2023 Budget

Completed - Oct 30 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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.

[OnTECH 2022-2023 Budget \(221026 as approved\)](#)

Filename: OnTECH_2022-2023_Budget_221026_as_approved.xls Size: 55 3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). 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 completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[2021-22-ar-current-former-trustee-financial-disclosure-form Fluker](#)

Filename: 2021-22-ar-current-former-trustee-_DLmZKRO.pdf Size: 1.1 MB

[Sanford-2021-22-ar-current-former-trustee-financial-disclosure-form \(1\)](#)

Filename: Sanford-2021-22-ar-current-former-_Qz5hH16.pdf Size: 334.0 kB

[Eagen-2021-22-ar-current-former-trustee-financial-disclosure-form \(1\)](#)

Filename: Eagen-2021-22-ar-current-former-tr_McB6rdH.pdf Size: 377.7 kB

[Kimatian OnTECH Disclosure Form 7](#)

Filename: Kimatian_OnTECH_Disclosure_Form_7.31.22.pdf Size: 982.7 kB

[Mitchell-2021-22-ar-current-former-trustee-financial-disclosure-form \(1\)\(2\)](#)

Filename: Mitchell-2021-22-ar-current-former_y4cfoBV.pdf Size: 351.3 kB

[McMahon-2021-22-ar-current-former-trustee-financial-disclosure-form \(1\)\(2\)](#)

Filename: McMahon-2021-22-ar-current-former-_Vfl8W6.pdf Size: 338.8 kB

Entry 7 BOT Membership Table

Completed - Aug 1 2022

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.

ONTECH CHARTER HIGH SCHOOL 800000089183

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 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 Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Willie K Mitchell		Vice Chair	Committee of the Whole	Yes	2	07/01/2022	06/30/2025	9
2	Karen McMahon		Trustee/Member	Committee of the Whole	Yes	2	07/01/2022	06/30/2025	12
3	Stephen Kimatian		Secretary	Committee of the Whole	Yes	3	07/01/2022	06/30/2025	12
4	William E Sanford		Trustee/Member	Committee of the Whole	Yes	2	08/01/2020	06/30/2023	11
5	Kwame Fluker		Chair	Committee of the Whole	Yes	1	03/26/2021	06/30/2024	12
6									
7									
8									
9									

1a. Are there more than 9 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, 2022	5
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2021-2022

13

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

5

Total number of Voting Members added during the 2021-2022 school year:

0

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

15

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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, 2022**.

Binder1

Filename: Binder1.pdf Size: 1.2 MB

Entry 9 Enrollment & Retention

Completed - Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>We will continue to use the recruitment strategy of the 20-21 academic year, which involves media publicity and student and community “word of mouth”, in-person and virtual tours and open houses. We will add the following:</p> <p>As OnTECH grows and develops an increasing number of relationships, it has become necessary to tell our story anew. As such, we are planning a video campaign where we will use testimonials of parents, students, teachers, and community stakeholders to publish on our website, to present at recruitment venues (discussed below), and to be widespread as promotional material offered through the media publicity strategies of ‘20-21.</p> <p>In bringing updates to telling our story, we are going to update the “about us” section of our website to tell of our recent successes around our agricultural careers work, our Project-Based Learning work, and our impact in the community. We will add a recruitment page, which will contain promotional material and will include a “family one-pager” which captures our highlights. Our families need the process to be easy and encouraging, and so parents will be able to use a paper form for the application process, instead of the digital, if that better suits them.</p> <p>As a result of working closely</p>	<p>We have not had any issues with recruiting specific to this demographic because the majority of our community satisfies this demographic. Nonetheless, we continue the recruitment strategy of the last two years which includes media publicity, student and community “word of mouth,” in-person and virtual tours and open houses. Now that the world is opening up a bit more since the extreme shut-downs relating to COVID, we have continued a practice that had success the first years of our charter, and we are participating in community events including our Syracuse Juneteenth parade and local festivals. In addition we started advertising on billboards and ad spaces in bodegas in the neighborhoods our kids live that have zip codes specifically identifying economically disadvantaged populations.</p> <p>Since OnTECH has now completed its 4th year and graduated its founding class, we are updating our story with our achievements. For example, we made sure our graduation and prom were featured in our local newspaper and on social media sites. In addition, we have been working on a video campaign, using testimonials from students and staff to post on our website and to publish widely across the various media platforms. In addition, we are currently updating our website with a</p>

alongside students, a student ambassadorship has emerged. To this ambassadorship we are going to add formality, structure given through the key design elements: namely, students will impact social change through their voice and choice and refine their soft skills for employment, careers, and passion. These ambassadors will help to support recruitment by collaboratively developing and providing school tours, hosting panel discussions and leading activities at shadowing events, visiting feeder schools, and contributing to other innovative ways of telling their story.

In a school that focuses on each individual student, it is important to consider that approach in recruitment. This year we will bolster processes for middle school shadowing events, where each student will have a student ambassador as a shadow for a day or half-day. We also continue to develop relationships in the community, such as with middle school administrators, wraparound services providers, community organizations, and churches to promote shadowing days and events. Further, we will hold tabling events hosted by varied personnel and student ambassadors at key community events and venues, such as career days, and farmers markets.

An important piece of feedback that we have received from students is that they want a more robust athletics program and a clubs program. This year we will work in earnest to make both a fixture in our

fresh look and a unique graphic design specifically focused on youth and formatted accessible for cell phones.

As discussed, we have now employed a micro-site (apply2ontechcharter.com) which showcases highlights about the school and zeros in on the application process. Parents are taking advantage of both our electronic and paper applications. The school office is open weekly year-round on a regular basis for parents to simply walk-in and register.

This year we have used our student ambassadors to talk about the school and to tour families who visit the school. Our Head of Community and Culture and our student ambassadors have visited local community groups, including camps and church youth groups to talk about OnTECH.

In addition, we have created events for our youth to experience our school, highlighting our key design elements. For example, we held Genius Camp, now for the second year, during the Spring Break where students can attend a one-week educational experience where they are exposed to hands-on learning that models our school pedagogy. Eighth grade parents have expressed that the fact this camp is free during a spring break is not only helpful to them but allows their children to make an informed choice about where to attend high school. In addition, every Friday during the summer, we have an open gym

offerings to the students and families we serve. We will offer sports for the fall, winter, and spring, and a variety of year round clubs. These offerings will be featured in the variety of outlets described above.

Our strongest recruitment strategy is making good on the promise we make to the families we serve. As such, we are this year applying to become an Agriculture CTE school through NYSED. We will further develop our work-based learning opportunities, but will also provide many other curricular experiences which culminate in industry certifications. These will be featured in the outlets described above.

As OnTECH now owns our campus, we are free to make updates that suit our needs and community. Adding unique classrooms and learning spaces (such as the outdoor classroom) will be an asset to programming. These will be featured in the outlets described above.

where city youth can play basketball along with our students and graduates. This is yet another opportunity for students to experience our OnTECH community in a safe, free and educational setting.

With regard to our over-age and under-credited youth, we have created a partnership with CNY Works where students who have been out of school for 6 months, can be paid to work at school for part of the day and also earn credits for another part of the day. Often work schedules are the reason students tell us they can't attend school. This is especially true for students who are economically disadvantaged. We are hopeful to see the fruits of this programming this fall.

The predominant percentage of our current ELL community is Spanish-speaking. We have continued to include the recruitment strategies during the last two years which include media publicity on Spanish speaking radio and newspapers and we have been recruiting Spanish speaking teachers and utilizing student and community "word of mouth."

We now have three Spanish speaking members of our staff (with different dialects) who are assisting with translation of recruitment materials and communicating with families.

We have continuing relationships

with Catholic Charities, Interfaith Works and our city's refugees workers and recently two students who identify as refugees joined our community.

We also continue to maintain strong relationships with pastors and leaders of the New American communities continuing to forge relationships. We believe our proven track record to date will continue to attract more students. It is notable that several of our graduates over the last three years were overage under-credited students who were ELL students (non Spanish speaking) and who were not welcome to continue their high school education in a traditional day program in their home district- yet they graduated from OnTECH.

While we have had families from Puerto Rico, as well as from the African and Asian continents, we have never had families who speak Arabic at home until this year. We are hoping to learn from our newest families ways to connect with the greater community to serve them. As mentioned above, we are most successful with recruiting families when other families refer them to us.

This approach to recruitment, in addition to the outreach strategies listed in the Economically Disadvantaged section, will bolster our service to the ELL community.

English Language Learners

We will continue to use the ELL recruitment strategy of the 20-21 academic year, which involves media publicity, recruiting Spanish

The predominant percentage of our current ELL community is Spanish-speaking. We have continued to include the recruitment strategies

speaking teachers, and student and community “word of mouth”. We will add the following:

We were able to add Spanish speaking staff who are assisting with translation of recruitment materials.

We also have new relationships emerging with Catholic Charities, and our city's nationality workers.

These relationships, in addition to the outreach strategies listed in the Economically Disadvantaged section will bolster our service to the ELL community.

We will also continue to maintain strong relationships with some of the pastors and leaders of the New American communities to continue to forge relationships. We are hoping a proven track record will attract more students.

during the last two years which include media publicity on Spanish speaking radio and newspapers and we have been recruiting Spanish speaking teachers and utilizing student and community “word of mouth.”

We now have three Spanish speaking members of our staff (with different dialects) who are assisting with translation of recruitment materials and communicating with families.

We have continuing relationships with Catholic Charities, Interfaith Works and our city's refugees workers and recently two students who identify as refugees joined our community.

We also continue to maintain strong relationships with pastors and leaders of the New American communities continuing to forge relationships. We believe our proven track record to date will continue to attract more students. It is notable that several of our graduates over the last three years were overage under-credited students who were ELL students (non Spanish speaking) and who were not welcome to continue their high school education in a traditional day program in their home district- yet they graduated from OnTECH.

While we have had families from Puerto Rico, as well as from the African and Asian continents, we have never had families who speak Arabic at home until this year. We are hoping to learn from our newest families ways to connect with the

		<p>greater community to serve them. As mentioned above, we are most successful with recruiting families when other families refer them to us.</p> <p>This approach to recruitment, in addition to the outreach strategies listed in the Economically Disadvantaged section, will bolster our service to the ELL community.</p>
<p>Students with Disabilities</p>	<p>We will continue to use the Students with Disabilities recruitment strategy of the 20-21 academic year, which involves focusing on our key design elements, working with local agencies and juvenile delinquency programs, media publicity and student and community “word of mouth”. We will add the following:</p> <p>Notably, we are continuing with small class sizes and will staff a cooperating teacher in each content area to support the needs of students with IEPs and 504s. Our key design elements also continue to resonate with Students with Disabilities and their families. - especially hands on learning and overall smaller school setting. We continue to make a point in emphasizing these characteristics of OnTECH in print, radio and social media advertising.</p> <p>By providing an atmosphere that is welcoming and supportive of Students with Disabilities, we have made a good name for ourselves in providing services. We continue to build relationships with social service agencies that suggest OnTECH to their clients, many of whom have learning differences.</p>	<p>Our past recruitment strategies to attract families who have students with disabilities has been successful. We continue to use the Students with Disabilities recruitment strategy of past years, which involves focusing on our key design elements, working with local agencies and juvenile delinquency programs, media publicity and student and community “word of mouth.”</p> <p>Our key design elements continue to resonate with Students with Disabilities and their families. - especially hands on learning and overall smaller school setting. We continue to make a point in emphasizing these characteristics of OnTECH in print, radio and social media advertising and in-person discussions.</p> <p>By providing a welcoming environment supportive of Students with Disabilities, we established a solid reputation for OnTECH in providing services to this community. We continue to build relationships with the CSE departments of our local district and social service agencies. We invite members of these social service agencies to visit OnTECH and tour our facilities so</p>

Within the marketing materials, we continue to focus on the non-traditional learner in order not to emphasize labeling that many families find stigmatizing.

that they can experience our community and refer students who would be a good fit. We plan on developing this approach by having an open house focused on our social service agencies. In addition, a responsibility of our social worker this year will be to contact these social service groups and let them know more about us and how we are serving at-risk youth. This will be part of our open house this fall targeting social-service agencies.

Our marketing materials use the terms “non-traditional” learner and students who are “challenged in a traditional school setting” to avoid stigmatized labeling.

When parents come into the school to apply, we engage in a neutral conversation about any learning challenges the student might have, which then provides an environment for the parents to freely and honestly discuss the learning needs of their children so that an effective learning plan can be established prior to the students starting our program - even before we have access to past records.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>We will continue to use the retention strategy of the 20-21 academic year, which involves utilizing multi-media platforms and ensuring our students are involved in our community as ambassadors of our programming that aims to give back to the community. In addition, we will do the following:</p> <p>We are pursuing better exit data when a family does decide to move their child to another program. We will categorize this data to discover and address needs to improve retention data. Conversely, we are working on enhancing our parent / student surveys, and survey analytics, to better determine why students are staying enrolled in our program. These data will help to inform our community cultural levers, so that messaging and initiatives resonate within our community.</p> <p>Many of our students come to us after dropping out of school maybe more than one time, and, therefore, they are undercredited/overage. For this reason, we will continue to create individualized learning programs to allow students to acquire credits quickly overtime while becoming life-long learners, recognizing the value of being in school as more than a means to an end.</p> <p>Additionally, we are adding dual credit courses so that students have</p>	<p>We will continue to use the retention strategies of past years which have proven effective. Interestingly, we have had three students this past year who left OnTECH for other schools and then returned within the same calendar year. So, while students think they may want to go elsewhere - usually because they want a big high school or the idea of a football team - they realize OnTECH is the school that supports them academically and socially.</p> <p>Unfortunately, we did not get effective feedback from the NYSED survey from our parents; this is likely because many of our families struggle with comprehension themselves and the format can be challenging. Therefore this year we will be running a series of our own short surveys to gather data as to why parents and students are staying enrolled in our program.</p> <p>Many of our students come to us after dropping out of school (sometimes, multiple times) and, therefore, they are undercredited/overage. For this reason, we will continue to create individualized learning programs to enable students to acquire credits quickly over time while becoming life-long learners, recognizing the value of being in school as more than just a means to an end. In addition, we have developed programming with CNY Works which enables students</p>

access to college-level classes while attending high school. We will also bolster our key-design-targeted courses (agriculture, digital media), while pursuing additional learning experiences (ex. green technology, innovation and building).

Advisement is a big part of the equation when considering student retention. Therefore, this year we are devising transcript audit tools and processes. Students and families will have clarity around what exactly they have to accomplish, and an associated timeline.

Meeting the needs of students is tantamount to them staying enrolled. This year we will install an Response-to-Intervention (RTI) program which will help us to meet the needs of students in a tiered way. Generally speaking, the idea is that 85% of students get their academic needs met with Tier 1 instruction, 10-15% with an increased measure of academic assistance (Tier 2) and 5% with an even further increased measure of academic assistance (Tier 3). In this way, we make sure that no students “fall through the cracks” of getting their academic and social-emotional needs met.

At OnTECH, we are a wolf pack and we support and take care of each other. In light of this, and as a key design element, we provide events open to the community monthly, from our Halloween Family Event to TECHSgiving Dinner - we will continue to work hard at engaging the community at large. This message then gets spread throughout the community,

to earn cash and credits while in school. Students frequently tell us they can't attend school because they are working. Employing them at school tends to mitigate this issue.

Student voice is an important feature of our school and we are responsive to students interests in clubs and programs. For example, this year we added a series of clubs such as kickboxing and cosmetology, just by way of example, because students expressed interest in these programs. Along the same lines, this summer we are running an animation camp for our students because they expressed interest in pursuing these career goals after high school. We will be exploring ways to integrate this programming into the school curriculum.

Ensuring parents and students understand their own data is important when considering student retention. We will continue to focus on ways students and parents can stay up to date on their credit accrual. We will be holding regular powerschool workshops for our families to teach them how to access the data on powerschool, our school management system. We are also developing a data tool which will enable parents and students to be more knowledgeable about their data, including having an understanding of their reading and math literacy levels.

Last year we started building a robust basketball and track program, hiring staff who have expertise in these areas, and this year we will

increasing retention and enrollment.

OnTech works hard to make sure not just the academic needs are met, but also the basic needs of our students are met. In addition to providing each student with a laptop, that they will be able to take with them when they graduate, we assist in providing writing materials, agenda books, clothing, food, and bus passes. A student who feels safe and secure feels cared for and confident. We believe in such an environment, those students will stay. We also work hard to address student's social-emotional needs through mental health practices and training, community circles, and our advisory program.

While COVID stymied last year's efforts, this year we will get underway an athletic program providing opportunities to participate on sports teams year-round. We know that students leave OnTECH to play sports so we will build a program that is fitting for a small high school.

Our unique partnership with CNY Works allows us to give students work opportunity while attending school, earning cash and credits. We feel this unique feature of OnTECH will help us attract and retain students.

continue building our athletic program providing opportunities to participate on sports teams year-round. We are in discussions and also researching what sport programs can be added which are sustainable for a small school. Our open gym (every Friday in the summer) is an extension of our athletic programming, and on a weekly basis we have about 30 students at school participating.

We are using social media, including Instagram, Facebook and TikTok, to remind and reinforce with our families of all of the opportunities we offer on a regular basis. Undoubtedly giving families the opportunity to "like" our posts reminds them of why they like our school. We have recently given a staff member a designated duty to manage our social media sites to ensure our posts are current and relevant in speaking to parents and affirming their appreciation for the work we do in supporting their children.

Finally, we continue to reinforce the ideas that we function as a wolf pack, representing such values as loyalty, support and looking out for each other. As part of the key design element of our school in creating community and supporting the social-emotional health of our students, we continue to host family events including, but not limited to Halloween, TECHSgiving Dinner and a Holiday Shoppe.

OnTECH works hard to make sure not just the academic needs are met, but also the basic health and

		<p>wellness needs of our students are met. In addition to providing students with a laptop that they will be able to take with them when they graduate, we assist in providing writing materials, agenda books, clothing, food, and bus passes. We pay for bussing in the summer to ensure students, particularly those who are disadvantaged, can not only come to school but also have breakfast and lunch. We also work hard to address students' social-emotional needs through mental health practices and training, community circles, and through our advisory program.</p>
<p>English Language Learners</p>	<p>We will continue to use the retention strategy of the 20-21 academic year, which involves targeted intervention for ELLs. We will add the following:</p> <p>Because many of our English speaking population are also struggling with English we will be implementing SIOP (Sheltered Instruction Observation Protocol (SIOP)) throughout the core subject matter to support English language acquisition with the ELL. The SIOP methodology will be featured in our in-service professional development for all teachers, and embedded throughout all classes.</p> <p>We have an increasing number of international teachers among our ranks. Their shared experiences with ELLs which will be a benefit to ELL students.</p> <p>In addition, due to COVID and remote learning, we were unable to properly identify some ELL students. We will be offering the NYSITELL to</p>	<p>We will continue to use the retention strategy of the 21-22 academic year, which involves targeted intervention for ELLs.</p> <p>We began multi-year professional development training with (CAL) Center for Applied Linguistics, supporting a school-wide understanding and implementation of SIOP (Sheltered Instruction Observation Protocol (SIOP)) throughout the core subject matter of supporting English language acquisition with the ELL population. Teachers created a common lesson plan incorporating SIOP methodology, and this August teachers will continue training with individual self-paced modules. We will also train two teachers In SIOP who will then be able to turn-key their expertise to teach the rest of the teaching community.</p> <p>In addition, due to COVID and remote learning, we were unable to properly identify some ELL students.</p>

	<p>all students indicated in our screening questionnaire in the fall to ensure they are getting all the services they need to be successful.</p> <p>Lastly, the tiered RTI model, will also benefit ELL students and offer them additional supports.</p> <p>The ELL population did not increase over the last three years as previously forecasted due to federal policies limiting the entrance to refugees. We will remain attentive to local efforts to attract New Americans in order to support high-school age students coming into the area. Our new assistant principal will be tasked with developing relationships with local agencies who serve New Americans so we can have relevant information to build programming responsive to their needs.</p>	<p>This year we will be contracting with an individual who has an expert in ELL so that we can properly identify and develop programming to support this population.</p> <p>With respect to our Spanish-speaking community, we now employ multiple staff members who speak Spanish and in each instance (for school events) we have reached out to the families to invite them in their home language. We intend to continue to reach out to parents in their native language with respect to schedules, letters, and other communications. We are currently exploring the best way to translate our website to communicate more effectively with spanish-speaking families. The individual who has taken over the responsibility of overhauling the website, is also Spanish-speaking and will provide the administration with several proposals by mid-fall, all toward enabling a launch before the turn of the calendar year.</p>
<p>Students with Disabilities</p>	<p>We will continue to use the retention strategy of the 20-21 academic year for students with disabilities, which involves targeted intervention and compliance for students with IEPs and 504s.</p> <p>We have continued to work closely with the CSE of Syracuse City School District in offering a “General Education” classroom to students with IEPs because our class size is already kept to 15:1 as part of our key design element, and we provide consulting teachers. Our local district often changes the services of students from 15:1 to inclusion</p>	<p>We will continue to use the retention strategy of the 21-22 academic year for students with disabilities, which involves targeted intervention and compliance for students with IEPs and 504s.</p> <p>For the 2021-2022 school year we will continue the following:</p> <p>We will continue to work with individual therapists and student advocates to ensure students can achieve their best selves and have the best learning experience. We find that when students see all of their advocates around the table,</p>

classrooms, unless students can earn a diploma. So, one can argue that OnTECH can better serve these students than our local district by meeting their needs in the least restrictive environment.

We have a Consulting Teacher for each core content area (English, Math, Social Studies, Science) and an additional Consulting Teacher for Elective courses.

In addition, we are increasing our efforts in our resource room curriculum and instruction. This team addresses the needs spelled out in the IEP.

We will continue to grow and expand our SST (Student Support Team) and increase time during in-service and throughout the year to examine and plan for the needs of our students with IEPs / 504s. This work is greatly facilitated by the distribution of IEP at a Glance and 504 Accommodations to the teachers of these students.

For the 2021-2022 school year we will add the following:

A Response-to-Intervention (RTI) program which will help us to meet the needs of students in a tiered way is being added into the programming for the 2021-2022 school year. Generally speaking, the idea is that 85% of students get their academic needs met with Tier 1 instruction, 10-15% with an increased measure of academic assistance (Tier 2) and 5% with an even further increased measure of

they recognize and understand that we are truly functioning as a team in their best interest, which leads to student buy-in and student success.

Our plan for the coming year is to continue to participate in CSE meetings in which we are strongly advocating for our students and advocating to amend IEPs where the services are not sufficient to enable students to progress. In addition we will continue to work with families to encourage them to have their teenagers tested to determine if they satisfy classifications under IDEA.

We are bolstering our department to ensure that we are able to offer sufficient resources and CTs to serve the growing numbers of SWDs. It appears to be very difficult to obtain a designation of SWD at the high school level. Nevertheless, we are fierce advocates. In that our head of school is an education lawyer, we are able to support our family by applying sped ed law.

In addition, we offer services that go well beyond the four corners of the IEP. In certain instances we offer more resource/intervention than set forth on the IEP. Our numbers for students with disabilities has been growing over the years.

We note that students who struggle with some social anxiety seem to be able to succeed at OnTECH because of the smaller class sizes and because we encourage kindness and acceptance.

This year we will be exploring

academic assistance (Tier 3). In this way, we make sure that no students “fall through the cracks” of having their academic needs met.

Our on-site work program gives students who would otherwise have a hard time getting their first job, a foundation for working, developing life skills in a low-risk employment opportunity.

We continue to work with individual therapists and student advocates to ensure each individual student can be their best self and have the best experience with their learning. We find that when students see all of their advocates around the table, they recognize and understand that we are truly functioning as a team in their best interest, which leads to student buy-in and student success.

We also are continuing to increase our foundation of community support, by adding in mental health services, mental health training for our staff, and working closely with additional service providers in the community. This helps ensure parents, students, and staff that OnTECH will be able to not only retain students with special needs but serve them. In addition we are working on post high school “life plans” to ensure that students next steps on their life long learning journey is meaningful and customized to their needs.

contractual relationships with school-based medical providers to try to synchronize the education and therapy in the same space to be serve children and family; we are also exploring organizations that provide therapeutic circles that deal with verbal expression around trauma and violence who would work with our students and parents in the school setting. We aim for families to see us as support; many of our parents tells us they are struggling with parenting teenagers, and we aim to develop resources on-site so that families see us as their own community as well as their children's. Many families, as well as students, say OnTECH is like a family - this surely will retain certain parents.

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2022

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

A. TEACH System – Employee Clearance

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] 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/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/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 2022

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

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, 2022)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	2
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	0
ii. Science	1
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	1.0

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, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	2.0

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)

	FTE Count
Total	8

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	9

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	17

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2022

[Instructions](#)

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

OnTECH - OrgChart - Mid-Term Site Visit Submission 20220522

Filename: OnTECH_-_OrgChart_-_Mid-Term_Site__Oclcbca.pdf Size: 31.9 kB

Entry 13 School Calendar

Completed - Sep 13 2022

[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, 2022 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, 2022**.

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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template 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.

2022-2023 OnTECH School Calendar

Filename: 2022-2023_OnTECH_School_Calendar_-_DRAFT.pdf Size: 57.6 kB

Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

[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 14 Links to Critical Documents on School Website

School Name: OnTECH Charter High School

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:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.ontechcharter.com/parent-portal/
2. Board meeting notices, agendas and documents	https://www.ontechcharter.com/community-meeting/
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000089183
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.ontechcharter.com/parent-portal/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.ontechcharter.com/parent-portal/
6. Authorizer-approved FOIL Policy	https://www.ontechcharter.com/board-of-trustees/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.ontechcharter.com/board-of-trustees/

Thank you.



OnTECH Charter High School

Financial Statements

June 30, 2022 and 2021



Independent Auditors' Report

**Board of Trustees
OnTECH Charter High School**

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of OnTECH Charter High School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of OnTECH Charter High School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. 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 OnTECH Charter High 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 opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, 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 OnTECH Charter High School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities 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 generally accepted auditing standards 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 for 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 generally accepted auditing standards 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 OnTECH Charter High 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 OnTECH Charter High 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.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2022, on our consideration of OnTECH Charter High School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and 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 OnTECH Charter High 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 OnTECH Charter High School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 25, 2022

OnTECH Charter High School

Statements of Financial Position

	June 30,	
	<u>2022</u>	<u>2021</u>
ASSETS		
Current Assets		
Cash	\$ 2,007,160	\$ 1,321,323
Grants and contracts receivable	573,172	210,259
Prepaid expenses and other current assets	<u>30,607</u>	<u>20,516</u>
Total Current Assets	2,610,939	1,552,098
Property and equipment, net	3,669,034	3,664,757
Restricted cash	<u>75,033</u>	<u>75,015</u>
	<u>\$ 6,355,006</u>	<u>\$ 5,291,870</u>
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 129,894	\$ 49,330
Refundable advances	150,270	2,001
Mortgage payable, current portion	<u>314,286</u>	<u>314,286</u>
Total Current Liabilities	594,450	365,617
Mortgage payable, net	<u>1,484,960</u>	<u>1,792,459</u>
Total Liabilities	2,079,410	2,158,076
Net assets, without donor restrictions	<u>4,275,596</u>	<u>3,133,794</u>
	<u>\$ 6,355,006</u>	<u>\$ 5,291,870</u>

See notes to financial statements

OnTECH Charter High School

Statements of Activities

	Year Ended June 30,	
	2022	2021
OPERATING REVENUE		
State and local per pupil operating revenue	\$ 3,649,929	\$ 3,080,063
Federal grants	622,809	326,383
State grants	87,679	11,661
Total Operating Revenue	4,360,417	3,418,107
EXPENSES		
Program Services		
Regular education	2,357,737	1,881,674
Special education	571,322	362,455
Total Program Services	2,929,059	2,244,129
Supporting Services		
Management and general	302,373	214,567
Total Expenses	3,231,432	2,458,696
Surplus from Operations	1,128,985	959,411
SUPPORT AND OTHER REVENUE		
Contributions and grants	3,800	362
Miscellaneous income	9,017	125
Gain on forgiveness of Paycheck Protection Program loan	-	192,907
Gain on write-off of deferred rent liability	-	835,516
Total Support and Other Revenue	12,817	1,028,910
Change in Net Assets	1,141,802	1,988,321
NET ASSETS		
Beginning of year	3,133,794	1,145,473
End of year	\$ 4,275,596	\$ 3,133,794

See notes to financial statements

OnTECH Charter High School

Statement of Functional Expenses
Year Ended June 30, 2022

	No. of Positions	Program Services		Management and General	Total
		Regular Education	Special Education		
Personnel Services Cost					
Administrative staff personnel	10	\$ 276,288	\$ 39,748	\$ 126,096	\$ 442,132
Instructional personnel	51	876,079	245,642	32,250	1,153,971
Non-Instructional personnel	4	92,170	19,093	5,894	117,157
Total Personnel Services Cost	65	1,244,537	304,483	164,240	1,713,260
Fringe benefits and payroll taxes		149,767	36,642	19,765	206,174
Retirement		7,831	1,916	1,034	10,781
Legal fees		-	-	10,000	10,000
Accounting/audit services		-	-	18,250	18,250
Other purchased/professional/consulting services		109,454	26,778	14,444	150,676
Repairs and maintenance		88,055	21,543	11,621	121,219
Insurance		27,717	6,781	3,658	38,156
Utilities		31,655	7,744	4,177	43,576
Supplies and materials		58,088	13,070	-	71,158
Equipment/furnishings		1,886	462	249	2,597
Staff development		22,155	5,420	2,924	30,499
Marketing/recruitment		60,672	14,843	8,007	83,522
Technology		35,831	8,766	4,729	49,326
Student services		222,460	50,056	-	272,516
Office expense		17,969	4,397	2,372	24,738
Depreciation and amortization		223,679	54,724	29,519	307,922
Interest expense		54,639	13,368	7,210	75,217
Other		1,342	329	174	1,845
Total Expenses		\$ 2,357,737	\$ 571,322	\$ 302,373	\$ 3,231,432

See notes to financial statements

OnTECH Charter High School

Statement of Functional Expenses
Year Ended June 30, 2021

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	8	\$ 204,691	\$ 29,448	\$ 234,139	\$ 93,420	\$ 327,559
Instructional personnel	33	625,294	137,366	762,660	-	762,660
Non-Instructional personnel	4	57,243	5,717	62,960	481	63,441
Total Personnel Services Cost	<u>45</u>	<u>887,228</u>	<u>172,531</u>	<u>1,059,759</u>	<u>93,901</u>	<u>1,153,660</u>
Fringe benefits and payroll taxes						
Retirement		115,666	22,492	138,158	12,242	150,400
Accounting/audit services		3,614	703	4,317	382	4,699
Other purchased/professional/consulting services		-	-	-	18,250	18,250
Facility expense		76,638	14,903	91,541	8,111	99,652
Repairs and maintenance		380,701	74,031	454,732	40,292	495,024
Insurance		38,399	7,467	45,866	4,064	49,930
Utilities		20,222	3,932	24,154	2,140	26,294
Supplies and materials		17,882	3,477	21,359	1,893	23,252
Equipment/furnishings		33,252	3,295	36,547	-	36,547
Staff development		5,180	1,007	6,187	548	6,735
Marketing/recruitment		42,520	8,269	50,789	4,501	55,290
Technology		58,116	11,301	69,417	6,151	75,568
Student services		39,986	7,776	47,762	4,232	51,994
Office expense		5,276	523	5,799	-	5,799
Depreciation and amortization		4,189	815	5,004	443	5,447
Other		151,511	29,463	180,974	17,159	198,133
		<u>1,294</u>	<u>470</u>	<u>1,764</u>	<u>258</u>	<u>2,022</u>
Total Expenses		<u>\$ 1,881,674</u>	<u>\$ 362,455</u>	<u>\$ 2,244,129</u>	<u>\$ 214,567</u>	<u>\$ 2,458,696</u>

See notes to financial statements

OnTECH Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,141,802	\$ 1,988,321
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	294,440	197,008
Amortization of debt issuance costs	13,482	1,125
Deferred rent	-	196,645
Gain on forgiveness of Paycheck Protection Program loan	-	(192,907)
Gain on write-off of deferred rent liability	-	(835,516)
Changes in operating assets and liabilities		
Grants and contracts receivable	(362,913)	(121,896)
Security deposit	-	25,000
Prepaid expenses and other current assets	(10,091)	(5,037)
Accounts payable and accrued expenses	80,564	(6,030)
Refundable advances	148,269	(4,209)
Net Cash from Operating Activities	1,305,553	1,242,504
 CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(298,717)	(3,260,932)
 CASH FLOWS FROM FINANCING ACTIVITIES		
Debt issuance costs	-	(94,380)
Payments on mortgage payable	(320,981)	-
Proceeds from mortgage payable	-	2,200,000
Net Cash from Financing Activities	(320,981)	2,105,620
 Net Change in Cash and Restricted Cash	685,855	87,192
 CASH AND RESTRICTED CASH		
Beginning of year	1,396,338	1,309,146
 End of year	\$ 2,082,193	\$ 1,396,338
 SUPPLEMENTARY CASH FLOW INFORMATION		
Cash paid during the year for interest	\$ 75,217	\$ -

See notes to financial statements

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

1. Organization and Tax Status

OnTECH Charter High School (the “School”) is a New York State, not-for-profit educational corporation that was incorporated on December 13, 2016 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter (the “Charter”) on December 13, 2016 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The charter expires on June 30, 2023. The School’s mission is to identify, reach and teach students who thrive in non-traditional school settings, provide meaningful instruction for at-risk students including the new American populations, to help students integrate effectively into a school environment and community, and to provide students skill-based and project-based instruction, graduating them with meaningful, job-related skills. The School provided education to approximately 239 students in ninth through twelfth grades during the 2021-2022 academic year.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Net Asset Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School’s operations. Net assets without donor restrictions may be used at the discretion of the School’s management and/or the Board of Trustees.

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2022 and 2021.

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Restricted Cash

Under the provisions of its Charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows as of June 30:

	2022	2021
Cash	\$ 2,007,160	\$ 1,321,323
Restricted cash	75,033	75,015
	<u>\$ 2,082,193</u>	<u>\$ 1,396,338</u>

Debt Issuance Costs

Debt issuance costs are reported on the statements of financial position as a direct deduction from the face amount of the mortgage payable. Amortization of these costs is provided using the straight-line method, which does not differ materially from the effective interest method, over the seven year life of the related mortgage.

The School recognized debt issuance costs of \$94,380 on the mortgage obtained in 2021. For the years ended June 30 2022 and 2021, amortization expense related to the debt issuance costs was \$13,482 and \$1,125, included in depreciation and amortization in the statements of functional expenses. Unamortized debt issuance costs at June 30, 2022 and 2021 was \$79,773 and \$93,255.

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,500 and a useful life in excess of one year. Purchased property and equipment are recorded at cost at the date of acquisition. Costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Buildings	39 years
Building improvements	5 years
Furniture and fixtures	7 years
Computers and equipment	3 and 5 years

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Property and Equipment (continued)

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the year ended June 30, 2022 and 2021.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as net assets with donor restrictions support if they are received with donor stipulations. Contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2022 and 2021 was \$83,522 and \$75,568.

Measure of Operations

The statements of activities report all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Schools ongoing services. In year ending June 30, 2021, non-operating activities include gain on forgiveness of the Paycheck Protection Program loan and gain on write-off of deferred rent liability.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examination by the applicable taxing jurisdictions for the year prior to June 30, 2019.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 25, 2022.

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

4. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2022	2021
Land	\$ 32,215	\$ 32,215
Buildings	3,041,492	3,041,492
Furniture and fixtures	284,685	248,685
Computers and equipment	472,613	405,878
Building improvements	459,113	323,942
Construction in progress	60,811	-
	<u>4,350,929</u>	<u>4,052,212</u>
Accumulated depreciation and amortization	<u>(681,895)</u>	<u>(387,455)</u>
	<u>\$ 3,669,034</u>	<u>\$ 3,664,757</u>

Construction in progress at June 30, 2022 is comprised of soft costs and renovations and construction related to the School for architectural designs and building improvements which include an HVAC and electrical systems.

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

	2022	2021
Cash	\$ 2,007,160	\$ 1,321,323
Grants and contracts receivable	573,172	210,259
	<u>\$ 2,580,332</u>	<u>\$ 1,531,582</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in money market accounts and other liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York Department of Education to cover its future operating costs (see Note 7).

6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2022 and 2021, approximately \$1,827,000 and \$1,146,000 of cash and restricted cash was maintained with an institution in excess of FDIC limits.

7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the Syracuse City School district and four other nearby school districts. For the years ended June 30, 2022 and 2021 the School received approximately 83% and 70% of its total revenue and support from these school districts. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

8. Commitment

On July 8, 2018, the School signed a lease agreement with Building Hope Herkimer Street, Inc. to lease office and classroom space under a non-cancelable lease expiring June 30, 2038 and paid a security deposit in the amount of \$25,000. The School had the option to purchase the building during the third or fifth year of the lease. On June 24, 2021, the School exercised the option to purchase the building for \$3,073,707. Facility expense for the years ended June 30, 2022 and 2021 was \$0 and \$495,024.

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

9. Mortgage Payable

On June 24, 2021, the School entered into a mortgage agreement with PNC Bank, in the amount of \$2,200,000. The mortgage matures on June 24, 2028, and requires monthly payments of \$26,191 fixed principal plus interest at the rate of LIBOR plus 3.5% per annum. Interest was not paid on the mortgage for the year ended June 30, 2021. The School is required to begin making payments on August 1, 2021. The mortgage requires the School to maintain two financial covenants. The covenant compliance requirements will begin with the year ending June 30, 2022. The School is in compliance with all financial covenants.

Future minimum principal payments are payable as follows for the years ended June 30:

2023	\$	314,286
2024		314,286
2025		314,286
2026		314,286
2027		314,286
Thereafter		307,590
	\$	<u>1,879,019</u>

As discussed in Note 2, debt issuance costs are shown as deductions from the mortgage payable. At June 30, 2022 and 2021, mortgage payable and unamortized debt issuance costs are as follows:

	2022	2021
Mortgage payable	\$ 1,879,019	\$ 2,200,000
Less unamortized debt issuance costs	<u>(79,773)</u>	<u>(93,255)</u>
	1,799,246	2,106,745
Current portion	<u>(314,286)</u>	<u>(314,286)</u>
	<u>\$ 1,484,960</u>	<u>\$ 1,792,459</u>

10. Paycheck Protection Program Loan Payable

On April 8, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), from a qualified PPP lender, for an aggregate principal amount of \$190,860 plus accrued interest in the amount of \$2,047 (the "PPP Loan"). The PPP Loan bore interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, had a term of five years, and was unsecured and guaranteed by the SBA. The principal amount of the PPP Loan was subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds were used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

OnTECH Charter High School

Notes to Financial Statements
June 30, 2022 and 2021

10. Paycheck Protection Program Loan Payable (*continued*)

On June 3, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$192,907 is included on the accompanying statements of activities under gain on forgiveness of Paycheck Protection Program loan.

11. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

12. Risks and Uncertainties

The School's operations and financial performance may be affected by the COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

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

**Board of Trustees
OnTECH Charter High School**

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 financial statements of OnTECH Charter High School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related 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 25, 2022.

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 were not 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 25, 2022

Board of Trustees
Ontech Charter High School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Ontech Charter High School (the "School") as of and for the year ended June 30, 2022, 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 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 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.

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 deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

This communication is intended solely for the information and use of management, audit committee, Board of Trustees, state, and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

PKF O'Connor Davies, LLP

Harrison, New York
October 25, 2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Kwame Fluker

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

315-456-3011

Business Address:

497 Electronics Parkway Liverpool, NY

E-mail Address:

kwame.a.fluker@lmco.com

Home Telephone:

860-997-2684

Home Address:

4757 Limberlost Lane Manlius, NY 13104

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

William E Sanford

Name of Charter School Education Corporation:

On Tech

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Retired

Business Address:

E-mail Address:

Home Telephone:

315 952-4745

Home Address:

2205 Iroquois lane. Liverpool, New York 13088

William E. Sanford

07/31/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Ellen K. Eagen

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Ellen K. Eagen

7/31/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Stephen H Kimatian

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary/ Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

Daughter, Ellen Eagen, is Founder and Head of School

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

Daughter, Ellen Eagen, Founder and Head of School

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

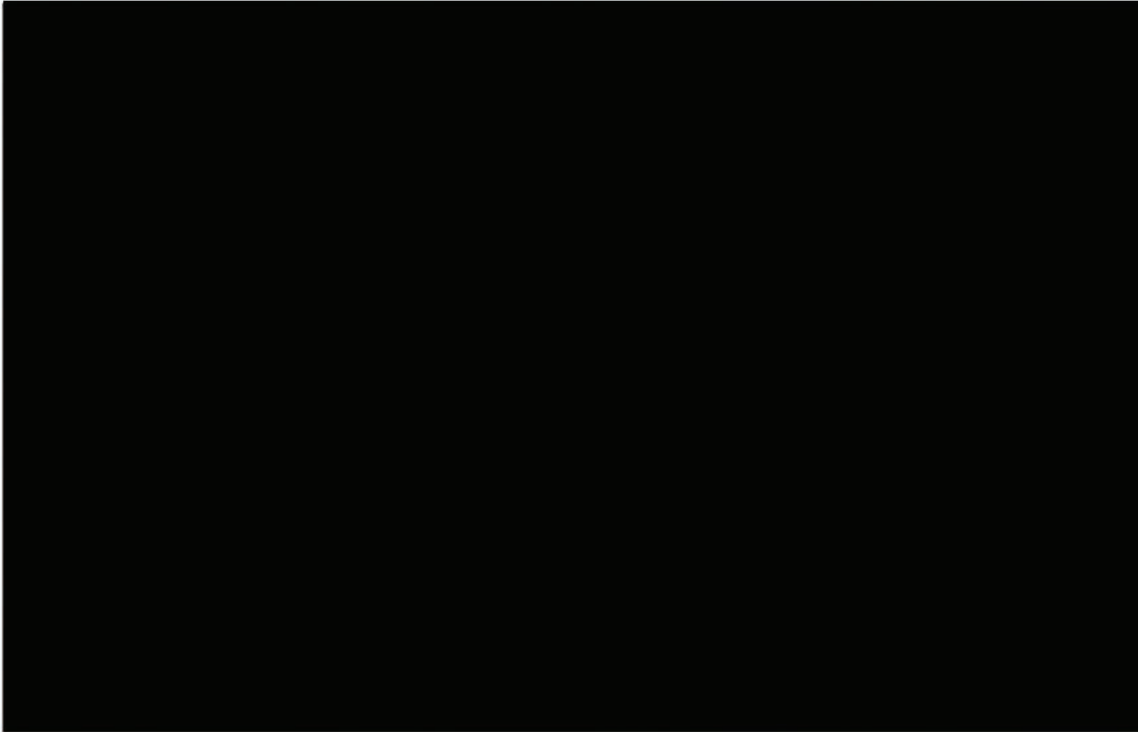
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Stephen H Kimatian 7/31/22
Signature Date

- Acceptable signature formats include:
- Digitally certified PDF signature
 - Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Willie Mitchell

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice-Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

My daughter is a Dean and there is no benefit from my participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

I have a grand daughter and a grandson that attend OnTECH Charter High School. There is no benefit from my participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

315-436-4245

Business Address:



Home Telephone:

Home Address:

07/31/2022

Signature

Date

Date

- Acceptable signature formats include:
- Digitally certified PDF signature
 - Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Karen McMahon

Name of Charter School Education Corporation:

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

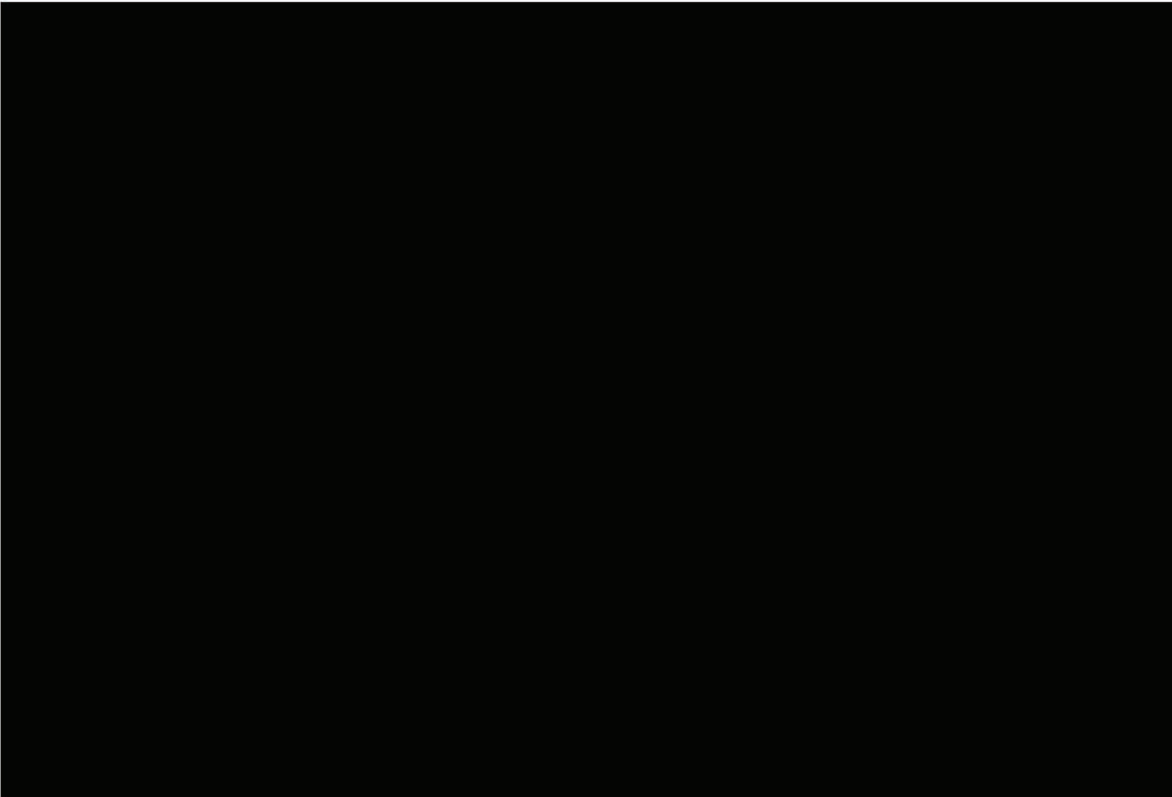
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Karen J. McMahon

- Signature
Signature

07/31/2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022



CHART
ER HIGH SCHOOL

**BOARD OF TRUSTEES MEETING
Minutes June 30, 2021**

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom

Present:

Ellen Eagen, Founder & President
Steve Kimatian, Secretary/Treasurer
Karen McMahan, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell
Kwame Fluker, Trustee
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Fran Coudriet, Administrator
Ta'Quell Morris, Head of Community & Culture
Morgan Boerman, Teacher
Omar Gonzalez, Teacher
Laura Suarez, Consultant
Dominique Elizabeth, Community Member
Ed McLaughlin, Community Member

1. WELCOME

The meeting was called to order by the Founder and Chairperson of the meeting, Ellen Eagen. Ms. Eagen welcomed all saying she was glad we could meet in person as well as online. She reminded all community members they were always welcome to attend.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson requested a motion for approval of minutes from the prior meeting of June 30, 2021, which were previously distributed. She asked whether there were any modifications or changes; there being none, she asked for a motion to approve the minutes as presented. On motion by Trustee McMahan, seconded by Trustee Sanford, minutes were approved unanimously.

3. ANNUAL ELECTION OF OFFICERS

The Chairperson referred to the prior meeting when the Trustees decided to hold the annual officer elections at this July 2021 meeting. She said that ballots were given to all Trustees and with recommendations for offices and also the opportunity to nominate other Trustees. The ballots were collected and tabulated. Going forward with a one year term in office were the following.

President - Ellen Eagen

Vice-President - Pastor Willie Mitchell

Secretary/ Treasurer - Steve Kimatian

4. REPORT ON STUDENT AGRICULTURE PROJECTS

The Chairperson then spoke about a key design element of OnTECH being agriculture and urban gardens. She said a leader of this mission was teacher Morgan Boerman, who had signed on with OnTECH at the very outset of the school for to develop the CTE strand in agriculture areas. Teacher Morgan then spoke about the many activities engaged in by the students in agriculture. Among the many projects were raised bed plantings at strategic locations around the school, flower boxes and plants in front of the school, and planting across from the school along Willis Avenue. She said this was a project of beautification for our school and community and also a learning opportunity for students. She showed several photos of before and after renditions of the plantings. Ms. Morgan then spoke about the many job opportunities in agriculture, including landscape management, landscape architecture and farm management. She also said she was glad to report that OnTECH was the largest site for the CNY Jobs Program where students would work while going to school and be paid for their work. Students were able to be paid \$12.50 per hour and have the opportunity to earn hours towards CDOS certificates.

The Chairperson then introduced the newest member of administration, Matt Hernandez. She said that OnTECH was glad to have Mr. Hernandez join us from his most recent position as Vice-Principal in the Memphis, Tennessee School District. She said that she became acquainted with Matt when he was working at Williamsburg Charter High School in Brooklyn, New York. In Memphis, he worked with their STEM program. Mr. Hernandez said he was glad to be joining OnTECH. "The OnTECH program is very compelling, where the rubber hits the road." He said he is familiar with CTE programs and CDOS certificates and felt very at home at OnTECH.

5. REPORT OF PRINCIPAL

The Chairperson then called upon the Principal, Jana Rogers to report. Ms. Rogers said that Covid had created serious issues with respect to instruction. OnTECH is looking for the best ways to teach given the Covid challenges. We want to be sure to provide the seniors the necessary instruction to prepare them for the next steps. One path that assists in teaching usable skills are the CTE programs. Trustee Fluker asked, in connection with preparing seniors for their next level of education, how were we teaching the soft skills. Teacher Matt Hernandez stated that students were learning through mock interviews and other approaches involving the kind of dialogue that would take place during an interview. Founder, Ellen Eagen, explained that OnTECH was looking to connect with the companies in the community that students could connect with for experience, learning and internships. Trustee McMahan asked how far into this process has OnTECH progressed. What is the most challenging part of the process? Teacher, Morgan Boerman, said that it was developing an external review committee to support an applications for CTE certification. Trustee McMahan said she knew some companies who might want to participate in this process. The Founder said that would be very helpful. Trustee McMahan offered to meet with the committee working on the CTE pathway.

Ms. Rogers continued on with her report. She said that approximately 149 students participated in the Jobs program, 12 were receiving credit recovery doing remote work. The Theater program has 56 students participating. Further 55% of the students received Regent exemptions. With respect to exemptions, Trustee Kimatian asked whether it was easier to pass a

class to get a Regents exemption than to actually take a Regents examination. Ms. Rogers said it was probably easier to get a Regents exemption, particularly with respect to most schools in NY State. However, State Education had a challenging situation for students to pass a Regents under the current limitations on instruction. Then the question was asked as given once in the workforce, what would count is not whether a Regents was passed, but whether a student was actually proficient in a subject, how is that being addressed. Ms. Rogers said that alternative testing procedures were being given, such as STAR testing so that an evaluation could be made of students achievement based on a common, standardized norm. Founder, Ellen Eagen, said that the school was seeking alternative assessments that would meet this challenge.

6. REPORT OF BUILDING & FACILITIES DIRECTOR

The chairperson then called upon Keil White, Director of Facilities to report. Mr. White reported that the Annex was close to receiving its certificate of occupancy. Several reports had been filed with State Education Facilities, including the Fire Safety Report, the Certification of Substantial Completion and the CO from the City of Syracuse. The expectation is that approvals would be given prior to the start of school. Work on the Rectory had been paused to focus on the Annex which was of immediate need. Mr. White further reported that there was an ongoing media recruitment campaign for students. At the present count for next semester there were 35 students signed up. He reminded everyone that in the month of August last year, over 40 additional students were enrolled. He said he would keep the administration posted on the progress.

7. REPORT OF HEAD OF COMMUNITY AND CULTURE

Head of Community & Culture, Ta'Quell Morris, was called upon by the chairperson to give his report. Mr. Morris stated that there were several activities in place for the students. He referenced the success of the CNY Works student employment program, the clothing drive by students to help others and the end of semester Darien Lake trip. He said the students were eagerly looking forward to the Darien Lake trip. Founder, Ellen Eagen, asked Mr. Morris how the clothing drive came about. He replied it was a result of contacts that Dean, Mookie Jones, had in the community. It was a serendipitous relationship of his that led to this opportunity. Trustee McMahon asked about the vaccination rate of the students. Founder Eagen replied to this question by saying that relatively few students were vaccinated, but the vaccination rate of the staff was very high. Trustee Fluker asked whether a decision had been made with respect to the Covid requirements in the fall semester. Founder Eagen said that was something still being considered and we were awaiting the final advisories by the State Health Department. In addition the School was hosting its own vaccine clinic on August 9, 2021.

8. FINANCE REPORT

Board Treasurer, was then called upon by the chairperson to give the financial report. Board Treasurer Kimatian said that the fiscal year had been positively closed as previously reported. He said that the annual independent audit was proceeding well. The Interim report was completed and the final report needed to be concluded by November 2, 2021. He said there were several grants being pursued, among them ARP (American Rescue Plan Act) and ESSER (Elementary & Secondary Emergency Relief) grants. Trustee Fluker asked how much these grants might amount to. Chairperson Eagen said it could be in the range of upwards of \$500,000. She said the grant required a detailed itemization of how the funds would be used and detailed the process. The Treasurer then stated he needed approval of the fiscal budget for 201-2022. He said, this approval was necessary even though there might be adjustments due to additional funding of the grants. First, he requested a motion to approve the budget, which was

made by Trustee Pastor

Mitchell and seconded by Trustee McMahon. The Treasurer then referred the Board to the particulars of the budget items, also referring to the Board's evaluation of the budget at the time of the purchase of the building in June. The Treasurer then spoke specifically on the general staff increase for salaried staff. An amount of 4% was proposed by the Treasurer, given the challenges of the year, the need to have competitive compensation and the upcoming inflationary costs of the economy. A discussion ensued on the best way to have this salary discussion and whether some aspects of it were more appropriately handled in a Trustees' personnel meeting. It was agreed that in the future that would be a consideration. Thereafter, upon review and discussion, the motion was called for a vote and was passed unanimously.

9. HEALTH & HR

The Founder said she wanted to mention to the Trustees that, as we all know, Covid has been very challenging. In recognition that it was so difficult for many teachers as well, they were allowed to stay home and work remotely without a charge against their care days. Teacher Omar Gonzalez asked whether the 401K plan would be changed. The Founder said it would be reviewed in the fall along with other benefits.

10. ACCOUNTABILITY

The Founder then reported that today, the day of this meeting, OnTECH had its formal mid-term visit from the Charter School Office to assess its progress with respect to its chartered mission. The report of this visit will become a part of the school's official transcript at the time of charter renewal. The Founder explained that the visit was very thorough, even though it was virtual. Among the evaluation team from the Charter School Office were Vickie Smith, the direct liaison to OnTECH from the Charter School Office, and David Greenberg, consultant to the Charter School Office. During the course of the day, the team met with teachers and staff, students and administrators, observed two classes, the Education Alchemy instruction, and had a culminating meeting with the Board of Trustees. The charter school office representatives commented on the the agriculture component of the program, the enthusiasm of the students and the level of engagement. Ms. Smith and Mr. Greenberg remarked on how mature the school was, given it was only in its third year. They thought great progress was being made and that the school was on a good track. We will get a written report regarding the visit in the coming weeks with details of their review.

11. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned on unanimous vote of the Trustees.



CHART
ER HIGH SCHOOL

BOARD OF TRUSTEES MEETING
Minutes August 25, 2021

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom

Present:

Ellen Eagen, Founder & President
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell
Kwame Fluker, Trustee
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Laura Suarez, Consultant
Dominique Elizabeth, Community Member

1. WELCOME

The meeting was called to order by the Founder and Chairperson of the meeting, Ellen Eagen. Ms. Eagen welcomed all saying she was glad we could meet in person as well as online. She said we look forward to having our community members present as well as OnTECH staff.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson requested a motion for approval of minutes from the prior meeting of July 25, 2021, which were previously distributed. She asked whether there were any modifications or changes; there being none, she asked for a motion to approve the minutes as presented. On motion by Trustee Sanford, seconded by Trustee McMahon, minutes were approved unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon Principal Rogers to give her report. Ms. Rogers spoke about the recent summer session that concluded on August 14. She said it was very successful. Attendance, particularly for the summer, was very good with 169 students attending and 161 passing at least one of the courses. She was pleased to report that 5 raised beds were created, 5 flower beds and several cement planters were installed on the grassy slope across from the school. An outstanding activity was the Theater course led by Educational Alchemy. Over 68 students enrolled in the course and 61 passed for an 89% passing rate. Students found the theater course to be exciting and extended their comfort zones in performing for the final presentation before a live audience. For many it was a new experience.

The courses given for credit recovery and for additional credit were a benefit to many students. In Algebra 54 enrolled and 16 passed for 56%. In Living Environment 34 enrolled and 17 passed for 50%. In ELA 31 enrolled and 16 passed for 71%. For Global History 25 enrolled and 16

passed for 64%. For U.S. History, 16 enrolled and 10 passed for 63%. In addition, 77 students were able to gain an exemption from Regents based on the state guidelines. Ms Rogers stated that many more students probably would have passed if their attendance had been better. Trustee Sanford asked what can be done to increase participation when the reason for not passing is attendance? Ms Rogers said that the administration is working with parents, members of the family and calling home. Some causes are the difficult dynamics of homelife. Trustee Sanford asked whether parents who are experiencing similar issues get together with each other. The response was that on occasion they did but not on a continuing basis. Trustee Kimatian asked whether the “learn and earn” was a positive factor. Ms. Rogers said that the students very much like the ability to earn and it is a factor. Pastor Mitchell commented that without the right support the students unfortunately are set up to fail. Trustee Fluker asked what expectations we set up for parents. Pastor Mitchell said the students need a clear road map of where they are and where we are going. Trustee Sanford said he had spent 3 ½ weeks on the Southside speaking to residents. He heard that ITC was often mentioned by the parents as a school that students and parents liked. The fact there are many CTE pathways is helpful to give career and interest guidance to the student. Administrator Coudriet said that from his experience, outlying district schools are approaching instruction this way and involving parents as much as possible. Ms. Rogers said that OnTECH has a family sense of school, but to keep in mind that the mission of OnTECH is to serve those students who do not do well in a traditional setting. That makes OnTECH’s job more demanding. Ms. Morris emphasized that family engagement is important. Mr. White said that we should not lose sight of how far we have come. It takes a while to build a school.

Ms Rogers said that we are undertaking several steps for intervention. We will be beginning MTSS Multi-Tiered Student Support, as well RTI, Academic Intervention and PSIS, social/emotional behavior support. Attendance tracking for interventions will also be emphasized.

4. REPORT OF DIRECTOR OF FACILITIES

Mr. White, director of facilities, was called upon to give his report. He said that in preparation for the incoming students, a deep cleaning was done of the buildings School and Annex. Seventy -five new laptops had been purchased. He said that with the heavy downpours of rain, a leak had occurred in the rear building roof of the school that was being addressed. With respect to the Annex building, he said that in preparation for the fall semester, all debris had been removed, classroom space had been set up and furniture ordered. He said the Certificate of Occupancy was approved.

At this point he said we had 248 students enrolled and 17 pending

REPORT OF COMMUNITY AND CULTURE

Since the Head of Community and Culture was not able to attend the meeting, Trustee Eagen gave the report. She said a vaccine clinic was held at the school where 15 parents were able to obtain vaccinations. As a celebration at the end of the summer session, a trip to Darien Lake was attended by 35 students and chaperones. PD is planned for teachers the week before school opens. She said she was proud to say that OnTECH students were honored by the Onondaga County Zoo for their work over the summer. Two students who won a Purdue scholarship participated in the program over the summer. One student had won a Presidential scholarship to Cobleskill College and other smaller amounts of scholarship. A recent graduate, Alex, is a student at Jefferson Community College. Trustee Mitchell said it is important to promote these successful students as it represents what the students can accomplish. He said,

why not have a student newsletter. A suggestion was also made to have a radio station. Administrator Coudriet commented that publicizing all these positive achievements will showcase the school in a positive light.

6. FINANCIAL REPORT

Trustee Kimatian was called upon to give the finance report. He said he was glad to report that our new CFO/HR, Mark Chudzicki, would be on board in September. He said that the school was awaiting major invoice payments from the SCSD which were expected over the next week. That would give the school a positive financial footing, since the summer sessions were expenses going out. The annual independent audit was progressing and would be completed for review by the auditors in September. The school had applied for several grants under the American Rescue Plan, the decision on them being forthcoming in the next month. The school had retained an architect firm Holmes King Kallquist to develop a master plan for the campus. When they have completed an initial draft, it will be presented to the Board.

7. COVID UPDATE

Trustee Eagen reported that the current plan of the State was to require all school employees to be vaccinated. The Governor would be evaluating the Covid plans. She said that her participation on the County-wide Covid agency gave her access to up to date information. This was an evolving situation and she would report on further developments.

8. ADJOURNMENT

There being no further business to discuss, a motion to adjourn was made by Trustee McMahon, seconded by Trustee Mitchell and was carried unanimously.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes September 29, 2021

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom

Present:

Ellen Eagen, Founder & President
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell
Kwame Fluker, Trustee
Mark Chudzicki, CHO/HR
Ta'Quell Morris, Head of Community & Culture
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Laura Suarez, Consultant
Erika Kulesa, teacher
Javier Garcia, teacher
Morgan Boerman, teacher
Teresa Greene
Jeff Clark, teacher
Cristin Aboff, teacher
Alyssa Cresswell, teacher
Omar Gonzales, teacher
Claude Bisson, teacher
Dominique Elizabeth, Community Member
Neighbor

1. WELCOME

The meeting was called to order by the Founder and Chairperson of the meeting, Ellen Eagen, who welcomed all, particularly the new teachers.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson requested a motion for approval of minutes from the prior meeting of July 28, 2021, which were previously distributed. She asked whether there were any modifications or changes; there being none, she said the minutes would be accepted as presented.

3. REPORT OF PRINCIPAL

The Chairperson called upon Principal Rogers to give her report. Ms. Rogers said this was a very busy time being the beginning of the Fall semester. She said her main report was on the development of the MTSS systems being put into place (Multi-Tiered System Support). Teacher, Mr. Ibarra is jointly working on this project with his class. Teacher Claude Bisson has been instrumental in supporting MTSS. MTSS is broken down into three tiers of support. The need for RTI (Response to Intervention) is broken down into three categories. Tier I includes 80-90% of the students. Tier II is group intervention including 5-10% of students and Tier III is high intensity intervention and comprises about 1-5% of students. Trustee Fluker said that we touched on how attendance would be taken last month, but how does attendance fit into these interventions. Ms. Rogers said it will be a part of the intervention data on the student. There will be a referral process. The behavioral components are classified under PBIS, which is Positive Behavioral Intervention Supports. Founder Ellen Eagen asked, have any of these interventions been applied to the students yet? Ms. Rogers said they were still gathering data, and it takes time to gather data to yield a referral. Ms. Eagen stated that she appreciated the fact that a district behavioral model was being used, but our school is relatively small and we need to advance our understanding of the student population as quickly as possible, so as to take the necessary steps to address issues. Ms. Rogers said we will continue to move forward and collect the data as quickly as possible

3. REPORT OF DIRECTOR OF FACILITIES

Mr. White, Director of Facilities, was called upon to give his report. He said the school will be submitting its Emergency Response Procedure to the School Building. We will also be doing the same for the Annex. This will entail an evacuation plan. With respect to enrollment he said we currently have 262 students in the 9th through 12th grades. Trustee Sanford asked when the students had been adversely affected by any transportation difficulties because of Covid. Mr. White said there have been issues related to getting photographs for the passes. Trustee Fluker asked whether we could do the photos ourselves. There must be a system for processing the photos, he said. Mr. White said that we are able to give vouchers for using the buses to students in those instances where students were not able to obtain photo passes. Trustee Sanford asked whether the fact that we have 50 students in the incoming class has a negative impact on the school? Mr. White said that is the challenge for the last two years, which he said was probably adversely affected by Covid.

4. REPORT OF HEAD OF COMMUNITY AND CULTURE

The Head of Community and Culture, Ta'Quell Morris, was called upon by the Chairperson to give his report. Mr. Morris said that the school had come up with a system to incentivize students in the senior class. They were singled out because they were most mature in age and certain privileges could be accorded to them and be an example to the other students of what they could expect in their senior year. There were three basic privileges built around the lunch period. One was the opportunity to have lunch together in a quiet environment. Two, is the privilege to have certain kitchen uses; and Three was the privilege to leave the campus for lunch. However, with these privileges come responsibilities. E.g., They must ensure the kitchen is clean after any use. If they leave the building, they have only 30 minutes for lunch. They must walk in packs of six. They need supervisor approval as well as parent approval. They have to sign out and sign in when they return. Trustee Sanford asked where could they go in only 30 minutes? Mr. Morris said there are a couple of stores within a 3 block radius. Trustee Eagen said that the formation of the rules granting the privileges were done with through a student-centered design model. It is a problem solving challenge for them.

Mr. Morris then reported on the number of suspensions. He said that many schools, including OnTECH, have seen the reactions of students, many who have not been in physical school buildings for the last year, and whose behavior in a post-covid group environment is not acceptable. As a result we have seen a spike in suspensions. Trustee Fluker asked whether any of this could be connected to the Tik-Tok memes that have been circulating on social media. Whether this has had an effect or contributed to student behavior is not particularly known, but it has certainly not helped. Students are affected in many ways by social media and their external environment.

Trustee Eagen said that based on what has been presented, the Board needs a clearer understanding of the reasons for the suspensions and the historical data. Trustee McMahon asked what leads to a suspension. Mr. Morris said there are several specific criteria outlined in the community covenant, and a review of the students behavior is part of the process. Trustee Sanford asked if the parent or guardian was present for that. Mr. Morris said yes. Trustee Eagen said that the issues of behavior are affected by the community outside the school. In many areas of the city, there is turmoil. In one instance, students not from OnTECH came to the school to disrupt the OnTECH students. Ultimately the police had to be called. Further the safety of schools needs to be a community effort. The mayor's office needs to have greater awareness and focus on this issue. Trustee Mitchell asked whether community policing could have a positive impact on these issues. Trustee Eagen said that she did go directly to the police precinct to make them aware of these serious issues but they seem to have their hands full.

Mr. Morris said that upcoming events include an OCC College Fair, SAT's on October 13, other college fairs and activities where OnTECH students give back to the community.

5. REPORT OF THE CHIEF FINANCIAL

The Chairperson then asked the Chief Financial Officer, Mark Chudzicki, to give his report. Mr. Chudzicki, who just joined OnTECH in September as CFO/HR was welcomed by Trustee Kimatian, who said he was glad to have him on Board. Mr. Chudzicki said that the key revenue driver was obviously enrollment, the OnTECH budget being built on an enrollment of 255 students. There are 33 employees. He said there would be a focus on employee benefits as that is an important factor for retention. He said that he is just getting into the job and that in future reports he will have year to date and forecasts.

There is an ARP (American Rescue Plan) grant being pursued. Most of the monies would be used for our year-round grant summer programming and enrichment work. In addition, we are working on developing an on-going and sustainable relationship with OnPOINT, supporting our students with college and career opportunities. Mr. Rowser will attend the October board meeting to discuss more.

6. HEALTH & SAFETY

On the subject of health and safety, the Chairperson said that OnTECH has been running Covid testing once a week. So far OnTECH has not had any cases. We want to continue testing and also increase our numbers for testing as not all parents have agreed to have their children tested. We also need to increase our vaccination numbers amongst students.

7. GOVERNANCE/ACCOUNTABILITY

The Chairperson said that a Trustee retreat will be held November 12 from 9-1 pm. She also said that she felt that we were in a great place to recruit more board members.

8. OTHER BUSINESS

At that point, teacher Omar Gonzalez said he would like to ask a housekeeping question. He said it was the need for teachers to have keys to their classrooms. Mr. White said that we are in the process of rekeying the building doors and that we would have them shortly. Trustee Kimatian said that the question was an administration issue and not a Board issue and he was sure that it would be resolved by the administration.

8. ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was made by Trustee Fluker, seconded by Trustee Mitchell and on vote carried unanimously.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes October 27, 2021

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom

Present:

Ellen Eagen, Founder & President
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell
Kwame Fluker, Trustee
Mark Chudzicki, CHO/HR
Ta'Quell Morris, Head of Community & Culture
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Laura Suarez, Consultant
Sam Rowser, Director - OnPoint for College
David Blais, Elementary
Erika Kulesa, teacher
Fahtimah Manuel, Hall Monitor
Ashley Chayka
Morgan Boerman, teacher
Morgan Jordal, Teacher
Teresa Greene, Teacher
Serge _____
Jeff Clark, teacher
Alyssa Cresswell, teacher
Dominique Elizabeth, Community Member

1. WELCOME

The meeting was called to order by the Founder and Chairperson of the meeting, Ellen Eagen. She welcomed all, particularly thanking the teachers who were present. She also said that Sam Rowser, the head of OnPoint for College was present and would be speaking to the group later and David Blais from Educational Alchemy who would also address the group.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson requested a motion for approval of minutes from the prior meeting of September 29, 2021, which were previously distributed. She asked whether there were any modifications or changes; there being none, she said the minutes would be accepted as presented.

3. REPORT OF PRINCIPAL

The Chairperson called upon Principal Rogers to give her report. Ms. Rogers said students had been taking tests over the last two weeks. She said the testing was going well and then reviewed the class averages for the Algebra, Living Environment, Chemistry, Global Studies, U.S. History and ELA. The Founder said that the Charter School Office had requested internal assessments be made of student performance including STAR and local assessment tests. Many students received the qualifying grades for Regents exemption. Trustee Fluker asked how many students earned Regents exemptions. Ms. Rogers said approximately 50% of those eligible. STARtesting was still in progress. Reports to parents are going out Friday. Parent/ Teacher conferences are scheduled for November 9th. Ms. Rogers said she intended to use analytics to review the overall performance of the school.

Next the Founder said there was cause for celebration for a great achievement of one of the students, Carlos Carriquillo, who was selected as one of the top students in Onondaga County. She said that OnTECH was very proud of him and his achievements. At the moment he was working at Champs and not able to attend the meeting. Ms. Eagen said she would reserve reading his letters of recommendation at a later time.

She then introduced Sam Rowser, Executive Director of On Point for College. She informed those attending that Sam was a thought-partner at the time of the creation of OnTECH. She said that OnPoint was going to be providing services to OnTECH regarding college and career services and that a partnership agreement toward this end was being drafted. She then asked Sam to speak. He said that On Point was very glad to be working with OnTECH. He said he was very impressed with the OnTECH students. He spoke about the On Point for College approach. It is a three tiered approach. First is students gaining access to college, second helping them to matriculate and support students while in college and third to connect students with employers. On Point will be onsite at OnTECH once a week to speak and advise students. He said that he particularly liked dealing with OnTECH because the school was nimble and could make decisions quickly. The Founder then said that On Point has assisted in connecting students with a Syracuse University program that teaches students about the stock market. Fifteen students are participating in this program. She said that OnPoint will be setting up a trade expo at school for students and parents. The Founder further commented that she very much looked forward to developing OnTECH's relationship with On Point. The Chairperson then asked teacher Morgan Boerman to speak about her being a liaison between OnTECH and On Point in working with the students.

The Founder then spoke about some exciting events for the students. Most of the senior class went on a trip to Onondaga Community College for SUNY when students were able to investigate opportunities as SUNY schools. The Founder was proud to say that OnTECH received phenomenal feedback from the SUNY representative on the excellent questions asked by the OnTECH students as well as comments about their excellent behavior. The tour guide said they were the best group of all. And OnTECH students asked the best questions. Next week 35 students are going to Cobleskill College to see its campus and possible enrollment opportunities. She said that the purpose of these visits are to expose students to subjects and areas they do not know, to help them find a career and passion.

Next, the Chairperson introduced David Blais from Educational Alchemy who will be working with students to prepare their college videos. Mr. Blais greeted everyone and spoke about how the videos will be produced. Students will shoot the video with the help of Mr. Blais and then edit the videos to a minute or two length. Trustee Kimatian asked whether the school had the

necessary equipment to produce the videos. Mr. Blais said the students will shoot the videos on their cell phones and use their computers and editing software to do the editing. He said the students have good editing skills and are developing them in this class.

4. REPORT BY THE DIRECTOR OF OPERATIONS

The Chairperson then called upon the Director of Operations, Keil White, to give his report. Mr. White said there was both reactive and proactive work being done. Immediate work to fix the building was the bathroom doors, electrical upgrades in the Annex and installation of white boards. On a longer term basis there was consideration of how to separate the gym and cafeteria functions, as using the gym for a cafeteria was limiting. With the Admin building, he said the school was in discussion with State facilities as to the upgrades for that building. He said enrollment was at 264 students with 5 prospective students who had applied.

5. REPORT OF THE HEAD OF COMMUNITY & CULTURE

The Head of Community & Culture, Ta'Quell Morris, was then asked to give his report. Mr. Morris said that a good bit of time has been dedicated to student behavior. Students were still settling in to the school routines from being out for Covid for such a long period of time. He said progress is being made. In September there were suspensions and in October only 2. Adding an additional security person was helpful. Deans increased their presence all around the buildings, including classrooms. Mr. Morris said that the school was developing a comprehensive behavior policy.

At that point the Founder said that there was a curious level of anger and disrespect shown by students to others. It is not only OnTECH, but city wide - possibly nationwide. Students harbor anger and cell phones exacerbate the issue. Trustee Pastor Mitchell said he is meeting with other pastors to have a greater presence at the school. He said many of the issues start with the families and issues are brought into school. Trustee Kimatian asked whether students could participate in coming up with solutions. There was an agreement that we need additional professional development and to elicit information from the families and students on how we can support their social and emotional support.

Notwithstanding all these issues, Mr. Morris said last week was an awesome week. It was Spirit Week and a Pep rally was held. He showed a video of students enjoying the event, dressed in costumes, borrowed from the Onondaga Zoo where they had participated as workers and volunteers. Mr. Morris said they were looking forward to community events like HauTech for Halloween and Techsgiving.

6. REPORT OF THE CHIEF FINANCIAL OFFICER

Mark Chudzicki, CFO, was then called upon by the Chairperson to give his report. Mr. Chudzicki said that the driving factor for revenue was obviously the level of student enrollment. He said the budget had been built on an enrollment of 255 and we were at 264. That puts OnTECH in a good financial position, he said. Current revenue totals he said do not include Special Education payments. Mr. Chudzicki reported that the projections for the budget year looked good at this time. The Founder added that the annual audit was completed and once again the school had a clean audit with no deficiencies.

7. HEALTH & SAFETY

The Founder then reported on the trip of a dozen students and parents to see the writer, Jason Reynolds as part of the Rosamond Gifford Lecture Series. It was an excellent event. To attend this event all students needed to have negative COVID tests. Our tests were donated to us by the Synapse School.

OnTECH is following the COVID procedures under the Onondaga Health Department. We have not had covid related cases pertaining to students who attend in person to date. That data may change in the coming weeks and we need to be prepared.

8. NEW BUSINESS MATTERS

The Founder reported that given the major importance of compiling student data for the Charter School Office and the State Board of Education, Principal, Jana Rogers is going to shift her focus from day to day operations to gathering, analyzing and reporting this data. The Board will analyze the leadership needs.

The Chairperson then asked whether there were any new business matters to be discussed. Vice Principal, Matt Hernandez, said that he was working on the alignment of CTE and certifications. He reported that green technology certifications were being reviewed. There were a lot of possibilities that would be very exciting for the students. He said that OnTECH has a strong science team. Trustee McMahon mentioned that there were additional NYSERDA grants that led to certifications and Micro-credentials. Trustee McMahon mentioned that Morrisville College opened a new energy renewal center which could be an interesting partnership.

9. ADJOURNMENT

There being no further business, new or old, the Founder asked for a motion to adjourn the meeting. On motion to adjourn by Trustee Pastor Mitchell, seconded by Trustee McMahon, the meeting was adjourned by unanimous consent.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes November 30, 2021

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom

Present:

Ellen Eagen, Founder & President
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell
Kwame Fluker, Trustee excused
Mark Chudzicki, CFO/HR
Ta'Quell Morris, Head of Community & Culture
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Fahtimah Manuel, Hall Monitor
Ashley Chayka
Javier Ibarra, Teacher
Morgan Boerman, Teacher
Morgan Jordal, Teacher
Teresa Greene, Teacher
Dominique Elizabeth, Community Member

1. WELCOME

The meeting was called to order by Founder and Chairperson of the meeting, Ellen Eagen, who welcomed all those in attendance. She said that the Board had recently held a wonderful retreat that had been an excellent opportunity for discussing matters important to planning for the future of the school.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson referenced the minutes having been distributed to the Trustees and asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

3. REPORT OF PRINCIPAL

The Chairperson called upon Principal Rogers to give her report. Ms. Rogers spoke about CDOS (Career Developmental and Occupational Studies) curriculum. These are studies separate from those specific to receiving a diploma. They focus on development and career skills. Trustee Sanford asked how CDOS related to the general education curriculum. Ms.

Rogers' response was that it was preferable for students to gain knowledge in both areas, the traditional courses leading to a diploma and skills related to CDOS. The goal was to have students gain both. However, CDOS can also be useful as an alternative pathway to graduation. Under CDOS, there is an individual plan for the student requiring 216 hours of career technical education or work-based learning. The components to the curriculum are course work, career-tech study and a work plan. Ultimately the program can lead to a CTE accreditation. The Chairperson then said that to go forward with this program, she needed a formal motion. Trustee McMahan made a motion to adopt a CDOS program in the 2021-2022 school year, which was seconded by Trustee Sanford. The Chairperson then asked for any further discussion. Ms. Rogers said that currently many students are on track to receive CDOS accreditation, especially if they have participated in the summer programming. Trustee Sanford asked whether students could opt for a CDOS program as a way to graduate. Ms. Rogers replied that CDOS is a step along the way but does not get them to graduation and is not a specific career path. Trustee Sanford asked whether the CTE curriculum was more a challenge to the students or the school. Ms Rogers said both. Founder Eagen noted that it seemed that the CDOS approach leading to a CTE pathway is an organic development from the work that teacher Morgan Boerman was doing. With that, the question was called and the Trustees voted unanimously to adopt the CDOS program for the year 2021-2022.

4. FACILITIES REPORT

The Chairperson then called upon Keil White, Director of Facilities, to give his report. Mr White stated that current enrollment was at 248, with 51 students in the 9th grade, 60 in the 10th grade, 62 in the 11th grade and 75 in the 12th grade. Some students decided they did not want to return to school after Covid and were no longer enrolled at this time. On the other hand some students who had unenrolled decided they wanted to return to school. Mr. Morris, Head of Community and Culture, said that any students who decide they wanted to return to OnTECH were always welcome. Founder Eagen said that given the current enrollment of OnTECH she had a conversation with the authorizer relating to the fact that because of the mission of OnTECH to reach students most challenged in their education and the allowance of their having five or six years to graduate, part of the school population could consist of students have more than four years of school and that would add to the total enrollment. The authorizer was considering and would let us know how to account for the lower enrollment.

Mr. White then reported that the NYS Office of Facilities had approved the Annex use for education. He said that repairs and maintenance work was scheduled for the roof of the Annex. The Admin building was scheduled to have a fire alarm system installed and the school building bathroom repairs.

5. REPORT OF COMMUNITY AND CULTURE

The Chairperson next called upon the Head of Community & Culture, Ta'Quell Morris. Mr. Morris said it has been a busy month. Eligible students went on the SkyZone field trip. Those who went had to meet certain behavior and academic metrics. The Girls' basketball team went to see Syracuse University play Morgan State as part of the On Point for College relationship. On November 23rd the students went to Skyzone and there was a Techsgiving Luncheon. The Founder's Family served the luncheon, which was catered. It is to be noted that about 70 percent of the students were eligible to attend SkyZone; all students were invited to Techsgiving.

On December 2nd students are looking forward to Jersey Day, December 17th Advisory Door Decoration Day and on December 22nd the Holiday Party. The students also will earn OnTECH Dineros through good behavior to purchase gifts from the Holiday Shop for their families.

5. FINANCIAL REPORT

The Chairperson called upon Mark Chudzicki, CFO, to give the financial report. Mr. Chudzicki said that even though revenue was under budget, so also were expenses under budget and therefore the bottom line still showed a net positive. He said that a Flexible Spending Account was initiated for employees that enable those who chose to participate the ability to put pre-tax dollars into an account for health coverage. He said the level of 401k participation was being reviewed with the consideration of increasing the school's contribution. Trustee Sanford questioned whether we were reaching out to other educational institutions for student teachers and there was a brief discussion on ways to attract new staff. Founder Eagen said one of the best sources were teachers' recommendations. Several new employees had come from teacher and staff recommendations.

6. HEALTH & SAFETY

The Founder said that with respect to protection, Covid pool testing was being done to minimize the safety risks. Over the past weeks there has been an uptick in Covid cases in the County. OnTECH is considering being a site for another vaccine clinic.

7. GOVERNANCE

The Founder then commented on the excellent retreat held by the Board. She said several issues facing OnTECH and other high schools were discussed. A substantive discussion concerned a review of the hierarchy of Maslov's Pyramid with respect to students. We want to impart solid intellectual learning to students and inspire curiosity, which is the top of the Pyramid, but many of our students are focused on the bottom of the pyramid, concerned primarily with issues of food, security and shelter. Some time was spent on confronting the issue of students being pushed through elementary grades without having gained the required literacy and math skills; many students have reading and math skills several grades below their peer grade level. The Board is interested in knowing how we can best address these challenges and support an educational program that is based on honest and accurate data.

Trustee Eagen then took the floor to announce that due to the leadership needs of the school, Jana Rogers will remain in the role of Principal of Accountability/Academics but she would step off the Board to assist with the leadership as Interim Head of School as of December 1. Trustee Eagen then submitted her resignation from the Board to be able to do this work. Accordingly, on motion by Trustee McMahan, seconded by Trustee Sanford Trustee Eagen's resignation was accepted and she was appointed as Interim Head of School. Trustee Eagen was then thanked for her work in founding OnTECH and leading the board in its initial years. For the next order of business, the Chairperson stated that a new President of the Board of OnTECH needed to be elected. She said that after soliciting the Board members for nominees, Trustee Kwame Fluker was a unanimous choice. Accordingly, Trustee Fluker's name was placed in nomination. On motion by Trustee McMahan nominating Trustee Kwame Fluker as Board President, seconded by Trustee Sanford, Trustee Fluker was unanimously elected as President of the OnTECH Board. Board members congratulated Kwame on his new position.

8. ADJOURNMENT

There being no further business on the agenda, upon motion by Trustee McMahon, seconded by Trustee Kimatian, the meeting was adjourned.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes December 15, 2021

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom

Present:

Ellen Eagen, Interim Head of School
Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahan, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell, Trustee
Mark Chudzicki, CFO/HR
Ta'Quell Morris, Head of Community & Culture
Quincy Koffel, Educational Alchemy
Fran Coudriet, Administrator
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Patrick Burke, Teacher
Earl Evans, Teacher
Fahtimah Manuel, Hall Monitor
Morgan Boerman, Teacher
Morgan Jordal, Teacher
Alyssa Cresswell
Teresa Greene, Teacher
Karl Joyner, Teacher
Dominique Elizabeth, Community Member

1. WELCOME

The meeting was called to order by newly elected Chairperson, Trustee Kwame Fluker. After greeting those in attendance he said the Board looked forward to this last meeting of the year before the Holiday vacation.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on November 30, 2021. Trustee McMahan moved to approve the minutes. The motion was seconded by Trustee Sanford. There being no further discussion or changes to the minutes the motion was moved to vote and was passed unanimously. The Chairperson then stated for the record that between the last meeting and the present, Jana Rogers, Principal of Accountability/Academics, had tendered her resignation on December 3, 2021. The Chairperson recognized that Ms. Eagen would subsume those the responsibilities of that position until the vacancy was filled.

3. REPORT OF HEAD OF SCHOOL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen said that as a matter of timing she would like to show the Board some of the basketball practice going on in the gym. She said that Basketball coach, Theodore “Mookie” Jones, was doing a great job getting the students motivated. The live video feed from the gym showed them at practice. Ms. Eagen said that there were now 23 young men participating on the team. Thanks to Coach Jones they have become very disciplined. She said one of the great benefits of the program came with the improvement in grades of the students. When the team started out earlier in the year only five students were passing. However, in order to stay on the team they had to have passing grades. And with that as a motivation, by trimester all, but two, were now passing. Trustee Sanford asked who the team played. The response was that several games were scheduled with the private and parochial schools. Chairperson Fluker suggested that the dates of the games be posted. Ms. Eagen said the school has a volleyball team and cheer team as well.

Turning then to academics, the Head of School reported that we were coming to the end of the trimester and an assessment was being made of whether the students were on track. Trimester credits in total are 1.5 overall, allowing students to have a difficult semester and still stay on track. If a student passes two trimesters, then credit is awarded. Grade reports will also be going out tomorrow. She mentioned the ongoing challenge for students entering the 9th grade not being at their peer level for math and reading. She said that teacher, Jeff Clark, is using technology to close skills gaps in math. All students are using software called Aleks. It’s a way of learning using software that provides individual response needs. Ms. Eagen then introduced Karl Joyner who recently came to OnTECH from Southside Academy and previously from Success Academy. Karl spoke about ELA classrooms and launching Quill, a diagnostic assessment, which is software supported by the Melinda and Bill Gates Foundation. It gives assessments for six categories of writing proficiency. It’s adaptive to each individual. Chairman Fluker asked whether this program was tied to the Regents. The response was that it was supportive, but not directly tied to the Regents. There is a license for the software to the school. Ms. Fahtimah Manuel, staff worker, volunteered that the program seemed very good for the students in keeping them motivated.

Ms. Eagen then brought up the fact that cell phones were impacting engagement with the students. One approach to make good use of them during instruction was to have them used to gather information and data. A small but impactful school-wide approach has been to establish charging stations for the computers in each classroom.

Ms. Eagen then explained that an initiative directed toward resetting behavior was undertaken on December 6th. The core emphasizes Ways of the Wolfpack - specifically, no bad language, no fighting, no phones, ect. Quincy Koffel, from Educational Alchemy, then explained that to support the reset on behavior Advisory time would be used to focus on a campaign supporting the positive wolfpack culture. She explained that there will be a weekly theme on the values of the Wolfpack, on the values of OnTECH, on the values of self and ways that students can contribute to the community and developing the habits of the mind, a key design element of OnTECH. Students will also be able to learn to advocate through a hashtag media campaign. Themes will be mimicked with videos and multi-sensory exposure, all to make the work more interesting to the students.

4. REPORT OF COMMUNITY & CULTURE

Ta'Quell Morris, Head of Community & Culture, was then asked by the Chairperson to give his report. Mr. Morris said that he has seen a positive behavior change from the beginning of the school year. He said the students are dealing with a lot in their young lives. Many don't have what we would call normal family relationships. It's Christmas time and yet some won't be getting a gift. With that as a backdrop, he said, we need to understand where the students are coming from. He said that a new hall monitor was hired, a mature person with a good background in dealing with students, Ms. Tanya. The school also has a new security guard who has not worked before in schools but is the son of a former teacher and in this way we are building our community.

On December 3rd, students visited Mohawk Community College. Seniors had a chance to see what it felt like to be on a college campus. On December 6th, we had parent meetings. 61 parents showed up and had a chance to express their opinions. Quincy Koffel volunteered that she has worked with many schools and to have 61 parents show up is remarkable. On December 7th, seven students from OnTECH will be participating in giving out gifts to members of the community. On December 22nd, students will be able to purchase gifts with their earned dineros. Mr. Morris said we are currently in Spirit Week. One celebration day will be Colors, another will be PJ's, then an Ugly Sweater Day and then a Flannel Day. A brief video was shown with students participating in activities.

Trustee Sanford asked, are we able to identify at-risk students? Mr. Morris said that we can and do. It is a combination of input of different metrics. Trustee Sanford asked if parents will come to school about their child when asked. Mr. Morris said that in most instances, but not all, we get partnership from families but many families have many stressors on their lives, preventing them from focusing on their high school students. The Chairperson then thanked Mr. Morris for his report.

5. REPORT OF FINANCE OFFICER

Chairperson Fluker then called upon Mark Chudzicki, CFO, to give the financial report. Mr. Chudzicki said that one of the priorities of his department is to assess the compensation of employees and its competitiveness. We view ourselves as an entrepreneurial school, with the goal of allowing employees to chart areas of their individual interest and expertise. Some of the metrics being considered are compensation to teachers who step above and beyond their normal duties, compensation for coaches, for substitute teaching, for staff who step up to be department chairs, those who can teach courses at a college level, expertise for IT support and data analysis. Chairperson Fluker asked whether the CFO would present the policy to the Board before implementing. He said that he would. On financials for the month, the CFO reported that we are in a positive position with respect to net income of \$128,000. He reviewed the P & L and ledger with respect to major components. Trustee Sanford asked whether Federal Funding to which the school would be entitled was in the report. The CFO replied it was not as it had not been received yet. Trustee McMahon asked in reference to the fact we were down teachers, how many teachers below budget were we. He responded that we were down 4.5 positions. For additional response, Ms. Eagen said we have taken a creative approach to meet this challenge and have engaged students in the classroom through remote online expert teachers for digital arts and Latin language instruction with a teacher on-site.

6. REPORT OF DIRECTOR OF FACILITIES

The Chairperson then called upon Keil White, Director of Facilities to report. With respect to enrollment, Mr. White said that enrollment stands at 250. He reported there were three applicants for the following year 9th grade. He further reported that bathroom repairs were being made in the school building and painting was being done in the Annex.

7. HEALTH & SAFETY

The Chairperson asked the Head of School for a report on Health and Safety. She said, as most know there has been a substantial increase in Covid cases, mostly Omicron. We monitor and report to the County on a daily basis. She said fortunately OnTECH received a substantial number of rapid test kits as a donation from the Synapse School in Menlo Park, CA, where her husband is Head of School. She said as soon as administration becomes aware of an individual Covid case, a test is administered to verify the Covid. A number of teachers have been out because of Covid. Trustee Sanford asked whether State or Federal funds were available to compensate the school for teachers who had Covid. Ms. Eagen said that the school has applied for and received funds for which it was eligible last year. Chairperson Fluker asked whether the school is promoting the booster shot for students. Ms. Eagen responded that for the immediate time the focus was first on getting the basic two shots but had encouraged staff to get the booster.

8. ADJOURNMENT

The Chairperson asked whether there was any further business or new business. Hearing none, he asked for a motion for adjournment. Trustee Sanford moved the motion which was seconded by Trustee McMahon and then carried unanimously.



BOARD OF TRUSTEES MEETING

Minutes January 26, 2022

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom at 5:30 PM

Present:

Kwame Fluker,
Trustee/Chairperson
Steve Kimatian,
Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell, Trustee
Ellen Eagen, Interim Head of School
Mark Chudzicki, CFO/HR
Ta'Quell Morris, Head of Community & Culture
Fran Coudriet, Administrator
Matt Hernandez, Vice-Principal
Keil White, Director of Facilities
Fahtimah Manuel, Hall Monitor
Morgan Boerman, Teacher
Alyssa Cresswell
Ashley Chayka, Teacher
Ahmad Duwaik, Consultant
Dominique Elizabeth, Community Member

1. WELCOME

The meeting was called to order by Chairperson, Trustee Kwame Fluker. After greeting those in attendance he said the Board looked forward to its first meeting of the New Year and he wished everyone a Happy New Year.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on December 15, 2021. Trustee McMahon moved to approve the minutes. The motion was seconded by Trustee Mitchell. There being no further discussion or changes to the minutes the motion was moved to vote and was passed unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen said that the School had just closed its first trimester and was beginning the 3rd trimester. With the cancellation of the Regents examinations by the New York State Board of Education for January, the challenge for schools was to identify ways for measuring performance. She said

a part of the metric of this measurement would be local assessments by the School, including assessment testing such as Renaissance STAR Testing. She mentioned that these assessments are also important because they provide data to determine how to program and support students by establishing benchmark data, identifying gaps and monitoring the closure of gaps. On a separate

but related issue, Chairperson Fluker asked, what then does taking the Regents mean for students who test at low literacy rates? Ms. Eagen said they were at a distinct disadvantage. She said students do have the opportunity to take the Regents multiple times, but the goal is to close the literacy gap; she said that in many instances we will need to close the gap by two years every year for the students to be prepared to take and pass the Regents (specifically we have students who enroll in the 9th grade at a third grade level or below). She explained that this objective was definition and disseminated to the staff and programming was put in place to support this objective.

She said that students need to approach taking these assessments seriously and the English and Math department have been created programming around preparing the students to take these tests seriously. In addition we have been creating a testing master schedule. The next set of tests would start February 7 so we will be able to update the Board at the next meeting.

She explained OnTECH has created different programming to close this literacy gap: Literacy Lab and OnTRACK at OnTECH. "OnTRACK at OnTECH" program is a specific program focused on students who are failing three or more classes. OnTRACK is a program that focuses on completing working and changing the mindset of the students and is supported by the Dean Team - using the hall monitors to support students in this program, leveraged their knowledge of students who spend more time in the hallway than in the classroom and who are late to class. In addition, Ms. Eagen said that since parents are such an essential part of the equation of closing the literacy gaps, there has been an increase in emphasis in reaching out to parents. There has been a focused effort on having advisors contact parents and the data shows our contact with parents has increased by 85 percent. Chairperson Flucker asked what is the method of contact. Hall Monitor Fatimah Manuel said that one way is through Power School and that she enters information into Power School which can then be communicated to parents. Otherwise, phone contact is the primary means of communication along with parents. Teachers have been given explicit instruction on how many parents to communicate with on a weekly basis.

In order to prevent learning loss when students are not able to physically attend school, a distance learning program has been put in place that allows students to connect who are remote due to medical reasons. As a result, remote attendance has tripled in attendance.

Mr. Morris then reported on community and culture. He showed a Tik-Tok video of students speaking about MLK and our opening a food pantry in the spirit of giving and in honor MLK's honor. He was glad to report an exciting win by the JV Basketball team in beating Cooperstown 65-43 in a tournament at Cooperstown. Thereafter, there was a discussion of the senior prom. Ms. Eagen said the seniors were very excited about the event and wearing their caps and gowns. This is OnTECH's first graduating class. Students had the opportunity to share graduation plans. The theme is Enchanted Fores/Under the Stars. A poster was displayed requesting donations to support purchases of prom dresses and accessories. The prom dress drive is from January 8th thru January 24th. Looking ahead, she said the class has a goal of showing appreciation to others on Valentine's Day. Ms. Eagen also said she was excited that the School has been accepted by Say Yes for Education, who would present to families in the coming weeks.

4. REPORT OF DIRECTOR OF FACILITIES

The Chairperson then called upon Keil White, Director of Facilities, for his report. Mr. White

said that progress on projects continues for the Annex such as installation of HVAC, wireless upgrades, acoustic dampening and space dividers. He said that enrollment was currently at a FTE of 271, with 54 students in the graduating class. There were also five students signed up for the next school year.

5. REPORT OF THE CHIEF FINANCE OFFICER

Mark Chudzicki, CFO, was then called upon by the Chairperson to give his report. Mr. Chudzicki said we were on track with the budget with the following variances, revenue being under 10% and expenses also down by 20%. The result was a net positive for our operating cash flow. He said that these figures did not include expected revenue from Title I grants. Staffing is also lower than expected. On the HR front, Ms. Eagen said we recently hired a licensed English teacher, a hall monitor and an substitute for a teacher who will be on maternity leave. We have also engaged a Power School consultant and over winter break we employed some college students from our community to lend a hand. We have been creative during the COVID period by using certified teachers who are remote to deliver material - for example, Mr. Duwaik a certified teacher is supporting the school with economics. Mr. Duwaik spoke to the Board about his enthusiasm for the students who are learning about micro, macro economics and about NFTs.

6. HEALTH & SAFETY

The next subject for discussion was Health & Safety. Chairperson Fluker called upon Ms. Eagen to report. She said that as a matter of procedure we test 25 students and staff every week. If the test pool turns out to be positive, we then test further to find the individuals affected to take the necessary protective steps. She said OnTECH secured several hundred N-95 masks and we have many rapid tests. Covid spiked in the 1st and 2nd week of January and then dropped off significantly. She said we have small staff, so that when one person is out, it does have a direct impact. Trustee McMahon asked whether the mask mandate will be going to the courts for a decision. Ms. Eagen said that the lower court had ruled the mandate unconstitutional, but the decision was stayed and it was now going to an appellate court. Until it is resolved, we will continue to wear masks.

7. ADJOURNMENT

There being no further old or new business, Chairperson Fluker called for a motion for adjournment. He asked the Trustees to stay for a brief Executive session meeting requested by the Interim Head of School re personnel. Trustee Kimatian moved to adjourn the meeting, which was seconded by Trustee Mitchell. There being no further discussion, on vote the motion was unanimously carried by the Board.

Meeting adjourned at 6:45 PM.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes February 16, 2022

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom at 5:30 PM

Present:

Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee, excused
Pastor Willie Mitchell, Trustee
Ellen Eagen, Interim Head of School
Mark Chudzicki, CFO/HR
Matt Hernandez, Vice-Principal
Ta'Quell Morris, Head of Community & Culture
Keil White, Director of Facilities
Teresa Greene, Teacher
Alyssa Cresswell, Teacher
Jeff Clark, Teacher
Ashley Chayka

1. WELCOME

The meeting was called to order by Chairperson, Trustee Kwame Fluker. He welcomed all in attendance.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on January 26, 2022. Trustee Mitchell moved to approve the minutes. The motion was seconded by Trustee McMahon. There being no further discussion or changes to the minutes the motion was moved to vote and was passed unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen reported that starting out in this new year, with Covid receding and students being able to be physically in the building, it was important to put several systems in place.

- Accordingly, she spoke about the Weekly Highlights reports that went out on Sunday evenings that laid out the week for teachers and staff, providing the key elements of the week's activities and expectations for the teachers and staff. She said that emphasis has been placed on Advisory periods where certain information needed to be communicated to students. Every student now has an Advisory and there are Rules as to what is to be

accomplished. Advisors have also been requested to check with five families a week. Meetings are listed and hashtags of the week explained.

- A specific distance learning schedule has been initiated and teachers need to follow through every day to invite and engage distance learners.
- There have been CSC meetings with Liverpool, West Genesee and the SCSD. Mr. White collects and tracks data. IEP's have been updated and connections made with the families.
- Parent meetings have increased in attendance. At the last meeting there were 36 parents, whereas the number had been in single digits before.
- In addition, grade level meetings have been initiated. Mr. Hernandez created a useful spreadsheet of data points of STAR data, attendance, literacy and math levels. Teachers are thereby more fully informed and are better prepared for parent conferences. In the past two weeks, teachers have spoken to over one-third of the families.

Ms. Eagen then asked Mr. Morris, Head of Community and Culture to report on the grade level meetings. Mr. Morris said that the grade level meetings were run by the Deans, including Ms. Fahtimah. He said they are able to draw upon the data collected at the meetings and it is very useful to have that information. Individual action plans are developed for the students based on their data. Chairperson Fluker asked how the master data sheet was populated. Vice-Principal Hernandez said that one input is drawn from STAR data and PowerSchool software is another source.

Local assessments of the students also continue with the STAR testing. Ms. Eagen said that teachers, Greene, Evans and Joyner, have worked with the students on administering these tests. Ms. Greene said that the teachers first picked a day to explain to students why the STAR tests are important to their future. They are reminded that no cells should be used until the end of class. Mr. Bisson and teachers agreed that we need to administer the test regularly and consistently.

Ms. Eagen said that Mr. Joyner, a teacher, did an analysis on the grade level testing. Mr. Joyner said most students are below grade level. They are coming into the school at 4th and 5th grade levels. Data shows the fastest growth is among the 25% of the lowest grade levels. Chairperson Fluker asked when the Board would get to see the next level of STAR tests. The response was that another test would be taken before June. The Chairperson thanked Ms. Eagen for the report.

4. REPORT OF THE CHIEF FINANCIAL OFFICER

The Chairperson then called upon the CFO, Mark Chudzicki, to give his report. Mr. Chudzicki said revenue was under budget approximately two percent, a good part of this being the school not having received federal grant funding. Expenses were also under budget so that the net showed a positive position. He said we are on target to hit the budget for the year. With respect to the Annex, he said that classroom needs were being assessed for the fall.

5. DIRECTOR OF FACILITIES

Mr. White, Director of Facilities was called upon by the Chairperson. Mr. White said that repairs had been made in the lavatories so they are fully functioning. Estimates have been obtained for the cost of a new roof. He said that the security systems had been reviewed with respect to access to the buildings. Mr. White displayed a spreadsheet showing the trend of

applying students per month. Chairperson Fluker asked whether we contact students who have applied but do not follow through with their completed application. Mr. White said that he does follow up with calling those at least a few times to ascertain their intentions. To which the Chairperson asked, can we track why students who have applied have decided not to attend? Mr. White said he does not have those reasons, but that he would look to see if we could somehow determine the answer to that question and capture the information going forward.

6. REPORT ON HEALTH AND SAFETY

The Chairperson asked the Principal for the health and safety report. Ms. Eagen replied that the safety precautions initiated during Covid have been maintained. Precautions continue to be taken. In the event a student or a member of the staff is determined to have the Covid virus, the required testing and quarantine measures are taken. On the return to the classroom the school has not had any issues to date. We follow CDC guidelines and all County protocol with regard to administering regular testing.

7. ADJOURNMENT

There being no further business before the Board, the Chairperson asked for a motion to adjourn. Trustee Kimatian moved to adjourn, which was seconded by Trustee McMahon and carried unanimously by the Board.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes March 30, 2022

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom at 5:30 PM

Present:

Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell, Trustee
Ellen Eagen, Interim Head of School
Mark Chudzicki, CFO/HR
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community & Culture
Teresa Greene, Teacher
Tina Wentworth, Teacher
Tachi Mieses, Teacher
Quincy Koffel, Educational Alchemy
Javier Garcia, Teacher
Dominique, Community Member

1. WELCOME

The meeting was called to order by Chairperson, Trustee Kwame Fluker. He greeted all in attendance and said he was looking forward to hearing the reports.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on February 16, 2022. Trustee Mitchell moved to approve the minutes. The motion was seconded by Trustee Sanford. There being no further discussion or changes to the minutes the motion was moved to vote and was passed unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen said that the school was beginning its third trimester and several exciting initiatives were being undertaken. She called upon Quincy Koffel to speak about the #hashtag campaign. Ms. Koffel said the #hashtag campaign was being launched at the beginning of this trimester. The goal was to help the students feel the empowerment of words and concepts and to initiate the kind of thinking that could inspire their goals. It was also intended to be a unifying campaign where the students felt the sense of standing with each other. Examples were hashtags such as #findyourgreatness, #createjoy, and #westandtogether. Ms. Koffel then played a brief audio

recording of the students' work on this. In concluding, Ms. Koffel thanked Ta'Quell Morris for his assistance in working with the students on the hashtag campaign.

Ms. Eagen said the whole process, was to help students identify the values that define them and connect with the 21 Habits of the Mind - a key design of the charter, supporting social emotional health.

Ms. Eagen then reported on the upcoming Regents examinations and said that the students were taking mock exams to sharpen their abilities. Based on the results, she said we will have a good idea of how students would perform. She reminded the board that the data would be collected and be a driver in the decisions made relating to curriculum. She said that based on the data so far, 44 of 72 senior students were missing credits to graduate or were deficient in specific skills. This was a very challenging issue for the school. She said some districts might pass the students notwithstanding the deficiencies, but that would not be fair to the students or honest appraisals of their work. To address this issue, a special program for the students needing credits has been created, wherein each student knows exactly what he or she needs to do in order to gain the credits to graduate. In many cases, it is just a credit or two. Students have been advised and parents of the students have been advised that a deficiency will prevent the graduation of students who do not make this up. Each student is being given multiple opportunities to obtain the credits.

Ms. Eagen also added that in the key design of the school, OnTECH is allowed to have 5th and 6th year graduates. She then showed the Board the programming schedule for the next 10 weeks that will allow the students to gain credits and graduate. She said, while we have made progress, students still need a lot of seat time. For the first three periods, the focus will be on gaining credits. The classes in the afternoon will focus on recovery and enrichment. In addition, she said the school will be employing ten seniors on track to graduate who will be able to earn money.

A conversation ensued with the board about the specific metrics required by the authorizer to maintain their charter. The Board had a frank discussion regarding the graduation passage rate comparison with the State and District averages. There was a discussion that the local district, SCSD, had announced higher than average graduation rates during COVID - which seems questionable due the nation-wide impact of COVID on education, from attendance to learning loss.

Trustee Sanford asked: "What does the State expect with respect to graduation?" Ms. Eagen said, Regents and Graduation rates. That could be problematic because we are holding to the fact that we are not helping students to prepare for their future by passing them if they have not shown the ability to pass the Regents and have the credits for graduation and be prepared to succeed in college and in careers. She said OnTECH would be compared with the passing rate of the District and State-wide. Administrator Fran Coudriet said that was apparently 77%, the highest ever - during Covid. That compared with 59% in Rochester and 76% in Buffalo, an 11% increase during Covid. Trustee Kimatian stated that during the Covid period, in general schools across the country experienced decreases in graduation rates, unlike New York State schools who seemed to do better. There is definitely a disconnect between what is reported and reality.

Chairperson Fluker thanked Ms. Eagen for her report and her attention to the students needing the path to graduate.

Ms. Eagen then asked Mr. Morris, Head of Community and Culture to give his report. Mr. Morris said that two exciting events for the students were going to see the play ‘Fences’ by August Wilson and planning on seeing MacBeth in two weeks. For many it was the first time seeing a play. He then said 22 students had signed up for Track & Field. Coach Joyner thanked Mr. White for helping make this happen. Mr. Morris said last week was Spirit Week, filled with activities, including Jersey Day and 80’s Day. One student dug out her grandmother’s clothes, Students came in on canes and a Tik-Tok video was shown of the students. There was a basketball game of underclass vs seniors. The underclass won. A video clip was shown of the game.

Mr. Morris said he and his staff were working hard to get students back into school. As a result of Covid, many were missing. It is always heartening to see a student’s interest in school reactivated, “saying I want to get back to school.” Mr. Morris said the last thing he wanted to mention was the plans for a family event on March 31 - Countdown to Graduation - when Say Yes and On Point for College would present.

4. REPORT OF DIRECTOR OF FACILITIES

Chairperson Fluker then called upon Mr. White, Director of Facilities, to give his report. Mr. White said that certain projects were planned, the steps into the Annex were to be repaired and there is the installation of a new AC system in the Annex. He said there was a backup in the Annex caused by an apparent collapse of cast iron pipe underground running to the main connection lines. This was the second time there was a problem with the line. It will cost about \$2,600 to repair. Chairperson Fluker asked whether the broken pipe extends to the city’s responsibility. Mr. White said they had checked and it does not. Mr. White said another project is a replacement of the roof on the annex. Several quotes were obtained in the area of \$70,000. Mr. Chudzicki, CFO, presented the three quotes and explained why he and Mr. White believed Lindsley Roofing was the best alternative. Trustee McMahon asked whether a metal roof had been considered. Mr. Chudzicki said a quote from a metal roof contractor had been obtained but it cost substantially more than the asphalt shingle roofs. Trustee Sanford asked if we were removing all the layers previously? The response was yes they would be taking the roof material down to the plywood and replacing any damaged plywood. Chairperson Fluker asked whether they would be able to complete the roofing in the time allotted and when school was not in session. Mr. White said that had been worked out satisfactorily. Trustee McMahon asked where the roof leaked. Mr. White mentioned there were three locations where the roof leaked. Trustee Chairperson Fluker asked the age of the present roof. Mr. White replied from about 1952 or about 70 years. Chairperson Fluker asked whether work had previously been done on it. Mr. White said that the original roof was still on, probably since 1952, with at least two and three repairs over it. Trustee McMahon asked where the leaks had occurred. Mr. White said that only the flat roof over the sacristy had been leaking and needed repair work done. Mr. White then went on to enrollment and displayed the history of student enrollment over the years. Chairperson Fluker questioned the statistics on a couple of points and a discussion ensued. At this point Mr. White said there were nine new applicants for next year within the last two weeks and that he would keep the Board posted.

5. REPORT OF THE CHIEF FINANCIAL OFFICER

At this point, the Chairperson called upon Mr. Chudzicki, CFO, to give his report. Mr. Chudzicki said both revenue and expenses were under budget, which resulted in a net positive cash flow.

He said there was an expectation of receiving additional grant monies which would be in our March financials. Chairperson Fluker asked what the school headcount was. Mr. Chudzicki said there were 248 students. In October on BEDS day, the number was 242. Mr. Chudzicki then explained that there was an enrollment matter that needed to be addressed. Under its charter, the school was targeted to have a maximum of 360 students this year. But given two years of Covid and the inability to recruit at a person to person “grassroots” level, we were not able to get to that number. Accordingly, he said, it would be necessary to amend the charter as the deviation from the charter maximum should be no more than 15% of that number. He said the administration would come back with a specific proposal.

Chairperson Fluker asked whether in light of that decrease a request for a reduction in mortgage would be needed. The CFO replied that it would be something to examine.

6. REPORT ON HEALTH AND SAFETY

Chairperson Fluker then asked if there was any update on health and safety. Ms. Eagen said that OnTECH will continue with a mask mandate for the next weeks and reassess the situation. There has been a recent uptick in cases nationwide and particularly in central New York.

7. GOVERNANCE

The Chairperson asked if there was any report re governance. Ms. Eagen said there were a couple of items. One was that the Assistant Principal, Matt Hernandez gave notice and left OnTECH to return to a school district he had worked for previously in Memphis, TN. She also reported that a search firm had been contacted to explore initiating a search for a Principal.

There being no further business to come before this meeting, Chairperson Fluker asked for a motion to adjourn. A motion to adjourn the meeting was made by Trustee Kimatian, seconded by Trustee Mitchell and passed unanimously.



CHARTER HIGH SCHOOL

**MINUTES OF BOARD OF TRUSTEES
SPECIAL MEETING**

April 13, 2022

Location: Meeting held at OnTECH 810 Willis Ave 6:00 PM

Present:

Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahan, Trustee
Bill Sanford, Trustee, excused
Pastor Willie Mitchell, Trustee, excused
Ellen Eagen, Interim Head of School
Mark Chudzicki, CFO/HR

1. WELCOME

This special meeting of the Board of Trustees was called to order by Chairperson, Trustee Kwame Fluker. He welcomed those in attendance and stated there was a quorum to proceed.

2. CONSIDERATION OF CHARTER REVISION

The Chairperson then addressed the Trustees, explaining that the reason for the meeting was to consider a revision to the initial charter of the school. He asked the Interim Head of School, Ellen Eagen, to present the specifics of the revision requested. Ms. Eagen said that the initial charter of the school provided for a school maximum population of 360 students. Under the guidelines of the Charter School Office a deviation of approximately 15% below that number was acceptable. However, at this point the number of students enrolled at OnTECH is 242. Accordingly a revision of the initial charter number is required. She then called upon CFO, Mark Chudzicki to present the grade enrollment numbers. Mr. Chudzicki stated the current enrollment percentages with respect to the initial charter numbers and the challenge of recruiting during the lockdown because of the COVID virus. Specifically he said the COVID related restrictions over the past two years reduced or precluded the “grass roots” and in-person enrollment efforts upon which our enrollment plan was critically dependent. Ms. Eagen mentioned that while she was President of the Board and now as Interim Head of School she has been in regular contact with Ms. Vickie Smith, our liaison to the Charter School Office, relating to the enrollment issue. Ms. Smith had noted that COVID affected enrollment for many schools but that she said it was now appropriate to submit an amendment.

Accordingly, the Interim Head of School recommended a maximum population of 300.

After discussion, the Chairperson asked for a motion to revise the fifth year maximum enrollment from 360 students to 300 students with corresponding reduction in years three and

four. A motion was made by Trustee Kimatian, seconded by Trustee McMahon and passed unanimously as set forth in the following resolution:

RESOLVED: On Motion duly made and seconded and passed unanimously, the OnTECH Charter High School Board of Trustees, having conducted a thorough discussion of the reasons why the school population was better served by adopting this motion, as embodied in the minutes attached to this Resolution, has voted to revise the OnTECH fifth-year maximum enrollment from 360 students to 300 students with corresponding enrollment reductions in years three and four. This motion authorizes the Interim Head of School, Ellen K. Eagen, to submit this revision request on behalf of the Board of Trustees. Among the reasons discussed for the motion were that COVID-related restrictions over the past two years reduced or precluded the “grass roots” and in-person enrollment efforts upon which our enrollment plan was critically dependent.

Chairperson Fluker thanked the Trustees for their attention to this issue and wished everyone a good evening.

There being no further business to discuss, the meeting was adjourned at 6:45 PM.

Minutes submitted by:

Steve Kimatian, Board Secretary



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes, Wednesday, April 20, 2022

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom at 5:30 PM

Present:

Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell, Excused
Ellen Eagen, Interim Head of School
Mark Chudzicki, CFO/HR
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community & Culture
Fran Coudriet, Administrator
Kevin Speer, SCSD
Dominique, Community Member

1. WELCOME

The meeting was called to order by Chairperson, Trustee Kwame Fluker. He welcomed all in attendance and wished everyone a good evening.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on February March 30, 2022. Trustee Sanford moved to approve the minutes. The motion was seconded by Trustee Kimatian. There being no further discussion or changes to the minutes the motion was moved to vote and was passed unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen said that the school had just concluded a terrific week of its 2nd Annual "Genius Camp" during the spring break vacation week. It's a week where students who might want to attend OnTECH get a chance to experience high school. Many events are planned for the participants during the week. She said that the leader of the Camp was one of the founding teachers of OnTECH, Ms. Vernold. She then called upon Ms. Vernold to speak about the week. Ms. Vernold reported that students attended and experienced a range of activities. Participants came from a number of different schools in our region. Included among the activities were an introduction to agricultural curriculum, particularly urban agriculture, pottery classes, art classes and many hands-on activities. Coach Jones also joined to engage participants in athletic events. Next, Ta'Quell Morris, Dean of Community & Culture was called upon to give his report. Mr. Morris said the school had held a Countdown to Graduation where 15 parents attended. He

reiterated that Genius Camp was a great success. A father, whose son attended the event, was is a member of the organization Black Men and contributed tickets for the performance of FLY at the Redhouse. Students workers at Genius camp were treated to this event. Ms. Eagen then stated that because of Ms. Vernold's excellent work with Genius Camp, she is going to be Student Engagement Coordinator for the school. These sort of events that allow students to experience OnTECH lead to meaningful applications.

Mr. Morris also talked about creating community and culture amongst the teachers. On Monday of spring break week, teachers gathered for a bowling activity which was a relaxing and enjoyable event for teachers.

Ms. Eagen then spoke about a visit to OnTECH by representatives of Upstate Medical University to present career options for students. Among the careers described were (a) radiologists, (b) phlebotomists, and biotech positions. The opportunities were very encouraging to the students. This was a terrific program sponsored by On Point for College and Say Yes. Students can do two years and then move to Upstate to get a B.S.

Another interesting event that has attracted students is the Investor's Club program by Syracuse University. This is a Saturday program for our students to attend and learn about investing with real money, which they can keep upon graduation.

Student upcoming events include attending the Redhouse to see FLY, Earth Day on April 22nd at OCC, and a trip to Alfred State, a university with many hands-on curriculum offerings. Trustee Sanford asked whether the school has a relationship with Morrisville College. The response was that we do and a Memo of Understanding embodied a reciprocal relationship with them.

Ms. Eagen then reported on the current emphasis of ensuring the graduation of as many students as possible. We are in full swing with the credit recovery programs in the 3rd trimester. Students need 22 credits to graduate. For those who might be short credits, the credit recovery program allows them to gain the credits they might need to graduate. Some students may need just a few credits to fulfill their requirements, only 3-5. Of 71 students, 17 need to gain between 1-8 credits. Some may need to continue beyond this current year to graduate. An individual plan has been created for each student, the data is used to determine what that student needs to exhibit mastery over the material and earn the credit to graduate.

The Chairperson thanked the Head of School for her report.

4. DIRECTOR OF FACILITIES

Chairperson Fluker then called upon Keil White, Director of Facilities for his report. Mr. White reported that the roof work on the Annex has been completed. Issues with the backup of sewer lines in the Annex required a company specializing in underground drainage to evaluate the situation. Chairperson Fluker asked whether the issue was on school property or city property. Mr. White said the company reported it was on the school's property, and required digging down to the pipe itself to determine the location of the blockage. Mr. White further reported that 38 applicants for the next year's class so far and that historically, the greatest number of applicants would be between June and August.

5. DIRECTOR OF FINANCE

The CFO, Mark Chudzicki, was then called upon by the Chairperson to give his report. Mr. Chudzicki went through the revenue flow from the city district, as well as the other districts served by OnTECH. Baldwinsville has two invoices open, Liverpool has three regular and two SPED, North Syracuse one regular and one SPED, Syracuse one regular and one SPED and W. Genesee one regular. Mr. Chudzicki said he expected to obtain payments over the next month. Revenue he reported was under budget, but as expenses were also under budget, there was a net positive to the bottom line. He said that a State Stimulus Grant was submitted. For projects under the grant request, he included the work on the roof and air conditioning of the Annex. Trustee Sanford asked whether we had anyone in Albany that would be an advocate for our submission. Though we do not, Mr. Chudzicki said it would be a good idea in the future to have that support. He further reported that the annual audit for fiscal year 2021-2022 was underway and would be concluded over the next couple of months.

6. GOVERNANCE

The Chairperson then called upon the Head of School for any items under governance. Ms. Eagen said she just wanted to mention that the outing of the teachers bowling event was sponsored by the Sustainable Sciences & Technology Foundation and did not require any monies from OnTECH. She said she was glad to report that an Office Manager was hired to provide a more efficient flow of individuals into the front office space, allowing Mr. White to have his own office adjacent and be able to concentrate on buildings and data input. She said that the submission has been made to the Charter School Office to decrease the enrollment cap of OnTECH to 300 in order to meet the required percent deviation from the cap pursuant to the Special Meeting minutes of April 13, 2022, for which she asked for a motion of approval. On motion by Trustee McMahon, seconded by Trustee Kimatian, the motion approving the minutes was unanimously carried.

7. ADJOURNMENT

There being no further new or old business, the Chairperson called for a motion to adjourn. A motion to adjourn was made by Trustee McMahon, seconded by Trustee Sanford and carried unanimously.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes, Wednesday, May 25, 2022

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom at 5:30 PM

Present:

Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahon, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell, Trustee - excused
Ellen Eagen, Interim Head of School
Mark Chudzicki, CFO/HR
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community & Culture
Fran Coudriet, Administrator
Karl Joiner, Teacher
Patrick Burke, Teacher
Dominique, Community Member

1. WELCOME

The meeting was called to order by Chairperson, Trustee Kwame Fluker. He welcomed all in attendance and said he hoped everyone was enjoying this summer-like weather.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on April 20, 2022. Trustee McMahon moved to approve the minutes. The motion was seconded by Trustee Sanford. There being no further discussion or changes to the minutes, the motion was moved to vote and was passed unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen led off the meeting by saying that it is fair to say that the “Dean Team” hit it out of the park. She said “this is because of the work they did in creating the fabulous Prom” that OnTECH just had for the senior graduating class. She said it was a time for celebration of the first graduating class of OnTECH. She commended the excellent photography work of Javier Ibarra, a science teacher. Ms. Eagen then showed a video of the event. She pointed out that the dresses were beautiful and many had been donated. There were now many photos posted on FaceBook. Staff were able to make connections with beauticians and barbers so that hair and cosmetics could be done professionally. On the day of the Prom, Ms. Graves, Dean of Students, and Ms. Manuel, set up an area to work to assist the students. Others brought in individuals to do nails and hair. One teacher had a connection with a barber shop and also for tuxedos and

suits. All in all, she said, it was a wonderful evening. Ta'Quell Morris, Dean of Community and Culture, said it was a journey and he would be glad to do it all again. The evening was memorialized in photos and video.

With respect to upcoming events, Ms. Eagen brought up the upcoming senior trip to Hershey Park from June 14, 2022, the May 5th Cinco de Mayo festival, the FFA convention and the Mets game that many will attend on May 25. Twenty seven students were scheduled to go on the Hershey trip. Seniors going had to have their grade work up to date and not have had any behavioral issues for the semester.

Ms. Eagen then gave the academic report. On track to graduate were 57 seniors of the class of 72. She said that each student had to earn his or her way. There were no cutting corners in the assessments. Chairperson Fluker asked about the balance of the 15 students not in that group. Ms. Eagen said they will be able to make up credits over the summer since we are a year round school. That will give them an opportunity to graduate in August. Or, since OnTECH offers 5th and 6th year graduation, some students would be able to continue their studies and graduate. She reported that the U.S. History Regents was canceled. The OnTECH students had studied hard for that Regents and were disappointed when it was announced.

The interim head of school then explained how OnTECH approaches Regents. In addition to Regents, we have other means of testing, one being the Starr assessment, others being nontraditional 90% of the students have been tested for Star. For most it was the third test they took this year in English and Math. She called upon Karl Joyner, who is in the new position of data coordinator. He explained that we have a data dashboard for students and collect data points that are then input into each student's dashboard. It is a compilation of attendance, grades and behavior and other assessments. Test results and basic grade metrics are obviously a part of the dashboard. The goal is to best understand the proficiency of each student. For example, the results of the adaptive grammar program "Quill" provides a host of data about the student. Trustee McMahan asked what Quill did. Karl replied that it is a program that dissects the different parts of grammar used by the student and then produces data that enables the teacher to know whether the student needs help with sentence structure or spelling or punctuation, etc.

Moving on to other topics, Ms. Eagen said that given the issues of gun violence, the school conducted a random search this morning. No issues turned up, but it is a step toward ensuring a safe school. Chairperson Fluker asked how the school goes about conducting a search. Ms. Eagen asked Mr. Morris to explain. Mr. Morris said that the searches are random and are done at the time of the day starting with the students entering the school. Unfortunately, Ms. Eagen said, many of our students are familiar with the danger of guns and many know young persons who have been killed or injured. Parents appreciated the attention paid to this part of school safety. Ms. Eagen stated that the issue of guns and violence sadly reflects the way kids have to live today, fearful of being out and about, of just being kids; she illustrated this with a discussion had with students in Participation in Government Class.

4. DIRECTOR OF FACILITIES

Chairperson Fluker then called upon Ms. Eagen to give the report for Mr. White, Director of Facilities, who was not able to attend the meeting. She reported that repairs had been completed to the stairs leading to the door of the Annex. The school is investigating the cost of purchasing additional air filters to maintain the interior environment of the school. She then mentioned that

given the fact that many students often don't have access to a safe place to sleep, if the Admin building could be renovated to a standard where it could accommodate students overnight, we would be taking a major step toward helping students cope - this has been part of the vision of the school since the beginning and was a topic at the board retreat last fall. Trustee Sanford suggested that we have a conversation with the County Executive toward this end.

Ms. Eagen also stated that one objective toward recruitment and enrollment is to develop an identifiable brand for OnTECH. She said that the marketing firm of Cowley Associates was working on a campaign they would present to the Board. The campaign is built around our best recruiting asset, our students. Students will be the spokespersons talking about their experience at OnTECH. Trustee Sanford said it might be a good idea to tap into the knowledge of experts in the local community having marketing experience. He suggested it would be on a pro bono basis. He will check into it.

5. FINANCIAL REPORT

The Chairperson then called upon Mark Chudzicki, CFO, to give the financial report. The Trustees had been emailed a detailed finance report for the prior month, along with projections and a comparison to the prior year. Mr. Chudzicki discussed the financial data with the Trustees on revenue flow, expenses and the net, which was positive. He reviewed the expenses of the P&L. A revised budget had been prepared and submitted to the CSO to reflect the reduction in student class size. This correlates to the charter amendment that was submitted to the Regents. The CFO stated that we expect to receive federal grants that we had applied for earlier in the year. He said that our projections show we will either meet or exceed our revenue budget. Expenses are projected to be under budget. With respect to the budget balance, Mr. Chudzicki said that we need to reserve monies for capital improvements of the buildings, paying off the mortgage and for contingencies. He then reported that we were in the middle of the annual audit and that the data and information for the auditors was being gathered.

6. GOVERNANCE

The Chairperson then called upon the Head of School for any items under governance. Ms. Eagen said she would like to bring the matter of hiring teachers. Though our teacher retention is good, we need to continue to anticipate the future needs with a growing school population. She said it is challenging to find teachers, particularly those with a speciality. She said we recently hired an excellent candidate who started on June 1, 2022. Trustee Sanford asked whether the difficulty in hiring teachers has hurt our progress. To date, Ms. Eagen said it has not, but she said that it has become increasingly difficult to find good candidates. For example, ads on Indeed are not yielding responses. At the same time, she said, we have been resourceful in using our staff and they have responded very well. For example, we have a veteran teacher going into classes and reviewing other teachers. We have teacher coordinator positions which align with the interests of the teachers. We have teacher coordinators as liaisons for CNY Works, Arts Enrichment and Regents recovery. Many teachers want to become administrators and these positions provide an opportunity for them to gain experience in managing a group.

For safety, we have hired a Part Time cleaning person to maintain the school during the day. We will also be getting a new nurse from the SCSD.

7. ADJOURNMENT

There being no further new or old business, the Chairperson called for a motion to adjourn.

A motion to adjourn was made by Trustee Sanford, seconded by Trustee McMahon and carried unanimously.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes, June 22, 2022

Location: Meeting held at OnTECH 810 Willis Ave and via Zoom at 5:30 PM

Present:

Kwame Fluker, Trustee/Chairperson
Steve Kimatian, Secretary/Treasurer
Karen McMahan, Trustee
Bill Sanford, Trustee
Pastor Willie Mitchell, Trustee - excused
Ellen Eagen, Interim Head of School
Fran Coudriet, Administrator
Vicki Smith, CSO
Simeon Stolzberg, CSO
Mark Chudzicki, CFO/HR
Ta'Quell Morris, Head of Community & Culture
Morgan Boerman, Teacher
Teresa Greene, Teacher
Kevin Speer, Teacher
Javier, Teacher
Dominique Elizabeth, Community Member

1. WELCOME

The meeting was called to order by Chairperson, Trustee Kwame Fluker. He welcomed all in attendance and said with the days being close to the end of the third semester, soon the summer semester would be starting and before we blinked summer would be over and the fall would be here.

2. APPROVAL OF MINUTES TO PRIOR MEETING

The Chairperson then asked for approval of the previously distributed minutes of the last meeting on May 25, 2022. Trustee Sanford moved to approve the minutes. The motion was seconded by Trustee McMahan. There being no further discussion or changes to the minutes, the motion was moved to vote and was passed unanimously.

3. REPORT OF PRINCIPAL

The Chairperson called upon the Interim Head of School, Ellen Eagen, to give her report. Ms. Eagen led off the meeting by saying that we were close to the most exciting time of the year, graduation of the first graduating class of OnTECH on June 25. She said that the venue for the graduation was the Everson Museum. Tickets to the graduation ceremony were like "gold." The students were eagerly awaiting the day, many having to make sure they earned the necessary

credits, completing their end of semester exams and just coming off the recent excitement of the senior prom.

Ms. Eagen said that the students also had their 2nd annual field day last week and in the morning of the field day, the 10th and 11th graders had completed mock regents examinations. She called upon teacher, Ms Greene, to speak about field day. Ms. Greene said that it was a great time for the students. They thoroughly enjoyed it. About 175 students participated. The 11th graders won the kickball shootout, there was ice cream for everyone and the traditional pie-in-the face ended the day.

Ms. Eagen then called upon Mr. Morris, Head of Community & Culture, to talk about the senior trip to Hershey Park. Mr. Morris said the students had a great time. Only those who met the grade and behavior requirements were able to participate. It was a two day trip. The students behaved very well, he reported. There were rides at Hershey Park, games to play, a pool to swim in. Many had never experienced going to an amusement park and staying in a hotel. Aliciana, who was on the trip, was asked to make a comment about it. She said it was great fun and the games were terrific. Mr. Morris said he was happy to report seeing many smiles, even some students who rarely smiled were smiling. It was a great event and a memorable one for the senior class. Between that event, the terrific prom and the upcoming graduation at the Everson, the senior had memories they would never forget.

Ms. Eagen then gave some statistics about the graduating class. Of the total class, 77% will be graduating in June. Some needed to make up credits and would be graduating at the end of the summer. Fifteen of the students were LTA (Long Term Absences) and the fact that they were motivated and able to graduate is an indication of the kind of encouragement and motivation. OnTECH has been able to give these students.

5. FINANCIAL REPORT

The Chairperson then asked the CFO, Mark Chudzicki, to give the financial report. Mr. Chudzicki said that enrollment was good and matching the pace of the prior year. Given the past as a benchmark, he said that enrollment should continue throughout August. He said the annual audit was progressing smoothly and should be completed timely. With respect to finances, we are close to our revenue budget. The budget was conservative and so expenses are under budget and there will be a net positive projected for the end of the year. Mr. Chudzicki then went through the major lines in the revenue and expense budget indicating which ones were over and under in a significant way. He reported that to date we have paid \$330,000 toward our mortgage principal. Fix assets were at \$210,000, most of that amount being computers. They will show up as depreciation.

6. REPORT OF DIRECTOR OF OPERATIONS

The Chairperson called upon the CFO to deliver the report on operations, as Mr. White was unable to attend the meeting. Mr. Chudzicki said that there were several projects underway. One was the HVAC upgrade for the Annex building. That is in progress but there is a potential supply chain issue that may impede the completion date. A section of the Annex is being painted which will be done before school starts in September. The keypads to entries are being reset to better ensure security. The school classroom floors are being re-coated with polyethylene to clean and secure the surfaces. This will be completed before the end of August. Summer school will end mid-August.

7. HEALTH & SAFETY

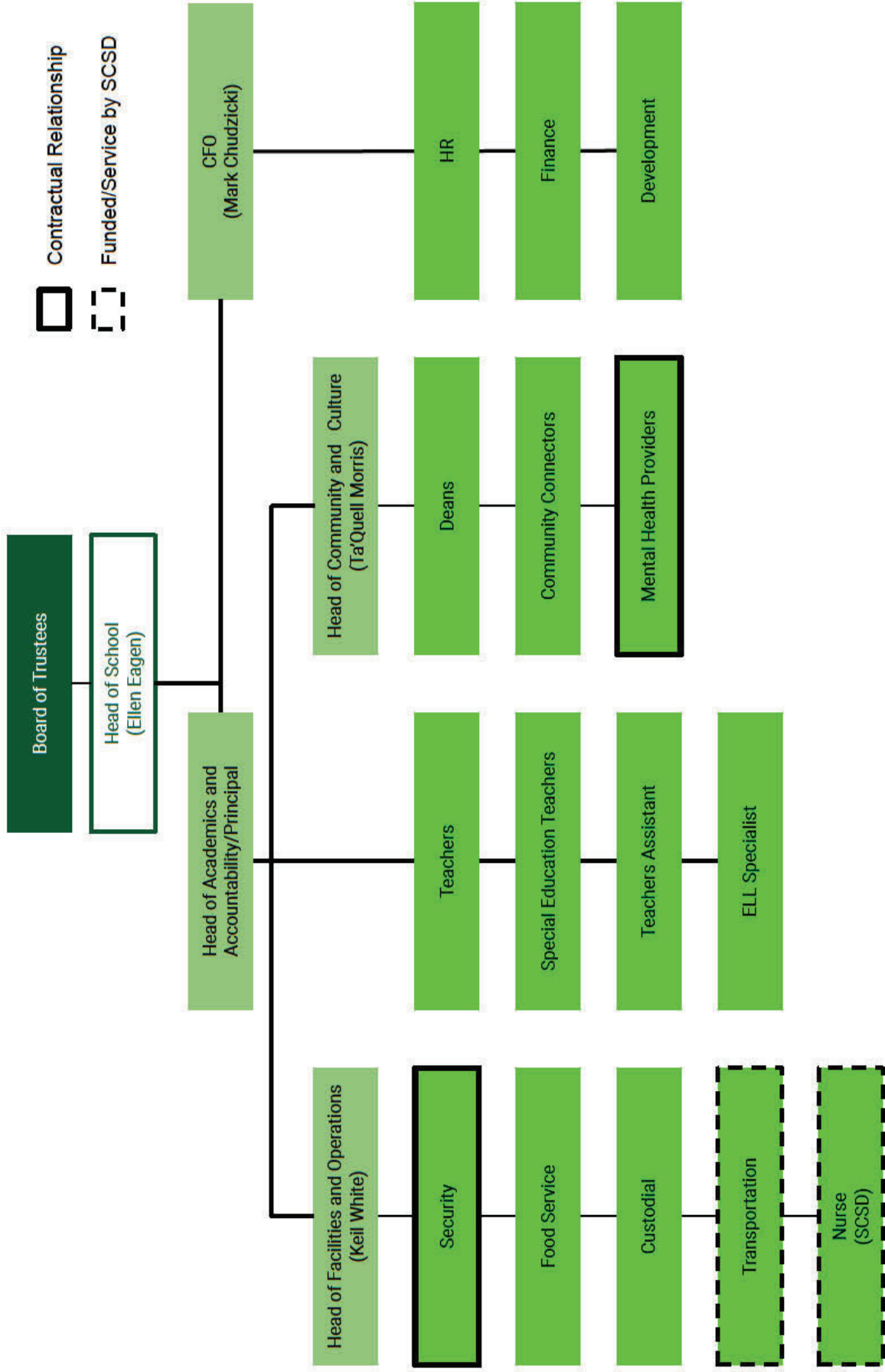
The Chairperson called on the Head of School to report on current health conditions. Ms. Eagen said that though Covid is not posing the severe threat as before, when students are working closely, masks are still worn. She said with OnTECH being a year round school, students were looking forward to an exciting summer session. It will feature many fascinating subjects, such as performing arts and agriculture classes. The summer session also offers students the opportunity to work and earn money. We will hear more about this at future meetings.

8. ACCOUNTABILITY /GOVERNANCE

The Chairman then said that the June Board meeting is usually the annual meeting date, however given how much has been covered and the time, he asked whether it would be preferable to hold the annual meeting at the July meeting. He asked for the will of the Board and if that was the case, a motion was requested (a) to move the meeting date of the annual meeting to July and (b) to continue the officers in place until the July/annual meeting and (c) to approve new trustee terms for Trustees Kimatian, McMahan and Mitchell. He noted that the bylaws allow for officer holders to remain in office until their successor is chosen. A motion was made by Trustee Fluker and was seconded by Trustee Sanford and on vote carried unanimously.

9. ADJOURNMENT

There being no further business, a motion to adjourn was made by Trustee McMahan, seconded by Trustee Mitchell, and on vote carried unanimously. Ms. Eagen said she looked forward to seeing everyone at graduation.



OnTECH Charter High School: School Calendar 2022-2023

This calendar is built assuming we will take all snow days as virtual learning days

September 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(18 Days/117 hrs.)

October 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(20 Days/130 hrs.)

November 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(17 Days/110.5 hrs.)

December 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(16 Days/104 hrs.)

January 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(20 Days/130 hrs.)

February 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

(15 Days/97.5 hrs.)

September

- 1 Staff Attendance Day
- 2 Staff Attendance Day
- 5 Labor Day
- 6 Staff Attendance Day
- 7 First day of classes - Grade 9
- 8 First day of classes - Grades 9, 10
- 9 First day of classes - Grades 9, 10, 11, 12

October

- 10 Indigenous People's Day/ Columbus Day
- 14 Halfway Point Trimester 1

November

- 8 Staff Day/Election Day
- 11 Veteran's Day
- 22 Trimester 1 Ends
- 23-25 Thanksgiving Recess

December

- 23-30 Holiday Recess

January

- 2 Holiday Recess
- 16 Dr. Martin Luther King Day
- 13 Halfway Point Trimester 2
- 24-27 Regents Exams

February

- 20-24 President's Day/ Winter Recess

March

- 10 Trimester 2 Ends

April

- 3-10 Spring Break/Good Friday & Easter
- 28 Halfway Point Trimester 3

May

- 29-30 Memorial Day Holiday
- *30 Contingency Day

June

- 1 U.S. History and Government Regents
- 9 Trimester 3 Ends
- 14-16 Regents Exams
- 19 Juneteenth Observance
- 20-22 Regents Exams
- 24 Graduation

July

- 1-5 Holiday
- 10 First day of summer session
- 7, 14, 21, 28 Fridays off

August

- 4, 11 Fridays off
- 16-17 Regents Exams
- 18 Staff development day

March 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(23 Days/149.5 hrs.)

April 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(14 Days/91 hrs.)

May 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(21 Days/136.5 hrs.)

June 2023				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(16 Days/104 hrs.)

July 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

General Information and Fire/Life Safety History

Inspection Date:

8/18/21

1. Primary Use:

INSTRUCTIONAL

2. Fire Sprinkler System?

No

2a. Sprinkler alarm?

No

3. Fire Hydrant System?

Yes

3a. Hydrant Ownership:

Public owned

4. Building Ownership:

Owned

5. Leased To Others?:

No

6. Square footage:

24700

8a. Fire drill manuals distributed?

Yes

8d. Average evacuation time:

1 minutes 30 seconds

8e. Arson/Fire Prevention?

Yes

8f. Prevention/Evacuation Training?

Yes

9. Fire Dept. notified via alarm?

N/A

10. Any Fires?

No

10a. Number of fires:

Not Applicable

10b. Number of injuries:

Not Applicable

10c. Cost of Damage:

Not Applicable

Inspector Notified of previous fire report?

Yes

FIRE & EMERGENCY DRILLS

	Date	Type
1	Sep 21, 2020	Evacuation
2	Sep 23, 2020	Evacuation
3	Sep 25, 2020	Evacuation
4	Sep 30, 2020	Evacuation
5	Oct 1, 2020	Evacuation
6	Apr 21, 2021	Lockdown
7	Apr 19, 2021	Evacuation
8	May 21, 2021	Evacuation
9	Oct 19, 2020	Lockdown
10	Oct 21, 2020	Lockdown
11	Oct 23, 2020	Lockdown
12	Nov 9, 2020	Evacuation

Insufficient Fire & Emergency Drills Reason

-

Initial Inspector

Dennis Aguayo

Phone #: (Phone Number) (315) 448-8133

Certification #: (Certification Number) 0619-0200

Email: daguayo@syr.gov.net

Building Administrator

Keil White

Phone #: (Phone Number) (315) 396-0558

Building Overview

ID: 421800868002

District Location: ONTECH CHARTER HIGH SCHOOL

Building Type: INSTRUCTIONAL

Name & Address: ONTECH CHARTER HIGH SCHOOL
810 WILLIS AVENUE
SYRACUSE, NY 13204

Inspection History

Date Created: Sep 3, 2021

Created By: peter.white

Date Modified: Sep 3, 2021

Modified By: jana.rogers

Date Certified: Sep 3, 2021

Certified By:

Certificate History

Certificate Type

Date Certified

Certified By

Certificate of Occupancy

Sep 3, 2021

jana.rogers

Non-conformances

Item	Date Corrected	Date Reinspected
14A-2	Aug 30, 2021	Aug 30, 2021
17E-1	Aug 30, 2021	Aug 30, 2021
17H-2	Aug 30, 2021	Aug 30, 2021



CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:
ONTECH CHARTER HIGH SCHOOL
810 WILLIS AVENUE
SYRACUSE, NEW YORK 13204

Building ID: 421800868002

DISTRICT:
ONTECH CHARTER HIGH SCHOOL
ELLEN EAGEN
810 WILLIS AVE
SYRACUSE, NEW YORK 13204

Issuance Date: August 01, 2022
Effective Date: August 01, 2022
Expiration Date: August 01, 2023


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED