

Application: OnTECH Charter High School

Francis Coudriet - [REDACTED]
Annual Reports

Summary

ID: 0000000203

Status: Liaison Review

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Sep 30 2020

[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 2019-20 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, 2020)** 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 421800861125

a1. Popular School Name

OnTECH Charter High School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

SYRACUSE CITY SD

d. DATE OF INITIAL CHARTER

12/2016

e. DATE FIRST OPENED FOR INSTRUCTION

9/2018

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

At Risk Student Population.

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.

KDE 2

Career & Technical.

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. 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 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 MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

200

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

160

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10

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 2020-2021?

No, just one site.

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	[REDACTED]	Syracuse	9-11	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jana Rogers	[REDACTED]		[REDACTED]
Operational Leader	Keil White	[REDACTED]		[REDACTED]
Compliance Contact	Jana Rogers	[REDACTED]		[REDACTED]
Complaint Contact	Ellen Eagen	[REDACTED]		[REDACTED]
DASA Coordinator	Omar Gonzalez	[REDACTED]		[REDACTED]
Phone Contact for After Hours Emergencies	Ellen Eagen	[REDACTED]		[REDACTED]

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, 2020.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy OnTech.pdf](#)

Filename: Certificate of Occupancy OnTech.pdf **Size:** 106.7 kB

Site 1 Fire Inspection Report

[Fire Inspection Report.pdf](#)

Filename: Fire Inspection Report.pdf **Size:** 75.8 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

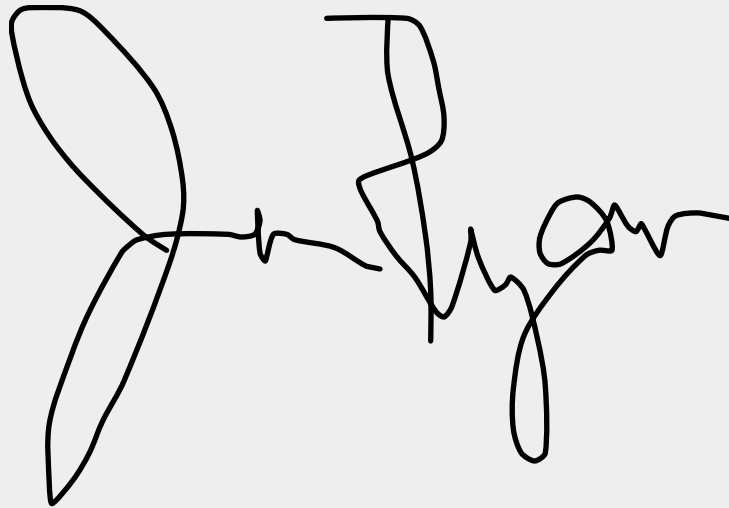
Name	Ellen K Eagen
Position	Board President
Phone/Extension	[REDACTED]
Email	[REDACTED]

p. 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. Check **YES if you 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

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "John F. Ryan".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and clearly legible, reading "Ellen Kuznetsov".

Date

Aug 3 2020

Thank you.



Entry 2 NYS School Report Card

Completed Sep 30 2020 Hidden from applicant

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

ONTECH CHARTER HIGH SCHOOL 421800861125

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/essa.php?year=2019&instid=800000089183>

Entry 3 Progress Toward Goals

Completed Nov 3 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or 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".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-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, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic 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”.

2019-20 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
		Annual Regents testing for every tested subject. Algebra Aggregate passing or exempt		100% of students were eligible to take the Regents Exams in the follow subjects: Algebra and Living Environment (9th grade)

Academic Goal 1	Aggregate Annual Regents Goals Meet State Average.	<p>rate of 87% for 9th and 10th graders. Goal met as compared to the State passing rate of 71%.</p> <p>Living Environment aggregate passing rate of 75% for 9th and 10th graders. Goal Met as compared to State passing rate of 73%</p> <p>Global Studies - Goal met (including exemptions). 84% of students received exemptions for the Global Studies Regents in the 10th grade cohort. Goal met as compared to State passing rate of 79%</p> <p>Geometry - Goal Met. 96% of our eligible students received exemptions for the Geometry Regents as compared to the State average of 70%.</p> <p>Chemistry - Goal met. 86% of eligible students in the 10th grade</p>	Met	<p>Algebra/Geometry, Living Environment/Chemistry, Global, and ELA (10th grade)</p> <p>Nevertheless, students were unable to sit for Regents due to COVID and as such were eligible for exemptions.</p> <p>Because we knew that many students struggle to pass the ELA regents, we wanted to give our students as many chances to pass the exam as possible and began preparing them in 10th grade to take the ELA exam, as is common in many schools. In the past year we revamped our ELA curriculum to focus more on writing and grammar as well as literacy as a foundational unit in all grades. Notably, students have multiple opportunities to pass the ELA exam in the coming years.</p>
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		<p>cohort received exemptions for Chemistry as compared to the The State passing rate of 73%</p> <p>*All passage rates from NYS are from 2018</p>	<p>.....</p> <p>ELA - Goal not met (including exemptions). 81% of our students in the 10th grade cohort received exemptions for ELA as compared to State passing rate of 84%.</p>
		<p>Cohorts Regents testing goals for ELA, math, science, Global History and US History</p> <p>.....</p> <p>Algebra - Goal met (including exemptions) 92 % of students passed or received exemptions on the Algebra Regents in 10th grade cohort. Goal met as compared to the State passing rate of 71%.</p> <p>81% of students passed or received exemptions on the Algebra Regents in the 9th grade cohort. Goal met as compared to the State passing</p>	<p>Because we know that many students struggle to pass the ELA regents, we give our students as many chances as possible to pass the exam and begin preparing them in 10th grade to take the ELA exam, as is common in many schools. We revamped our ELA curriculum in all grades to focus more on writing and grammar as well as literacy. However, students have multiple opportunities to pass the ELA exam in the coming years.</p> <p>For the Living Environment</p>

<p>Academic Goal 2</p>	<p>Cohort Regents Testing Goals Meet State Average.</p>	<p>rate of 71%</p> <p>Living Environment- Goal met (Including exemptions) 83% of students passed or received exemptions on the Living Environment Regents in the 10th grade cohort. Goal met as compared to the State passing rate of 73%.</p> <p>Global Studies - Goal met (including exemptions). 84% of students received exemptions for the Global Studies Regents in the 10th grade cohort. Goal met as compared to the State passing rate of 79%</p> <p>Geometry - Goal Met. 96% of our eligible students received exemptions for the Geometry Regents as compared to the State average of 70%.</p> <p>Chemistry - Goal met. 86% of eligible students in</p>	<p>Met</p>	<p>regents in 9th grade, we have created a two-year Living Environment program to provide more in depth programing and additional opportunities for students to continue to successfully attempt to pass the Regents exam.</p> <p>We provide multiple opportunities to our students to pass Regents exams and sit students multiple times to practice taking the full exam. Many of our students have test anxiety and sitting for the test multiple times supports their test-taking skills.</p> <p>.....</p> <p>Living Environment- Goal not met (Including exemptions) 65% of students passed or received exemptions on the Living Environment Regents in the 9th grade cohort. Goal met as compared to the State</p>
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		<p>the 10th grade cohort received exemptions for Chemistry as compared to the State passing rate of 73%</p> <ul style="list-style-type: none"> • All passage rates from NYS are from 2018 		<p>passing rate of 73%.</p> <p>ELA - Goal not met (including exemptions). 81% of our students in the 10th grade cohort received exemptions for ELA. State passing rate is 84%.</p>
Academic Goal 3	80% Percent of The Aggregate Cohort Graduation Rate.	4 year and 5 year graduation rate for all students	Unable to Assess	Data not available at this time. This information will be available when we have graduating cohorts. Our current graduating cohorts were too small of a sample size to qualify under the minimum group size in ESSA .
Academic Goal 4	80% Percent of The Subgroup Cohort Graduation Rate.	4 year and 5 year graduation rate for students identified as economically disadvantaged, students with disabilities, and English language learners	Unable to Assess	Data not available at this time. This information will be available when we have full graduating cohorts. Our current graduating cohorts were too small of a sample size to qualify under the minimum group size in ESSA .
		% of cohort that has passed 3 out of 5 Regents exams required for		

Academic Goal 5	75% Percent On Track to Graduate.	<p>graduation by their 3rd year of high school</p> <p>.....</p> <p>Goal met early: 80% of our students have passed or received exemptions for 3 or more Regent exams by the end of their 2nd year of high school.</p>	Met	
Academic Goal 6	80% Percent of The Aggregate Student Persistence.	<p>% of students in a cohort that remain enrolled until they graduate from the high school program.</p> <p>.....</p> <ul style="list-style-type: none"> • However we do have 2 students who came to us as overage, undercredited students in the 2014 cohort. Both students graduated in June of 2020. (6 year graduates) • We had an ELL student in the 2017 cohort who aged out of our program before he could graduate. • We do not have data for any graduating Cohort that satisfies the 	Unable to Assess	Data not available at this time because we do not have a full sample size that satisfies the minimum group size definition under ESSA. This information will be available when we have our first full graduating cohort in 2022.

		minimum group size definition under ESSA.		
Academic Goal 7	80% Percent of The Subgroup Student Persistence	<p>% of students identified as economically disadvantaged, students with disabilities, and English language learners in a cohort that remain enrolled until they graduate from the High school program</p> <ul style="list-style-type: none"> • However we do have 2 students who came to us as overage, undercredited students in the 2014 cohort. Both students graduated in June of 2020 (6 year graduate). • We had an ELL student in the 2017 cohort who aged out of the program before he could graduate. 	Unable to Assess	Data not available at this time because we do not have a full sample size that satisfies the minimum group size definition under ESSA. This information will be available when we have our first full graduating cohort in 2022.
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 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”.

2019-2020 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	Evaluations (that include a self evaluation) are completed at all tiers of the organizational chart. Specifically, the board conducts an evaluation during the year of the administrative	Met	

	improvement in student learning.	tier and meets with them regularly.		
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 captured in job descriptions and represented in the organizational chart. In Second year, the Board hired a person with focus on HR who reviews job descriptions and revises job descriptions based on the needs of a growing school.	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.	School uses email, group text, group chat and weekly in person meetings to communicate and address systemic issues and thought-partner on decisions. School at its inception valued egalitarian style organization structure; with growth School is consistently considering relevance of tiered hierarchical structure.	Met	
		The school has		

<p>Org Goal 4</p>	<p>The school successfully recruits, hires, and retains key personnel, and makes decisions when warranted to remove ineffective staff members.</p>	<p>used many website platforms as well as word of mouth and print media to recruit and hire and retain. 100 percent of the teaching staff wanted to return after the second year. However a decision was made to remove ineffective staff members. Leading up to this point, evaluations were completed by internal evaluators and proper documentation was maintained to support removal.</p>	<p>Met</p>	
<p>Org Goal 5</p>	<p>The school is fully staffed with high quality personnel to meet all educational and operational needs, including finance, human resources, and communication.</p>	<p>The school is currently fully staffed with teachers and administration.</p>	<p>Met</p>	<p>While the school is fully staffed with high quality personnel meeting all the education and operations needs, there is an absence of an executive director. The last ED was not a good fit for the school community. For purposes of COVID and also because the school is running effectively, the Board decided not to do an</p>

				immediate search for ED position but will do so this spring.
Org Goal 6	The school has established structures for frequent collaboration among teachers.	Departments have common planning periods. In addition, teachers are paired with a consultant teacher who reviews and modifies the lesson plans, focussing on differentiation and enrichment. In addition, teachers meet weekly in department meetings, grade-level meetings and also attend a weekly all-staff meeting. We feel collaboration stems from authentic community - our teachers, families and admin participate in mindfulness sessions twice a week together.	Met	
		All staff go through a rigorous application process that includes roundtable discussions with administration, staff and student		

<p>Org Goal 7</p>	<p>The school ensures that staff has requisite skills, expertise, and professional development necessary to meet students' needs.</p>	<p>groups and Board members. Resumes, including reference checks, are carefully reviewed and reference checks are made prior to offers being made. Professional development is routinely given, and additional professional development is offered based on needs and passions of individuals, groups and the organization. Noted our Head of Academics has five years of experience of heading professional development for BOCES; training for New York State for DASA and fine arts standards in addition to Google education skill set.</p>	<p>Met</p>	
		<p>The school has a teacher evaluation process. Teachers receive at least two walk through evaluations and are scored on a rubric based on our key design</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>elements. Teachers received a full observation by an internal evaluator, capturing standard best practices. Teachers review and discuss all evaluations with the Head of Academics. In addition, due to COVID, our teachers receive weekly online “walkthrough” evaluations during the remote learning periods of our hybrid model.. These “walkthroughs” are discussed with the Head of Academics.</p>	Met	
Org Goal 9	<p>The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.</p>	<p>Teachers have weekly all staff meetings in addition to weekly individual meetings with the Head of Academics. In addition, climate surveys are regularly issued to gauge teacher satisfaction and gather feedback on whether the school is advancing its key design elements. Staff are welcomed</p>	Met	

		at board meetings where feedback is solicited. Board members make themselves available to teachers for feedback and dialogue.		
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

2019-2020 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.	<p>Yes, the school has a comprehensive accounting system that maintains accurate records of all revenue and expenses, as well as providing necessary data for filing of all required reports. The school has engaged Charter School Business Management (CSBM) for billing procedure and maintenance of books. In addition, the school has hired a CFO who receives consultation from CSBM. The budget year is allocated monthly for all financial lines and is reviewed on an ongoing basis each month and during the fiscal year. The Board of Trustees plans a pre-board meeting to review the budget in detail before approving.</p>	Met	
	The school sets budget objectives and regularly	Budget objectives are set annually and analyzed on an ongoing basis. Budgets are reviewed by administration and		

Financial Goal 2	analyzes its budget in relation to those objectives.	by the Board of Trustees at monthly board meetings to ensure that the school stays on track with its budget plan.	Met	
Financial Goal 3	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.	Yes. The school planning extends over a five year period, with projections for core needs of the student population and instructional needs, as well for building and facility maintenance. Contingencies are assessed and monies are segregated based on anticipated major projects. The school takes a fiscally conservative approach to revenue and expenses. During the 20-21 school year, the Board and CFO built in COVID contingencies, which are constantly reassessed.	Met	
	The school has and	The school has a Handbook of Fiscal Policies that is		

Financial Goal 4	follows a written set of fiscal policies.	regularly reviewed by the Board and that is vetted by independent auditors.	Met	
Financial Goal 5	The school has complied with state and federal financial reporting.	Yes. The school has complied with all state and federal reporting requirements and has timely met all filings of Title reporting, CSP grant reports, State Stimulus grant reports and has a clean audit with no deficiencies of its operations.	Met	

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Sep 30 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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

VictoriaGiarratano-BOT-FinancialInterest-DisclosureForm

Filename: VictoriaGiarratano BOT FinancialIntere 0NSIqNZ.pdf **Size:** 98.3 kB

OnTECH_Karen_J_McMahon_Financial Interest Disclosure_7-31-20

Filename: OnTECH Karen J McMahon Financial Inter edCQsMf.pdf **Size:** 173.0 kB

EllenEagen-OnTECHBoard-FinancialDisclosure2020

Filename: EllenEagen OnTECHBoard FinancialDisclosure2020.pdf **Size:** 120.4 kB

StephenKimatian-BOT-FinancialInterest-DisclosureForm

Filename: StephenKimatian BOT FinancialInterest F1IonZR.pdf **Size:** 113.7 kB

WillieMitchell-BOT-FinancialInterest-DisclosureForm

Filename: WillieMitchell BOT FinancialInterest D CtAgxw2.pdf **Size:** 64.7 kB

JohnStegeman-BOT-FinancialInterest-DisclosureForm

Filename: JohnStegeman BOT FinancialInterest Dis zrchwFA.pdf **Size:** 97.3 kB

EskedarGetahun-OnTECH-BOT-FinancialDisclosoure-September2020

Filename: EskedarGetahun OnTECH BOT FinancialDis ljbLb9a.pdf **Size:** 216.3 kB

Entry 8 BOT Membership Table

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 8 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 421800861125

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and 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 2019-2020
1	Ellen K. Eagen	Chair	Committee of the Whole	Yes	2	07/01/2018	06/30/2021	12
2	Willie Mitchell	Vice Chair	Committee of the Whole	Yes	1	08/28/2019	06/01/2022	12
3	Stephen Kimatian	Treasurer	Committee of the Whole	Yes	2	07/01/2019	06/01/2022	12
4	Karen McMahon	Trustee/Member	Committee of the Whole	Yes	1	12/19/2019	06/01/2022	8
5	Victoria Gerratanno	Trustee/Member	Committee of the Whole	Yes	1	7/01/2018	7/29/2020	7
6	John Stegemen	Vice Chair	Committee of the Whole	Yes	2	07/01/2019	08/28/2019	5 or less
7	Eskedar Getahun	Trustee/Member	Committee of the Whole	Yes	1	12/20/2017	12/19/2019	5 or less
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, 2020	5
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2019-2020

14

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Sep 30 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

[ToUpload-2020AnnualReport-BoardMinutes](#)

Filename: ToUpload 2020AnnualReport BoardMinutes.pdf **Size:** 1.2 MB

Entry 10 Enrollment & Retention

Completed Sep 30 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

ONTECH CHARTER HIGH SCHOOL 421800861125

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	For this past year recruitment efforts, OnTECH used several media platforms. Thematically	

the messaging was focused on “ReThink” High School, given the fact that OnTECH had several new approaches to the instructional curriculum. Another variance of messaging was the “Finding Genius” branding. The ad emphasized OnTECH’s message that all students have the ability to perform well and the objective of the OnTECH mission was to find the passion in each student - especially students who had not been successful in traditional school settings. The strategy was to use each of the media platforms individually and in concert with the other media platforms to enable the widest reach into the community.

We added to our branding themes of “ReThink High School” and “Finding Genius” with a creative approach. Since we know that many students like graphic novels and animated video, OnTECH developed a graphic character who represented a person coming from another world and was looking for a great school. Among the key tag lines were the phrases, “I searched the universe” and “I’m glad I landed at OnTECH” followed by “You will be, too” This graphic person was included in all the promotional campaigns, in print, on rack cards and flyers, on billboards and in digital, social media and Facebook advertising. There was even a life-size cardboard cutout of our graphic person that we

brought to Festivals and live events. This added component to our advertising to reach students and parents seemed to inject a lively connection to the audience.

In reaching students and parents, two things seem to be consistent, that many students and parents (including those from economically disadvantaged communities) get the greater preponderance of their information from social media and while using cell phones. To that end a significant part of the media focus was on Facebook and related social media. This year we aggressively developed our instagram and facebook account to message out.

Further taking into account that students and parents can most likely be reached on digital media, OnTECH ran a digital campaign with Spectrum Reach Advertising which uses an algorithm tailored to the individuals who are targeted to be reached. Using this criteria, the school used metrics that would reach the families living in areas of the city and county who had lower incomes and who would most likely benefit from the OnTECH mission. The Spectrum campaign message reached those individuals in key zip codes of the city and counties surrounding the city.

Another direction taken was to

In the COVID environment, we are working to expand our digital outreach efforts to compensate for our inability to physically provide in-person tours of our building. Relying primarily on digital outreach during the COVID environment is challenging for a host of reasons, including, reaching our families in the midst of a migratory pandemic, message oversaturation, and ongoing uncertainty about what re-entry will look like for our students in the fall. We will continue hosting virtual open houses.

OnTECH will continue to recruit and enroll throughout the year. Marketing strategies will continue through the fall, including strategic placement of radio ads, print, digital and social media. We will continue to run radio spots through the month of August and a 30 second streaming spot running on digital television.

Notably, during the year, we will continue to place advertizing targeted and strategic. For example, in light of the fact that we are offering a hybrid versus remote academic programming for high school we will market to this difference to the community, educating parents about the

Economically Disadvantaged

reach out with a postcard mailing to key identified addresses with a similar message. The card illustration showed the student where the school was located compared to his or her location and also listed the benefits of attending OnTECH. Other print advertising was also used. A rack card was created that allowed for easy communication about the school to individuals who might come to an event or be part of a presentation by the school. In the same way posters and flyers were created that were handed out at different events and community gatherings. A round playful sticker with the OnTECH logo was printed and handed out to all the OnTECH students and to others who were friends of the students.

The school also participated in many community events and by doing so our students were out in the community, acting as not only ambassadors but recruits. One event was the Juneteenth parade, celebration and festival. Many of the OnTECH students proudly participated in the parade and the march to the school's tent location. Many of the parents and students volunteered to greet other interested students and parents, speaking to them about OnTECH and giving them literature explaining the activities and curriculum of the school.

In addition OnTECH created a shadow experience for students

need to be in school.

In addition, the school will strategically populate its social media, especially its instagram account, to capitalize on trending interests in the community, such as social justice and earth day and events that nexus with the key design elements of OnTECH.

In addition we will continue to use students to recruit. Recruiting has become an ancillary benefit of our students involvement and participation in the fabric of our community. For example, we have placed students in job opportunities throughout the City and in doing so our students act as ambassadors for the school.

In addition we have hosted a number of community events in which we invite youth such as events about college with OnTECH for College and Let Me Breathe, a youth discussion with local leaders. In addition, we have launched a youth employment program, benefitting our west side community and in promoting the good works of our students, we will get the word out to the community about their local high school.

In light of the fact that our percentage of economically disadvantaged youth is 85-90 percent, we feel our efforts have been successful.

from one of the local middle charter schools. Prospective students participated in a typical class at OnTECH and listed to a student-run panel.

Radio advertising spots were also used. The radio stations selected to air the spots were ones most likely to reach the families and students that would be favorable for recruiting. One message related to the consistent theme that students could all be successful, all had “genius” within which needed to be recognized and cultivated. OnTECH’s promise was it would look for the “genius” in each child. Another one addressed the parents and asked them if they were satisfied with their child’s grades and if not, they should think of OnTECH as the school that could provide their child with another chance to perform at a high level.

The school further reached into the community with an appearance on the local ABC television affiliate’s morning talk show and the local radio stations. Students appeared with the Founder to speak about OnTECH and its offerings

In addition we got bus panels and bus shelters in 12 shelters in the city that were located on routes well traveled by our youth and parents living in the most disadvantaged parts of the community. Advertisements were intentional, playing on the

	<p>location with slogans like, “Why Wait?” The aim of the ads were not only to provide information but to bring joy and fun into the lives of our community, connecting school with a place where you want to attend and which you can enjoy.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>OnTECH continued to target both the Spanish speaking and New American population through the same means employed prior to and leading up to the inaugural year. Attention was made to ensure that marketing materials are available in multiple languages. OnTECH continued to support community events by purchasing advertising space and booths at the various festival and community programs. For example, this summer, OnTECH sponsored the Latino Festival. Spanish speaking OnTECH students volunteered their time at the booth, recruiting students.</p> <p>We notice that parents of Spanish speaking and New American families do not always attend student events. OnTECH staff and community connectors reach out to families to ensure that the families understand the information sent home and to find solutions to issues such as transportation or child care, which at times prevent parents’</p>	<p>We will launch a website in 2020-21 that translates to multiple languages and contains a host of resources in both English and Spanish. We will also put more budgeting funds into creating recruitment materials in both English and Spanish.</p> <p>There is one spanish newspaper that circulates in Syracuse and we have reached out to ask if they will run a story about ONTECH. In addition, we will participate on the various Latin radio shows and place Spanish radio advertisements during these shows.</p> <p>We have made an effort to recruit teachers who are fluent in Spanish who can participate in open houses and engage parents in meaningful conversations about what OnTECH Offers.</p> <p>We have reached out to a number of the ethnic organizations to host remote open houses. The COVID environment has proved challenging to communicate with families who often do not have the technology or the connectivity.</p>

	<p>attendance. In addition, efforts have been made recruit board members who are leaders in the communities that include ENL and Multilingual families.</p>	<p>We maintain strong relationships with some of the pastors and leaders of the New American communities to continue to forge relationships. Two of our three graduates were New Americans who could not graduate from traditional high schools. We are hoping a proven track record will attract more students.</p>
<p>Students with Disabilities</p>	<p>OnTECH continued to marketed itself to the community as a school for non-traditional learners. As a result, parents of students with special needs did attend open houses and inquire about the programming. Students with a variety of needs enrolled including those classified with learning disabilities, emotional disturbances and anxiety disorders. Key design elements of the school including the year-round programming, the elimination of bells, the hour-long classes, hands-on learning, consistent daily schedule, small classes, and the morning and afternoon advisory both attracted and supported students with IEPs and 504s. During the enrollment season, parents were encouraged to discuss their students' needs and were encouraged to enroll. OnTECH made an effort to reach out and build a working relationship with the CSE of the Syracuse City School District so that we could get timely information regarding IEPs and properly and timely schedule CSE annual and tri-</p>	<p>Our marketing continues to reach families who have nontraditional learners and students with IEPs as the key design elements resonate with the pedagogical approaches that best serve students with IEPs such as hands-on, small classes, and overall smaller school setting. We make a point of emphasizing these characteristics of OnTECH in print, radio and social media advertising.</p> <p>Our best source of recruitment continues to be the social service agencies that suggest ONTECH to their clients who have learning differences. We also work closely with our juvenile delinquency programming in the City so that they are aware of the services that we provide students who may need a different school</p>

	<p>annuals so that students entering did not lose any consistency in their services.</p> <p>As a result of the relationships we have developed with outside social service and therapeutic service providers of our students with special needs, many therapists and social workers have recommended clients, who have special needs, to us. As a result of our investment in explaining our program, inviting them to tour our facilities and meet with their clients at OnTECH, advocates, therapists and social workers have recommended OnTECH to parents and to students. Even advocates within the district and other charter schools have suggested OnTECH as an alternative educational environment for certain nontraditional learners.</p>	<p>program once they transition out.</p> <p>Within the marketing we work to focus on the non-traditional learner - in order not to emphasize labeling that families may find stigmatizing, especially families of adolescents.</p> <p>This spring we approached our nontraditional middle schools that serve students who have IEPS and learning challenges in order for them to get to know our programming with the hopes of recruiting.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>For this past year recruitment efforts, OnTECH used several media platforms. Thematically the messaging was focused on “ReThink” High School, given the fact that OnTECH had several new approaches to the instructional curriculum. Another variance of messaging was the “Finding Genius” branding. The ad emphasized OnTECH’s message that all students have</p>	

the ability to perform well and the objective of the OnTECH mission was to find the passion in each student - especially students who had not been successful in traditional school settings. The strategy was to use each of the media platforms individually and in concert with the other media platforms to enable the widest reach into the community.

We added to our branding themes of “ReThink High School” and “Finding Genius” with a creative approach. Since we know that many students like graphic novels and animated video, OnTECH developed a graphic character who represented a person coming from another world and was looking for a great school. Among the key tag lines were the phrases, “I searched the universe” and “I’m glad I landed at OnTECH” followed by “You will be, too” This graphic person was included in all the promotional campaigns, in print, on rack cards and flyers, on billboards and in digital, social media and Facebook advertising. There was even a life-size cardboard cutout of our graphic person that we brought to Festivals and live events. This added component to our advertising to reach students and parents seemed to inject a lively connection to the audience.

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consistent, that many students and parents (including those from economically disadvantaged communities) get the greater preponderance of their information from social media and while using cell phones. To that end a significant part of the media focus was on Facebook and related social media. This year we aggressively developed our instagram and facebook account to message out.

Further taking into account that students and parents can most likely be reached on digital media, OnTECH ran a digital campaign with Spectrum Reach Advertising which uses an algorithm tailored to the individuals who are targeted to be reached. Using this criteria, the school used metrics that would reach the families living in areas of the city and county who had lower incomes and who would most likely benefit from the OnTECH mission. The Spectrum campaign message reached those individuals in key zip codes of the city and counties surrounding the city.

Another direction taken was to reach out with a postcard mailing to key identified addresses with a similar message. The card illustration showed the student where the school was located compared to his or her location and also listed the benefits of attending OnTECH. Other print advertising was also used. A rack

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Economically Disadvantaged

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In addition OnTECH created a shadow experience for students from one of the local middle charter schools. Prospective students participated in a typical class at OnTECH and listed to a student-run panel.

Radio advertising spots were also used. The radio stations selected to air the spots were ones most

television.

Notably, during the year, we will continue to place advertizing targeted and strategic. For example, in light of the fact that we are offering a hybrid versus remote academic programming for high school we will market to this difference to the community, educating parents about the need to be in school.

In addition, the school will strategically populate its social media, especially its instagram account, to capitalize on trending interests in the community, such as social justice and earth day and events that nexus with the key design elements of OnTECH.

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In light of the fact that our percentage of economically disadvantaged youth is 85-90 percent, we feel our efforts have been successful.

OnTECH continued to target both the Spanish speaking and New American population through the same means employed prior to and leading up to the inaugural year. Attention was made to ensure that marketing materials are available in multiple languages. OnTECH continued to support community events by purchasing advertising space and booths at the various festival and community programs. For example, this summer, OnTECH sponsored the Latino Festival. Spanish speaking OnTECH students volunteered their time at the booth, recruiting students.

We notice that parents of Spanish speaking and New American families do not always attend student events. OnTECH staff and community connectors reach out to families to ensure that the families understand the information sent home and to find solutions to issues such as transportation or child care, which at times prevent parents' attendance. In addition, efforts have been made recruit board members who are leaders in the communities that include ENL and Multilingual families.

Last year ONTECH employed several teachers who have expertise in ENL. This allowed us to both provide targeted academic support with

English Language
Learners/Multilingual Learners

Consultant Teachers as well as integrated English. OnTECH's unique credit accrual and recovery model allows ELL students to gain any missing credits and have the potential to graduate before aging out of the system. In addition, we strengthened our relationships with the families and communities of our ELL and bilingual students so that their families will also feel welcomed and supported. Staff who joined this school year have expertise in analyzing transcripts and they developed pathways towards attaining diplomas, considering the various legal waivers allotted to ELL students. Two of our three graduates were ELL students.

During COVID we served our ELL and Multi-lingual learners by visiting their homes and providing groceries and services recognizing that not being fluent makes managing COVID more difficult for family. Our families verbalized feeling part of our community.

In addition, we held several events, for example a zoom party for Cinco de Mayo for our Spanish speaking community to recognize and celebrate their culture.

Notably the needs of the New American families is different than that of Spanish-speaking populations. While some students may not be designated as ELL students, they are multi-lingual and many have weak English skills. These students will receive targeted interventions and small group instruction to improve their English Language skills. We hired a specialist in ELL and Multilingual learners to better serve the students who identify as ELL and Multilingual. Finally 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, Multi-language and English-speaking populations. We intended to start the SIOP model this year but our efforts were stymied by COVID.

We will work hard to attract and retain by being part of the educational choice for parents of students with disabilities. The CSE of Syracuse School District has explained to our special

needs team that between 8th and 9th grades, the District often change the services of students from 15:1 to inclusion classroom unless the student will be obtaining a local diploma. The key design element of our classroom is a 15:1 and inclusion so one can argue that certain students are better served at OnTECH than any school in the SCSD.

OnTECH will rely on two key strengths to retain our students with special needs. Primarily, that which will most directly impact our students on a daily basis, is the robust academic programming and supports that we can provide our students. In addition to providing Consultant Teachers that push in to every core academic class, we will also provide targeted, small group interventions and academic skill-building. In many cases this is above and beyond what is required in IEPs or 504s, but, it is that direct instruction and small group setting that our students need to ensure that they can successfully complete high school. This year we are provide every teacher with the training in pedagogical approaches to serve students with special needs and our lesson plan template will continue to incorporate explicit scaffolding and differentiation to make all lessons accessible to all types of learners.

Secondly, we will continue to build upon our foundation of

In the 2019-2020 school year OnTECH built on the success of its first year. We continued meeting with parents and service providers to determine how we can best utilize our unique features to serve our students with special needs. This included continuing the design elements of the school that support all our students like the year-round schooling, elimination of bells, hour-long classes, hands-on learning, and small classes. In addition we continued to build strong working relationships with the CSE of the Syracuse City School District in addition to the various home districts of our students. In this way, parents experience a united education team supporting their students.

During the school year OnTECH

Students with Disabilities

established relationships with the CSE of all of the home districts and advocated for our students during their annuals and triannuals, ensuring the students are getting all of the services on their IEPs. In addition through DOE service providers provided students who require it to have access to paraprofessionals, speech language providers, physical therapists, occupational therapists, vision services, and hearing services.

community support. By reaching out to students, parents, and service providers to coordinate the best program possible for each student, OnTECH will be able to retain students with special needs. OnTECH will continue to invite the individual therapists and outside student advocates to school to learn about and inform our programming to serve our students. 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. This authentic support translates into student buy-in, necessary for students with special needs to be successful.

OnTECH will remain vigilant regarding providing all legally mandated due process to students with disabilities regarding disciplinary action and extending such due process.

Finally, leading up to this year, ONTECH hired a sped consultant to build the department and provide internal training. This year we will be building the department and capacity of the individuals in the SPED department to best serve the students.

Entry 12 Percent of Uncertified Teachers

Completed Sep 30 2020

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.

Entry 12 Uncertified Teachers

School Name: ONTECH CHARTER HIGH SCHOOL 421800861125

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, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	1.0

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

	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, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	1
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	2.0

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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

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	9.5

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	12.5



Thank you.

Entry 13 Organization Chart

Completed Sep 30 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[OnTECH - OrgChart - UPDATED 2020](#)

Filename: OnTECH OrgChart UPDATED 2020.pdf **Size:** 49.8 kB

Entry 14 School Calendar

Completed Sep 30 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools 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.

[2020-21-Calendar_OnTECH](#)

Filename: 2020 21 Calendar OnTECH.pdf **Size:** 158.4 kB

Entry 15 Links to Critical Documents on School Website

Completed Sep 30 2020

Instructions

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: OnTECH Charter High School

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

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. Most Recent Annual Report (i.e., 2018-19) | http://www.p12.nysed.gov/psc/csdirectory/OnTECHCharterHighSchool/documents/OTCHSAR1819redacted.pdf |
| 2. Most Recent Board Meeting Notice and Related Agenda Item Documents | http://www.ontechcharter.com/board-of-trustees/ |
| 2a. Webcast of Board Meetings (per Governor's Executive Order) | https://drive.google.com/file/d/1cJSZtVzIHagfxb-ilmY3i_PVKvz6fKaq/view?usp=sharing |
| 3. Link to NYS School Report Card | https://data.nysed.gov/essa.php?year=2019&instid=800000089183 |
| 4. Most Recent Lottery Notice Announcing Lottery | http://www.ontechcharter.com/apply-now-2020-21/ |
| 5. Authorizer-Approved DASA Policy | https://docs.google.com/document/d/15NUTKqNABqIDDg_nVs1yF_FAJMgbpFqkSGwf3N5jjNk/edit?usp=sharing |
| 6. District-wide Safety Plan | https://docs.google.com/document/d/16gpVRqto7hyIF-N7y5K0cunGsDkNtzJIQbP7I1G3y4w/edit?usp=sharing |
| 6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo) | https://docs.google.com/document/d/15NUTKqNABqIDDg_nVs1yF_FAJMgbpFqkSGwf3N5jjNk/edit?usp=sharing |
| 7. Authorizer-Approved FOIL Policy | http://www.ontechcharter.com/board-of-trustees/ |
| 8. Subject matter list of FOIL records | http://www.ontechcharter.com/board-of-trustees/ |
| 9. Link to School Reopening Plan | http://www.ontechcharter.com/covid19/ |

Thank you.



Entry 16 COVID 19 Related Information

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: OnTECH Charter High School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
160	101	149

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
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Renaissance Star Reading Assessment (June testing not given)	X	X	X	X	X	X	X	X	X	✓	X	X	X	65
--	---	---	---	---	---	---	---	---	---	---	---	---	---	----

Renaissance Star Reading Assessment (June testing)	X	X	X	X	X	X	X	X	X	X	✓	X	X	72
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Continuity of Learning Reporting

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Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Sep 30 2020

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

[ONTECH Roster_as_of_8-3-2020](#)

Filename: ONTECH Roster as of 8 3 2020.xlsx **Size:** 26.1 kB

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Victoria Giarratano

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

ON Tech Charter School

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc. 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

5. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**None**."

Organization conducting business with the school(s) None	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	Steps taken to avoid conflict of interest

			conducting business with the school(s) and the nature of the interest	

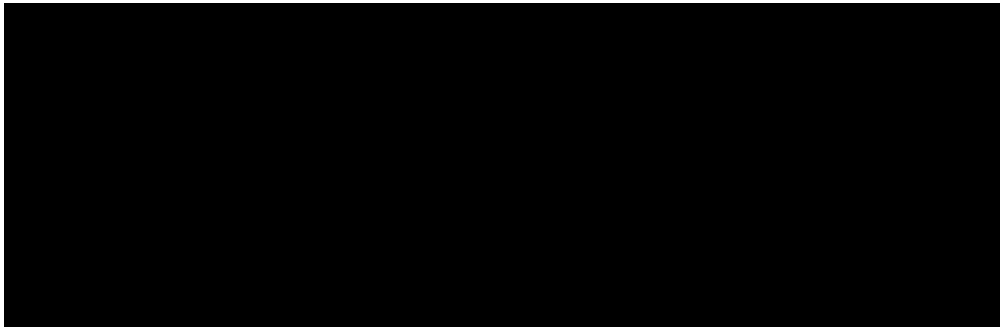
Victoria Giarratano 

Signature

7/31/2020

Date

Please note that 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. Personal contact information provided below will be redacted.



last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Karen J. McMahon

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. 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?

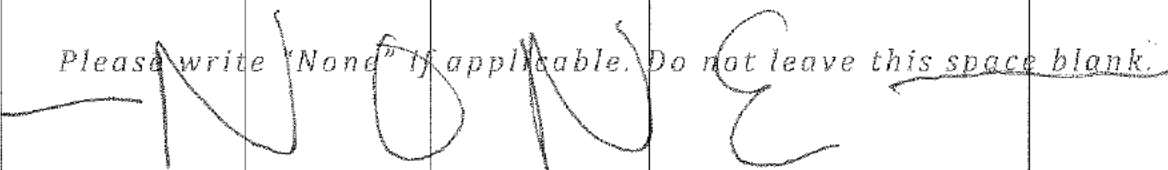
Yes No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="text-align: center; font-size: 2em;">NONE</p>			

5. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
<i>Please write "None" if applicable. Do not leave this space blank.</i> 				

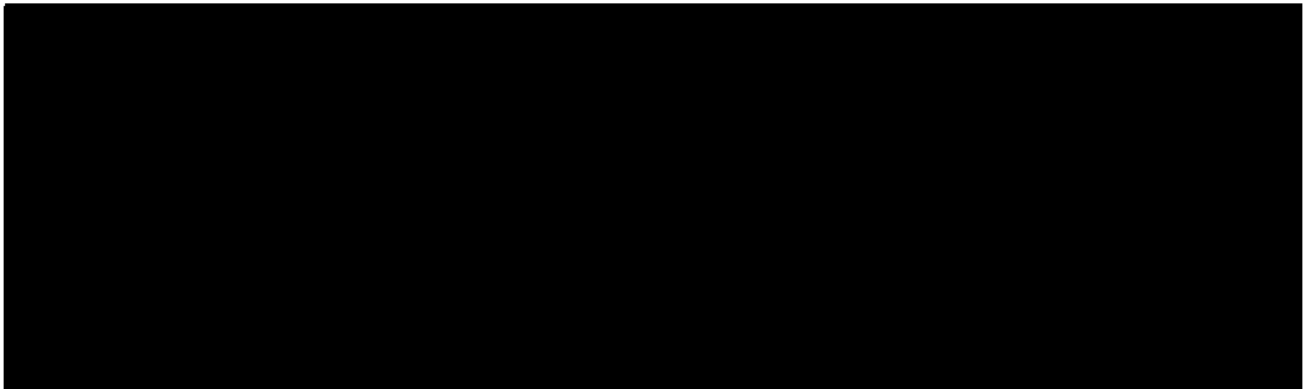
Karen J. McMahon
 Signature

7/31/20
 Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Ellen Eagen

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

President

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><i>None</i></p>			

5. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**None**."

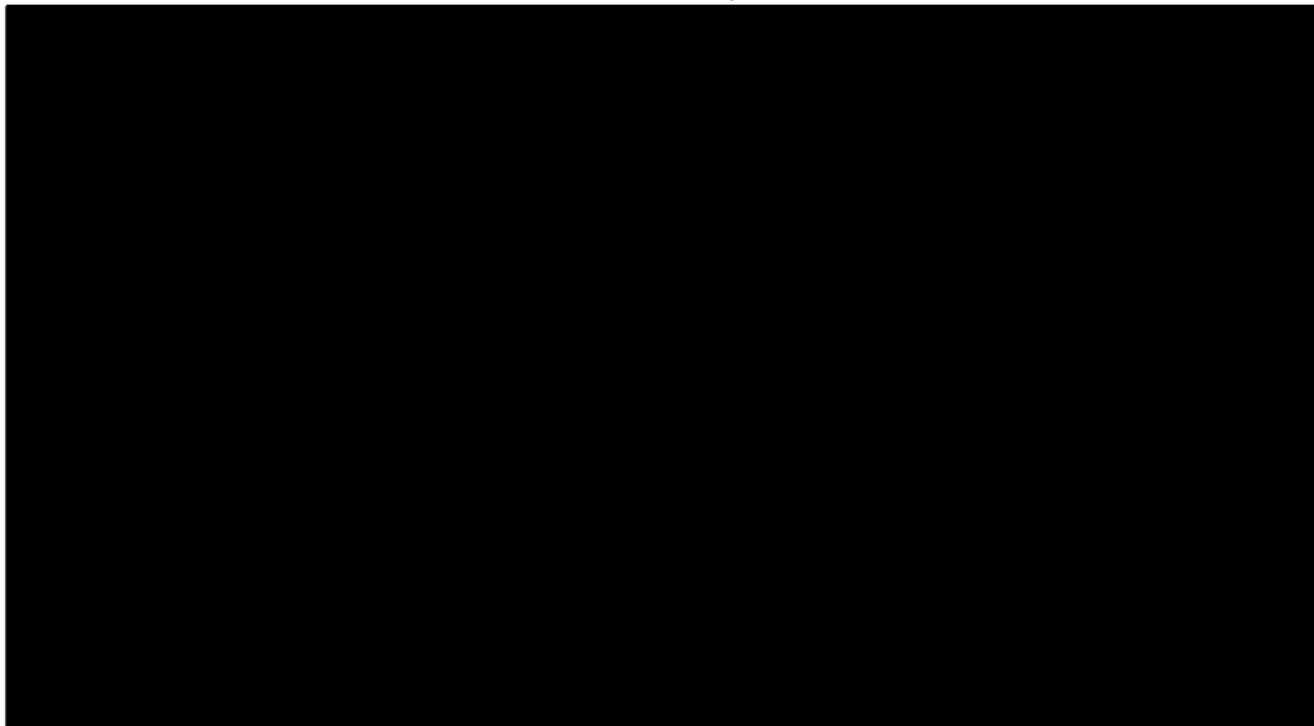
None

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
None				

Please write "None" if applicable. Do not leave this space blank.


 Signature _____ Date 6/30/20

Please note that 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. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Stephen Kimatian

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

Trustee, Secretary/Treasurer

2. Are you an employee of any school operated by the education corporation?
Yes x **No**

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

3. 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 x **No**

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
None	None	None	None

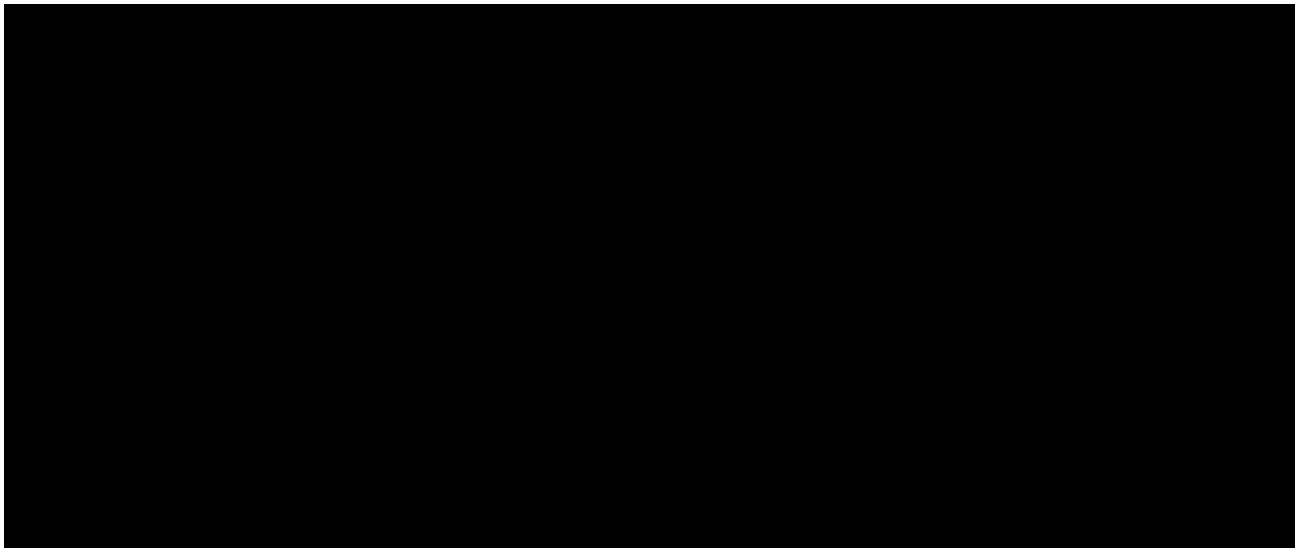
5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	None	None	None	None

Stephen Hincian
Signature

08/02/2020
Date

Please note that 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. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Willie Mitchell

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).
2. Are you an employee of any school operated by the education corporation?
Yes **No**

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

3. 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
NONE	NONE	NONE	NONE

5. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE	NONE	NONE	NONE	NONE

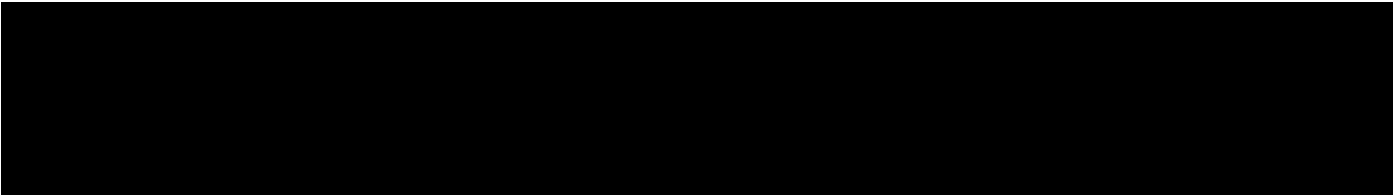
FILED ON BEHALF OF WILLIE MITCHELL
Signature

08/03/2020
Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Home Address:

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

John Stegeman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

OnTECH Charter High School

1. List all positions held on the education corporation Board of Trustees (“Board”) (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?
Yes **No**

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

3. 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
None	None	None	None

5. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	None	None	None	None

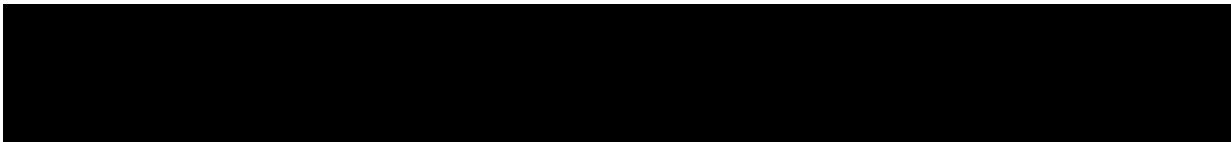
Filed on behalf of John Stegeman
Signature

07/03/2020
Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Home Telephone:

Home Address:

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write **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
None	None	None	None	None

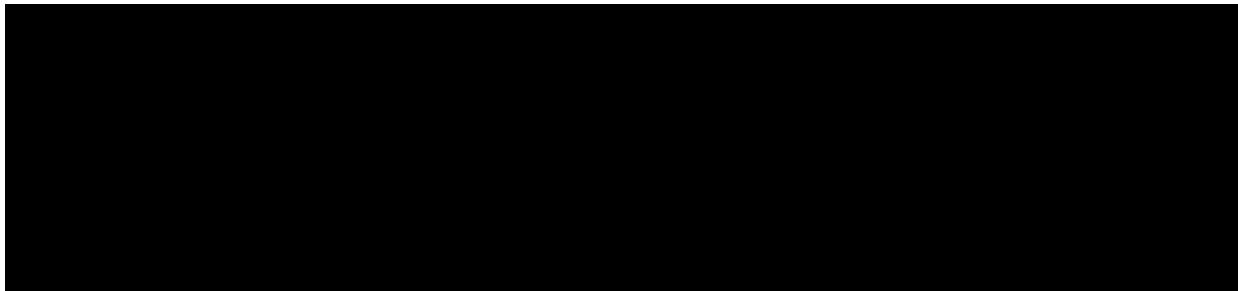
Filed on behalf of Eskedar Getahun
Signature

09/28/2019
Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone: N/A

Business Address: N/A





CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of Monday, July 29, 2019 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:30 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee Pending Approval (not counted toward quorum)
Victoria Giarratano, Trustee
Eskedar Getahun, Excused
John Stegeman, Excused
Jana Rogers, Head of Academics
Patrina Thomas, Teacher

1. WELCOME

Chairperson for the meeting, Trustee Kimatian, opened the meeting by greeting community members and staff. He said the first order of business was to welcome Pastor Willie Mitchell, a person he said, who was very knowledgeable about the community, who had extensive experience in dealing with young adults and who would be a great contributor to the Board and OnTECH. Pastor Mitchell said he is looking forward to being a part of the Board. His paperwork was in the process of being submitted to the Charter School Office for approval.

2. APPROVAL OF MINUTES

As the first order of business, the chairperson asked for an approval of the prior month's meeting minutes of June 25, 2019. The Chairperson asked whether there were any additions, corrections or modifications. There being none the Minutes were adopted as presented.

3. FINANCIAL REPORT

The chairperson presented the Treasurer's report. He stated that revenue and expenses for the month were in line with budget and that even though the OnTECH school was year round and schools generally did not carry the cost of a year round school, the financials were still on track as budgeted. Because of several recent projects such as the installation of air-conditioning through the Stimulus Grant and the timing of the CSP submissions due at the end of June, the final June 30, 2019 fiscal closing numbers were not totally concluded.

The Treasurer further reported that the timing for payment of the Stimulus Grant invoices of over \$225,000 and the delay in receiving the June 1, 2019 invoice payment from the Syracuse District and the fact that CSP monies would not be received until mid August, had created shortfall in meeting expenses. In light of this shortfall and in order to make payroll and expenses, the Founder loaned the school \$135,000 to be repaid as soon as possible after receiving CSP and District payments. A motion was made by the treasurer, seconded and carried unanimously to



accept the loan and provide a promissory note of repayment. The Founder stipulated that the loan would be without interest.

The 2019-2020 budget was then presented for approval by the Treasurer. A discussion ensued on overall expenses and on the expenses allocated toward salaries. A motion was then made by Trustee Eagen to approve the budget and seconded by Trustee Kimatian. There being no further discussion, the motion to approve was unanimously carried.

The Chairperson then recognized Trustee Eagen who stated that the required audit under State law was in progress and the materials and documents for the audit were being furnished to the Auditors. The audit will be completed by November 1, 2019.

4. FACILITIES

The Chairperson then moved to the Facilities report. He said that the AC installation had been completed on time, even given the very short window of less than a month. Prior to the school year starting in September, the floors of all classrooms were scheduled for a light sanding and refinishing. Lockers were also scheduled for installation. With respect to use of the church, State facilities representatives communicated that they would allow for three lavatories less than initially required for them to grant a CO. That would still require over \$100,000 of renovations which make the offer not feasible. Syracuse city Codes Department still had no issue of using the building as is since the fire alarm system had been installed and was in working order.

5. ACADEMIC PROGRAMMING

Trustee Eagen said the summer session was going well. The students were very engaged and were enjoying the work. Education Alchemy which designed one of the modules were present throughout the summer providing curriculum and professional development.

At the same time, she reported that plans were being completed for the new year calendar. The school day was reviewed by staff and teachers, taking into account the experience of the first year. She reported the calendar was just about completed. Many considerations were taken into account. The number of snow days was determined to be six. Lunch periods were reduced to a half hour. With the number of students there would be two lunch periods instead of one. Thanksgiving week was adjusted. Since there just a few small items left to address, the Founder asked the Board to approve the calendar as presented, subject to a final approval after any tweaks. A motion was made and seconded to approve the calendar. There being no further questions the motion to approve the calendar was passed unanimously.

Jana Rogers then presented the Bell schedule and described how it would work. At the end of the day there would be a 45 minute period that would be devoted to PBL. College and career



discussion would also be a part of that period of the day. The day would end at 3:30 and not 4:00 PM by taking advantage of the shortened lunch period. The Board took this under consideration and stated that they would be reaching out to the Charter School Office to determine whether it was indeed a nonmaterial change.

7. STUDENT ENROLLMENT

Trustee Eagen then reported on student enrollment. She said that enrollment had been excellent, thanks to reaching out to other schools and inviting students to OnTECH for presentations. Last year there were less than 60 students at this time. Now there were 155. She said the goal would be approximately 170-180. Though the number of students equate to revenue, that still had to be balanced with the best number for developing the curriculum and student body.

8. PERSONNEL / STAFFING

Trustee Eagen reported the hiring of personnel was being accomplished on several fronts. Jana Rogers had identified a number of teachers who would potentially work very effectively at OnTECH. Offers were being made. Trustee Eagen said that the Dean positions had several solid applicants. Trustee Kimatian said the search for a Chief Operating Office, whose role encompasses finance, Accountability and HR, was concluding and that he anticipated that a person would be hired for the position before the end of the summer.

9. GOVERNANCE

As Secretary to the Board, Trustee Kimatian said he was glad to inform the Trustees that Pastor Willie K Mitchell had completed his background investigation and fingerprinting and that in accordance with the NYSED procedure, he moved the following resolution adding Pastor Mitchell to the Board be approved.

The OnTECH Charter High School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Pastor Willie K Mitchell as a member to its Board of Trustees with a term beginning at the next business meeting and expiring on June 22, 2022. The resolution approving Pastor William Mitchell is adopted upon NYSED's Charter School Office approval.

The motion was seconded by Trustee Eagen. There being no further discussion, the motion was carried unanimously.

His paperwork was in the process of being submitted to the Charter School Office for approval.



In addition to Pastor Mitchell, there are two other individuals identified for Board positions. Trustee Eagen said that it was a priority to bring on Board members whose expertise would complement present members.

10. ADJOURNMENT

There being no further business, on motion made, seconded and carried, the meeting was adjourned.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of Wednesday, August 28, 2019 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:30 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee, Excused
Eskedar Getahun, Excused
Fran Coudreit, Administrator
Christine Tarnowski, CFO/HR
Jana Rogers, Head of Academics
Ta'Quell Morris, Dean of Students
Morgan Boerman, Science Teacher
Jeffrey Clark, Math Teacher
Tanja Cosentino, Global Studies Teacher
Thomas Houg, Global Studies Teacher
Patrina Thomas, Teacher
Samantha Vernold, Global Studies Teacher
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Founder, Ellen Eagen, opened the meeting and welcomed community and staff present.

She welcomed Pastor Mitchell who was officially approved by the Charter School Office earlier in the day as a new Trustee of OnTECH.

She said she was glad to see so many faculty and staff members and since many were new additions she asked those present to introduce themselves and to say a few words about their background. The Founder then introduced Christine Tarnowski, who would be starting on September 9 as the CFO/HR to everyone and stated that OnTECH was very fortunate to have someone with her expertise and skills joining the OnTECH team. She very much looked forward to working with Christine and getting her integrated into the school operations. She then spoke about the mission of the school and the many challenges as well as the rewards of success in seeing students transform their attitudes on school and behavior. She described how the mission of OnTECH differed from many other charter schools, the objective to be a complement to the traditional school district and not a direct competitor, the goal of enrolling students who are not performers and turning them into performers. With that being said, the business order of the meeting began and was opened by Trustee Kimatian as Chairperson of the meeting.

2. APPROVAL OF MINUTES

As the first order of business, the chairperson asked for an approval of the prior month's meeting minutes of June 25, 2019. The chairperson asked whether there were any additions, corrections or modifications. There being none the minutes were adopted as presented.

3. FINANCIAL REPORT

The next order of business was the financial report. The Treasurer stated that the month started with a tight rein on expenditures as the school had fronted the cost of the air-conditioning installation since the terms of the grant did not allow for payment by the State until completion of the project. In addition, the payments for equipment under the CSP grant required the money to be advanced and the items paid for by August 23, 2019, even though the granting monies would not be received until the end of the month. Compounding the revenue demand was the revenue expected from the invoicing of the Syracuse City School District was delayed as a result of a hacking of the District computer network. To get by the crunch in cash flow the Founder had loaned the school a \$135,000 interest free loan. By the end of the month, the revenue from the city school district and the CSP grant had been received and the school was able to repay the Founder for the loan. The Treasurer reported that the school was on budget for expenses and revenue, even with the summer session providing year-round schooling. He said that the fiscal year financials would be available at the next meeting.

Further interest of note, he explained was the annual audit being conducted. Information was being gathered to fulfill the audit requirement with a target completion date of November 1, 2019. The Founder then spoke about the valuable use of Title Funds. Titles I & II funds are made available to schools for additional support in educating at risk students. The funds are used for special services for students as well as for program development and teacher training. She stated that benchmark testing had identified over one-third of the OnTECH students were reading at the elementary level. It was essential, she said, that the school use these monies to address the low levels of performance. The chairperson asked for a motion to accept the Treasurer's report.

On motion by Trustee Eagen, seconded by Trustee Mitchell, there being no further discussion, the motion was unanimously carried.

4. FACILITIES

The chairperson then delivered the facilities report. There were a number of items to mention. One was the timely completion of the air-conditioning installation. Under the terms of the grant the project had to be completed by July 30th. Given the timing of the grant, the equipment and materials were not available for installation until July 6, 2019. However, with a planned work schedule and the oversight by John King, the consultant liaison for the school for the project, it was completed two days in advance of the deadline. Another completion was the rectory roof

which now has a new metal roof with a long life guarantee. The IT systems and AP's were being installed on the second floor in readiness for the incoming class. At the same time, security systems for burglary protection and interior cameras for monitoring student activity were being installed throughout the building. Security systems were also installed in the church and the rectory. The goal was to have all these projects completed by the start of school or as close to that as possible.

5. ACADEMIC/ CULTURAL PROGRAMMING

The next order of business was discussion of academic programming. Before the reports, a short video of the year and the many events as produced by math teacher Omar Gonzalez was presented. It was a great recap, capturing fun and learning. The Founder expressed appreciation for Mr. Gonzalez's work in producing it.

The head of academics, Jana Rogers spoke about the successes of the summer session. The Founder added that the students performed excellently, that even those students who had not been the best performers during the year rose to the occasion. Trustee Kimatian asked why the teachers felt students who had not performed particularly well during the year had done so well in the summer session. The general consensus answer was they were engaged in the learning process. The Founder underscored that point in reiterating it was essential to have programming that engages the student. A "Town Hall" meeting culminated the summer session with presentations by the students. One particular student wrote an extremely passionate and impactful poem on how he looked at his own life and of his peers. It was read aloud to the Trustees and all assembled at the meeting. In addition, many students also secured jobs during the summer.

The Head of Academics reported on the Regents results. On the Algebra Regents 23 passed out of 41 who took the test. What was heartening is that of the students taking the Algebra Regents in June, the great majority increased their scores, and five students did by 25% or more. Teacher Morgan Boerman reported that 8 out of 11 students taking the Life Sciences Regents passed. The Founder stated that the growth in the students' performance supported charter renewal so that we need to record incremental progress. She requested that data on the progress be continued to be reported at the Board meetings.

Next the new parent orientation was discussed. Communications had been made by email and by text. Parents were introduced to the curriculum, the calendar and the dress and behavior codes. After doing preparatory work during the 3rd week of August, the teachers went through four days of program development and training. The Head of Academics commended the teachers on reaching outside of their comfort zone to create curriculum. Teachers also received harassment training as required by State regulations. They also worked on teaching project based learning and team building.

The Family Picnic was then brought up for discussion. Based on last year's very successful picnic the plans were to execute the same kind of event as previously. Invitations had been sent out and both students and parents were reached. The schedule was timed so that new parents and students could tour the school as part of the picnic event.

Another planned event was the First Day of School. The event was planned to start off in a "Town Hall" forum with introductions of teachers and staff, handing out of the school calendar and then going to advisory rooms.

The chairperson then recognized the Founder who said that some key shifts were being made in the bell schedule for this coming year. In total the number of class hours was not going to change, but the changes were intended to provide a smoother transition for the students throughout the day. She reported on the following changes which the Board needed to adopt and approve and then submit to the Charter School Office for approval. The first was the reduction in the lunch period from one hour to 30 minutes, there being two lunch periods back to back with the added student body. During the first year of school, the schedule in practice showed that one hour was too long a time for lunch. Most students were finished in 15 minutes and the rest of the time became more of an unstructured recess period than a lunch period. The second change was a reduction in the end of the school day from 4:00 PM to 3:30 PM. Reducing the lunch period allowed for an earlier end of day without losing any teaching time. Upon hearing the changes, Trustee Kimatian moved to adopt the changes both at lunch and end of day as described.

The Board resolution read as followed:

The OnTECH Charter High School Board of Trustees, having conducted a detailed analysis of the pros and cons of changing the bell schedule from 9 to 4 to 9 to 3:30 and having surveyed families, teachers and students regarding this change, move to make this change in the bell schedule for the 2019-2020 school year.

The motion was seconded by Pastor Mitchell. There being no further discussion, the vote was taken and the motion was carried unanimously.

7. STUDENT ENROLLMENT

The chairperson called upon the Founder. She explained to all the importance of having accurate student attendance on a daily basis and for the semester. Student attendance was the predicate for evaluating the learning time being given to the student as well as being the basic metric for invoicing and payment. It went to the core of the school's operation to insure that the attendance records were accurate. On that point she said consideration would be given to the best way to achieve accuracy. If bringing in a consultant with expertise, such as the RIC, she would be an advocate of doing that.

Enrollment also related to the school's charter from the Regents in that each year the school is required to meet the level designated in the charter to a plus or minus 15%. To the extent the school might deviate from that, approval needed to be submitted to the Charter School Office. The Founder said she took the time to explain all this because of its great importance to meeting the school's mission and was one of the criteria in renewal considerations.

She further reported that enrollment currently, including the incoming class was at 172. Based on the metrics just reported that was just within an acceptable range, but given that some students may not matriculate on opening day, it was essential to continue enrollment.

8. PERSONNEL / STAFFING

The chairperson called upon the head of academics to report on staffing. Ms. Rogers reported that hiring was almost complete. The main classroom staffing was met. A PE teacher still needed to be hired among the candidates who had applied. Science and Literacy were two areas which could also be brought on board. A Head of Culture and Community needed to be hired. She further explained that the model being used for teaching is the Consultant Teacher Model, where typically one teacher pushes into the class to provide support where needed to the classroom teacher. The support could take many shapes depending on the needs of the students. It allows momentum of teaching the curriculum to continue while at the same time giving special attention to individual students who may need specific help, including students who have learned differences and students who need enrichment.

9. ACCOUNTABILITY

The chairperson called upon the Founder to speak to accountability. The Founder said that she particularly wanted to speak to accountability as this was central to the mission of the school. She said we are accountable to the students to insure their education, we are accountable to the taxpayers for the use of the monies to operate the school and we are accountable legally to fulfill the obligations as an agent of governmental authority embodied in the State Education laws. For those reasons, she said, we need to focus on having reliable data in all areas of school operation. That is particularly true in keeping accurate records of the students, including student attendance as mentioned above. It was fortunate that prior to the end of this year, we did review the final attendance count and eliminated students who should not have been carried over to the next year, mainly because of absences. She said that in many instances there are areas that are not clear cut, such as when students have sporadic attendance, but we are still obligated to show enrollment to our best understanding of compliance. Whatever the final decisions in such instance we must be sure to have accurate data upon which to base those decisions.

10. GOVERNANCE

The chairperson called upon the Founder. She said that given some very unfortunate personal circumstances that had befallen our Board members, it was important to recruit new Board member additions. She stated she had spoken with representatives from the Charter School

Office who said they were very enthused about our newest Board member, Pastor Mitchell, and were very glad that OnTECH had brought him on Board.

11. ADJOURNMENT

There being no further business, on motion duly made and seconded, the meeting was adjourned by unanimous consent.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of September 18, 2019 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:30 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee, Excused
Eskedar Getahun, Excused
Fran Coudreit, Administrator
Christine Tarnowski, CFO/HR
Jana Rogers, Head of Academics
Keil White, Director of Operations
Morgan Boerman, Science Teacher
Dominique Elizabeth, Community Member
Karen McMahan, Community Member
Al McMahan, Community Member

1. WELCOME

OnTECH Founder, Ellen Eagen, opened the meeting and welcomed community and staff present.

2. APPROVAL OF MINUTES

As the first order of business, the chairperson asked for an approval of the prior month's meeting minutes of August 28, 2019. The chairperson asked whether there were any additions, corrections or modifications. There being none the minutes were adopted as presented.

3. FINANCIAL REPORT

The next order of business was the financial report. The Treasurer stated that the end of the year fiscal year, June 30, 2019 had annual revenue of \$1,913,944, 86% of budget, primarily due to less students than budgeted. Expenses were \$1,425,956 or 90% of budget. Operating net was \$487,987 or 77% of budget. With respect to the bridge loan from the Founder to the school, the Treasurer said he was pleased to report that the amount of the \$135,000 loan had been repaid. He then stated the monies awarded for the State Stimulus Grant air conditioning project had been directly deposited into the school Chase Bank account on September 4, 2019 by the State. He further said that the State officer in charge of the grant relationship complimented OnTECH on the clear and thorough job that had been done in the presentation of the project expenditures. The CFO/HR reported that the fiscal situation of the school was sound. The Founder then brought up the procedure for invoicing the districts. She said that it was important to be proactive and present the invoices as soon as possible after the necessary student data had been

gathered while also being sure of accurately reconciling the amount with the students attending. There being no further financial reports, a motion was made by the Founder, seconded by Pastor Mitchell and carried unanimously to approve the report as presented.

4. FACILITIES

The director of operations, Mr. White, then delivered the facilities report. The first discussion was on the delivery of food from the Syracuse district. Right now we pick up the food from the district and the Founder questioned whether there was an alternative. Mr. White stated that he had looked for alternatives and will continue to do so, though he did not have one at the moment.

Next, the cleaning contract for the school was discussed. Now with two classes and greater need to use the building facilities, there was more that needed cleaning. As a result the cost of the cleaning had gone up. The Founder asked for comparative costs. Mr. White said that several cleaning firms had been interviewed and the current one had the best references and costs. He said that in the new structure for cleaning the building, the school purchases the paper products and paid the cleaning firms for the services. The Founder said that when we outsource work she would like to see an RFP approach in accordance with our financial handbook. The Head of Academics, Ms. Rogers, suggested that perhaps an employee as a full time custodian could be more effective. Mr. White said that was something that could be evaluated and he would.

Mr. White then presented the School Safety Plan. It concerned the steps that needed to be taken in different circumstances including active shooter scenarios. The plan needed to be posted on the school website. Fran Coudriet agreed to do that. He further reported that the school would be undergoing its annual fire safety inspection. Toward that end, he had been in touch with the Deputy Fire Chief, Elton Davis. In addition he said there were a number of inspections that would be taking place, including fire, boiler and kitchen by various oversight agencies. Next Mr. White brought up the fact that the doors had now been alarmed and security could now be set for the school.

5. ACADEMIC/ CULTURAL PROGRAMMING

The next order of business was academic programming given by the Head of Academics, Jana Rogers. She handed out a five page lesson being used by the teachers called “Habits of Excellence.” The objective was to teach disciplines that will enable students to develop sound habits for learning. It incorporated elements of personal growth through the cultivation of habits using vocabulary, principles of formative assessment and direct instruction along with guided instruction, video discussion and laboratory skill development. She also presented an assessment of the Algebra and Living Environment Regents scores of the OnTECH students through bar charts comparing them to results from the Syracuse district and NYS students. The results were very good with respect to Living Environment; Algebra Regents generate questions and discussion. The Algebra scores were good with respect to Syracuse City but not as good when compared to average state scores. Living Environment was very good compared with both state and district scores. This led to a discussion on when students were best ready to take the Regents and what should be the qualifying criteria for a particular student to take the Regents. Ms. Rogers then presented the procedure for lesson plans with respect to the teachers. She said she meets weekly with the teachers. Plans are handed in before the next week for review. Content discussions are had with the teachers. The Founder said that she wanted to know what day of the

week were the lesson plans required to be handed in? When are they given back?. What kind of feedback is given? She further said that use of Google Docs can be very advantageous here as it allows for immediate feedback electronically. She said she wants the school design elements to be incorporated into the review of the plans.

The next subject of discussion was student behavior. Advisory times at the beginning and end of day are two times that need to be driven by content engaging the students. Ms. Boerman, science teacher, says that she uses the tools of the science lab to interest the students. Having a maker space would be another effective way of providing the students with a constructive and engaging use of their time.

6. STUDENT ENROLLMENT

The Founder asked about the number of students enrolled at the present time. Mr. White said it stood at 179 students not counting the SPED adjustment for FTE's. A substantial percent of these students, about 25%, had IEP's or had obvious special needs. The Founder said it was important to address these issues and get the necessary support. She said that she had reached out to a mental health group that could provide the right connection for some of the students. She said in assessing the incoming students, the school needed to clearly identify the needs of the student so accurate preparation could be made for enrollment and proper delivery of education. Another direction that would engage student interest was internships and offsite visits to interesting companies that would foster curiosity and career thinking. A discussion ensued involving Al McMahon, a community representative at the meeting whose expertise is in environment. He said that students might consider a trip to his company location and get to understand how environmental issues are addressed. He does presentations across the state and said he would be glad to do one for the OnTECH students. The Founder thanked him for the offer and said that it would be terrific if such a visit could be arranged.

7. PERSONNEL & STAFFING

The Chairperson then called upon Head of Academics for personnel and staff. Ms. Rogers reported that she was currently interviewing several individuals for three teaching positions and that she expected to conclude the interviews and have them hired by the next board meeting.

8. ADJOURNMENT

There being no further business, on motion duly made and seconded, the meeting was adjourned by unanimous consent.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of October 28, 2019 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:30 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee
Eskedar Getahun, Excused
Karen McMahan, Proposed Trustee
Fran Coudreit, Administrator
Jana Rogers, Head of Academics
Ta'Quell Morris, Head of Community and Culture
Keil White, Director of Operations
Morgan Boerman, Science Teacher
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Founder, Ellen Eagen, opened the meeting and welcomed community and staff present.

2. APPROVAL OF MINUTES

Chairperson for the meeting was Trustee Kimatian. As the first order of business, he asked for approval of the prior month's meeting minutes of September 18, 2019. The chairperson asked whether there were any additions, corrections or modifications. There being none the minutes were adopted as presented.

3. APPROVAL OF SCHOOL SERVICE DOG

The Founder then asked for permission to move up a matter on the agenda with respect to a school service animal, item 5(e). The presentation was offered by eacher Tanja Cosentino and Student Mercedes Anderson. Teacher Cosentino trains dogs to be service animals for veterans and others with disabilities. Ms. Cosentino said that she had done this for many years and she now has a service animal, Gunny, who was retired after working with a veteran. When she brought Gunny into the school to introduce him to students there was an immediate attraction. Particularly, one student, Mercedes, said that she would like to propose that Gunny become the official service animal for OnTECH. Mercedes explained that Gunny was very helpful with student stress and in helping students who felt under pressure for a number of reasons. Ms. Cosentino would be bringing Gunny in a couple of times a week to be with the students. The Founder then commended Mercedes for bringing this proposition to the Board and stated that it

represented a key design element of the school in that students would be engaged in creating events and programs guiding the direction of the school. Mercedes then asked the Board to approve Gunny as the official service animal for the school. On motion by the Founder to adopt Gunny as the official service animal of OnTECH, seconded by Trustee Mitchell, it was unanimously approved to adopt Gunny as the service animal for the school.

4. FINANCIAL REPORT

The next order of business was the financial report. The Treasurer stated that the 3rd quarter of the year ended favorably with respect to finances, that the school was on budget and the projections for the end of the calendar year showed that the school would be on budget. Another matter of importance was the audit for the first fiscal year of the school. The Treasurer reported that the audit would be completed by November 1, 2019 and that the final report would be given and be available for the next Board meeting.

The chairperson then recognized Trustee Mitchell for a point. Trustee Mitchell said that the Trustees had discussed the fact that the Founder had expended a significant amount of her own money for travel as well as monies all during the creation and development of the school without any compensation, this also includes many hours of legal service without compensation and loans to the school without interest. In the eyes of the Trustees, at a minimum the Founder should be reimbursed for travel starting this fiscal year of the school. A motion was made by Pastor Mitchell and seconded by Trustee Kimatian. There was then a discussion of the reasons why such reimbursement would be fair. Upon vote the Trustees unanimously passed a resolution that the Founder's travel costs relating to OnTECH should be reimbursed upon proper receipt and verification of the costs. Trustee Eagen thanked the Board for the consideration and stated she would consider if she would ask for reimbursement but appreciated the approval.

5. FACILITIES

The director of operations, Mr. White, then delivered the facilities report. He reported that the furniture company that the school has dealt with would be coming in to complete the installation in the offices. With respect to the cleaning services, he had three bids with respect to cleaning the building which the Trustees could review. He said that he was checking on rates for buses to transport students to the sports games. He further reported that the security camera systems were in place and that the system provided the ability to view past footage for a period of week. A security system person from ABI Investigations was assigned to the school. Inspector Mark Savage from the Syracuse Fire Department inspected the school for conformance to all fire regulations. Mr. White said that the inspection was completed and the Safety Report was posted. A Safety Plan was presented by Mr. White for approval. Trustee Kimatian made a motion to accept the Safety Plan, which was seconded by Trustee Mitchell and after discussion was unanimously approved.

6. ACADEMICS

The Head of Academics, Ms. Rogers, presented the Regents Data for 2019. The Regents included were Algebra and Living Environment. Comparison charts were displayed that showed the comparative performance of the State, Syracuse City School districts and OnTECH. OnTECH compared favorably with its local district. Next presented was the Lesson on Habits for Excellence laying out the teaching and learning points of the lesson. She then explained how online courses would be used with the students. Administrator Coudriet said he has used the online courses and they worked very effectively. It was concluded that online courses should be built into the culture of the school. Over the following two weeks Ms. Rogers said the STAR benchmark testing would be given to the students. Teacher professional development would be planning for days when students are off. Teacher Chris Grethel will be doing training. Trustee Eagen stated that student engagement in the classroom is critical. If students are engaged they will learn, but the content of the curriculum and the level of instruction must be engaging. The next report was from the Dean of Culture and Community, Mr Morris. He reported that the Halloween evening event in which many of the students participated was a fun gathering enjoyed by all. He also reported that ten students received shout-outs from their peers and they were posted on the bulletin boards in the school hallways to motivate students.

7. STUDENT ENROLLMENT

The Founder asked the status of student enrollment. Mr. White said that enrollment was at 172 students. He said that the school continues to receive applicants each week.

8. PERSONNEL / STAFFING

Ms. Rogers reported that she is in the process of reviewing teacher candidates and expects that at least two new teachers will be hired within the next two weeks.

9. GOVERNANCE

The Founder presented three items to the Board for action. The first was accepting the resignation of Chris Tarnowski from her position as CFO/HR. On motion by Trustee Kimatian and seconded by Trustee Eagen, it was unanimously voted to accept her resignation. The second matter was to offer a position of CFO/ Human Resources to Beth Gavenda. A motion was made by Trustee Eagen and seconded by Trustee Mitchell. The Board then discussed the credentials of Ms. Gavenda and the talent she brought to the school and then moved unanimously to present her an offer.

The third matter was to approve the appointment of Karen McMahon as a Trustee to the OnTECH Board. It was recognized that Ms. McMahon had attended several meetings and events and would be a valuable member of the Board. The following resolution was presented and unanimously passed.

The OnTECH Charter High School Board of Trustees, subject to having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having

discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Karen McMahon as a member to its Board of Trustees with a term beginning at the next business meeting and expiring on June 22, 2022. The resolution approving Karen McMahon is adopted upon NYSED's Charter School Office approval.

The Founder stated that upon the approval by NYSED of Ms. McMahon, the Board would accept the resignation of Trustee Eskedar Getahun. The Trustees unanimously approved such action contingent upon the approval of Ms. McMahon's appointment.

9. ADJOURNMENT

There being no further business, on motion duly made and seconded, the meeting was adjourned by unanimous consent.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of November 25, 2019 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:00 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee
Karen McMahan, Prospective Trustee
Eskedar Getahun, Trustee, Excused
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Ta'Quell Morris, Head of Community and Culture
Theo Jones, Student Dean
Keil White, Director of Operations
Morgan Boerman, Science Teacher
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Trustee, Steve Kimatian, opened the meeting and welcomed community and staff present. He said the meeting was starting a bit earlier because this evening was the First Annual Techsgiving, planned and executed by the 10th grade class.

2. APPROVAL OF MINUTES

As chairperson of the meeting, Trustee Kimatian asked for approval of the prior month's meeting minutes of October 28, 2019. The chairperson asked whether there were any additions, corrections or modifications. There being none, the minutes were adopted as presented.

3. FINANCIAL REPORT

The next order of business was the financial report. The Treasurer stated that the school was in the fourth quarter of the calendar year, but only the second quarter of the school's fiscal year which ran from July 1, 2019 through June 30, 2020. He said that the school was on budget for expenses and revenue. He said he was glad to say that the school had just completed and submitted to NYSED, as of November 1, 2019, it's first outside audit for the two year period, from the beginning of the first year to the end of the second year of operation, June 30, 2019. Trustee Eagen reported that the audit report was a completely clean audit with no discrepancies. The Board unanimously approved the audit.

5. FACILITIES

The director of operations, Mr. White, then delivered the facilities report. He reported that Inspector Savage of the Syracuse Fire Department inspected the school and found it in full compliance. Inspection was also arranged for the rectory. He said that two of the sinks needed to be repaired as they had become loose from their moorings. He had gotten an estimate from a company referred by the contractor to not only replace the sink but to also install it with greater strength in affixing it to the wall. He said the same thing would be done with the second sink if the first one worked out as expected.

Mr. White brought up the issue of bussing and the arrangement being made by Centro. The Founder, Ellen Eagen, had brought up a serious and dangerous issue existing at the Centro Hub because of the convergence of so many students at one time in the morning and afternoon as they were traveling to and from school. She urged the school District, Centro and the Mayor's office to take proactive steps to diffuse this situation before an injurious incident occurred. To mitigate the convergence, Centro said they would create direct bus lines for the students and in that way avoid, for the most part, a great number of students converging at the hub. The new routes would start on December 2nd. Mr. White further reported that the security systems for the school, including doors and cameras had been completed.

5. ACADEMICS

The Head of Academics, Ms. Rogers, reported on teacher staffing. She said that the school was looking for at least two teachers, science and math teachers. The data on student progress was stable showing progression but needed to show growth. She had done a preliminary review of 90 -95% of teachers performance. The chairperson asked if teachers were given a rating, to which Ms. Rogers stated that was the next step. STAR testing was anticipated to be done over the next few weeks. She also reported that the school was looking for other assessment models that would be standardized and be able to be used for Regents guidance. She said we do need tests to better assess the progress of students. Reading comprehension for one is needed. A tech company out of Buffalo is presenting one alternative.

Ms. Rogers then spoke about two virtual field trips. One was entitled "Meet an Engineer" and the other was a physical professor who spoke about black holes. She said that using the virtual courses were excellent way to introduce students to careers and worlds.

Mr. Morris then reported on student behavior and culture. He said that there was a need to have more eyes in the hallways and another hall monitor may be a good idea. We also need help particularly at lunch times between basically 10:00 AM and 1:00 PM. He then spoke about 13 female students who participated in the Girls' Expo. They were exposed to many different careers and got to meet other like-minded students. They posted the activities of the day on Instagram. At the Expo they met a chess teacher, Anton Ninno, who is going to come to OnTECH to instruct students. Other students, he said, went and learned about animal rescue

thanks to Trustee McMahon who invited them to an animal rescue event and fair at the Fairgrounds. The 10th grade leadership class put together the first Annual Techsgiving, for parents and students and did the planning and execution of the event. He also said that the school was developing a sports program, starting with boys and girls basketball and girls volleyball.

Mr. Morris also brought up the request of teachers to have keys for Room 103, used by the teachers for lunch and breaks, the keys to the bathrooms so they could control the use right before and after classes, and keys to the classroom doors so that they could easily assist each other if needed. After discussion by those present, Mr. Gonzalez said that it would be helpful if the teachers got keys just to Room 103 and the lavatories.

6. STUDENT ENROLLMENT

Mr. White reported that student enrollment was a 171 at this time. During the course of the week course of each week additional students have enrolled.

7. PERSONNEL / STAFFING

Ms. Rogers stated that a new teacher would be starting in December. She was looking for math and science teachers.

8. GOVERNANCE

The chairman said he was pleased to report that Ms. Karen McMahon was a Prospective Trustee and had submitted the necessary materials which are under review by NYSED. With her arrival on the Board, Trustee Eskdar Getahun will be leaving.

9. ADJOURNMENT

There being no further business on motion duly made and seconded the meeting was adjourned at 6:05 PM so that the Board could attend the first Annual Techsgiving.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of December 19, 2019 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:30 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee, Excused
Karen McMahan, Trustee
Beth Gavenda, CFO/Human Resources
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Ta'Quell Morris, Head of Community and Culture
Theo Jones, Dean
Morgan Boerman, Science Teacher
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Trustee, Steve Kimatian, serving as chairperson opened the meeting and welcomed community and staff present.

The Chairperson welcomed Karen McMahan who was approved by the New York State Charter Office as a trustee of OnTECH Charter School. This will be her first meeting. The Board thanks Eskedar Getahun for her service who steps off the board.

The Chairperson thanked Marty, a representative from the community organization surrounding OnTECH for attending. The chairperson wished everyone good tidings at this Holiday time of the year.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of November 25, 2019. He asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

3. COMMUNITY REPRESENTATIVE

At that point, the Founder mentioned that Marty, the representative from the local community organization present might want to say a few things to the Board and it would be a good gesture if the Board allowed him to make his comments at this time of the meeting instead of waiting till the end. The Board unanimously agreed and the chairperson recognized Marty. Marty stated that he was glad to have been invited and thanked the Board for the opportunity to present to

them. The community was enthused to know that the buildings of the former diocese of Syracuse now housing the school were now operative. Having vacant buildings in a community is never a good sign. He said that the community would like to have a good relationship with the school. He asked the school to consider streaming its meetings. The chairperson echoed the same feeling about the community organization to Marty. Marty asked if the community members could meet in the school on a monthly basis. The Head of Facilities said that he thought it could be arranged under certain conditions. The Board also agreed that some understanding could be reached and said it would look forward to developing a relationship.

3. FINANCIAL REPORT

The next order of business was the financial report. The Treasurer stated that the school was closing in on the fourth quarter of the calendar year, but it was only the second quarter of the school's fiscal year which runs from July 1, 2019 through June 30, 2020. He said that the school was on budget for expenses and revenue. He said that revenue was 83 % under budget projections, expenses were 56 % of what was budgeted and operating net income was 53% over projections. The school had invoiced the Syracuse City District as of December 1, 2019 and done the same with each of the surrounding districts that send students to OnTECH.

4. FACILITIES

The director of operations, Mr. White, had the following report. With respect to the Rectory the Fire Inspector said to be sure that it is zoned as an instructional facility. It further required a similar fire alarm system to the one installed in the school. The same company who installed that system was contacted and is scheduled to do so. The lines on the gym floor were scheduled to be done. Centro created three separate routes to assist in solving the congestion at the hub and that was put in place for the first school week in December. Effective 1/6/2020 OnTECH will have the ability to issue working papers to qualified OnTECH students. Enrollment stands at 171 students. We have had 15 new enrollees since the start of school. Also mentioned was that the acoustics of the 2nd floor classrooms allowed for reverberation because of the hard ceilings, unlike the 1st floor. That needed to be remedied with sound proofing.

5. ACADEMIC/ CULTURAL PROGRAMMING

Based on the report of the Academics department, 48 10th graders received full credits (59%) and 44 9th graders (53%) received full credits. There will be 122 sitting for Regents, 55 for Algebra, 58 for Living Environment, 3 for History and 2 for English. STAR testing has been administered. A discussion then followed on why the students had not made better gains from the prior STAR test. Trustee Eagen stated that academic gains were the essential benchmark for the charter's success and charged the Head of Academic with collecting and interpreting all relevant data to determine how to make gains. The Board asked for a detailed summary of the teacher evaluation process over the coming months. Two personnel positions were open, one being English and the other CT for English.

The Founder reported that 15 students attended the Girl's Expo that offered the participants a wide range of activities and the ability to mingle and meet with girls from other schools in the region. It was held at the Holiday Inn Conference Center in Liverpool. The Founder also reported that since the last meeting the Thanksgiving Family Dinner had been held. It was a tremendous success with over 200 attending. It was catered by the Rescue Mission. Mr Morris reported that the school had a visit from the Mary Kay Cosmetic company which was received with enthusiasm. Clubs would be starting back after the break. He also stated that coming up was Holiday Spirit Week, Ugly Holiday Sweater, Ice Skating and 100 tickets for a theatrical production would be available at the Landmark. Fifteen students applied for employment at the zoo. We have almost two dozen students interested in volunteering for the zoo for their New Year's event. Potential jobs were also available at Chuckie Cheese and Five Guys.

Teacher, Morgan Boerman, reported that the school had stepped deeply in to agriculture with an agreement with the Future Farmers of America to charter a chapter of the FFA at OnTECH. There will be an election of six officers for the OnTECH chapter. Ms. Morgan also spoke about a beef contest where students came up with recipes and a marketing plan. Teacher, Mr. Grethel connected with Meals on Wheels creating an opportunity for students to volunteer their help. Mr. Morris and Ms. Rogers also brought up a discussion concerning attendance and lateness. A better job needed to be done in capturing the data from the teachers, particularly if the teacher was a substitute teacher. Substitute teachers needed to be informed of the reporting requirements so that the data could be collected and reviewed and any necessary action could take place.

Mr. Jones spoke about the boys and girls basketball teams and the girls volleyball team were getting off the ground. Given that the teams had just started up, they were making tremendous progress. A video of one of the boys basketball games was presented to those in attendance.

6. STUDENT ENROLLMENT

Mr. White stated that enrollment stands at 171, but we would probably be losing a few students and so might be at 167. The Founder stated that we would be below the number required in our charter, which is 200 plus or minus 15%. That would make the threshold minimum 170. Given that, it would be advisable to have a mini-enrollment campaign similar to what was done the prior year. Radio would be the most expedient approach. Also discussed was the overall enrollment campaign for 20-21. The Founder stated she would like to see a campaign that iterated on the alien, that used FB, that came up with some fresh ideas. We also needed another hard copy of the alien as the present cardboard was pretty tuckered out. Further, testimonials would be a good thing and more photos of the students. It was agreed that Trustees McMahon and Kimatian would meet and consider a plan and options.

7. PERSONNEL / STAFFING

It was decided to defer a possible change in cleaning services to the next meeting. The question is whether we should be hiring a custodian. The pros and cons of this position were discussed but the matter was tabled in the absence of the Head of Facilities. The need and usefulness of having an additional office person/ assistant dean was brought up by Mr. Morris. He said the right person could be very helpful on a couple of fronts.

8. GOVERNANCE

The chairman welcomed Ms. Karen McMahon as a new Trustee and thanked her for joining the Board, saying that OnTECH would benefit from her presence.

9. ADJOURNMENT

There being no further business on motion duly made and seconded the meeting was adjourned at 7:40 PM.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of January 22, 2020 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:30 PM

Present:

Ellen Eagen, Founder & President, via teleconference
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee, Excused
Karen McMahan, Trustee
Beth Gavenda, CFO/Human Resources
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Ta'Quell Morris, Head of Community and Culture
Theo Jones, Dean
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Trustee, Steve Kimatian, serving as chairperson, opened the meeting and welcomed the community and staff present. He stated that a quorum was present and that in addition to the quorum, Trustee Eagen was present via teleconference.

Prior to the business portion of the meeting, Founder Eagen stated that Ta'Quell Morris, Dean of Students, would like to present the results of a special student activity concerning a mascot. Mr. Morris stated that in support of the student-centered social design model of OnTECH, the students designated the mascot. The criteria was that it had to be endangered species, present at our local zoo and have characteristics that were emblematic of an ONTECH Student. Together the School voted as a class on the mascot for OnTECH. The winner was the Gray Wolf, reasons being that wolves were smart, alert, quick and travelled in packs and were dependent upon each other for survival.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of December 19, 2019. He asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

3. GOVERNANCE

The Founder brought up the need to formally appoint Mr. Don Miller as the Executive Director. At the previous Board meeting, in a personnel session, the Trustees had interviewed Mr. Miller for the position of Executive Director and had agreed upon formally appointing him at the next meeting. A motion was made by Trustee Kimatian, seconded by Trustee Mitchell to appoint Mr.

Miller as Executive Director. There being no further discussion, the Trustees voted unanimously to appoint Mr. Miller as Executive Director.

The Founder then asked the Trustees to review the organizational chart in which the Executive Director and the Chief Finance Officer reported independently to the Board of Trustees. All financial matters were under the jurisdiction of the CFO/HR and all school operations were under the Executive Director. It was noted that the original organization of the charter school had a tri-partite leadership of the Head of Academics, Culture and Operations and that HR/CFO was outsourced. But the Charter School structure in New York State favored a headship and the school now could benefit from an internal CFO/HR. The Board Chair said that she would consult with the Charter School Office to ensure that this organizational chart did not differ substantially from the organization chart accepted in the fall of 2018 when the school opened. Trustee Kimatian motion to approve this organization structure, Trustee Mitchell seconded and the motion was carried unanimously.

4. EXECUTIVE DIRECTOR'S REPORT

The chair then called upon the Executive Director to report. Mr. Miller first presented the priorities of the school. One of the top priorities was the preparation of students for the June regents exams. Further discussion of that matter would be undertaken later in the meeting by the Head of Academics. Another priority was the development of the academic program for the FY 2020-21 school year. The Executive Director spoke about the steps being taken to develop the curriculum for the incoming 11th Grade. That included the requirements of staffing, facilities and planning of activities. A third priority was the presentation of a revised grading structure that varied the percentages allocated to student engagement and performance. To emphasize the need for increased student engagement in classes, student class participation was given 50% weight instead of 25%. He also spoke about Professional Development and classroom methodologies. Lastly, he addressed the need to recruit staff.

5. FINANCIAL REPORT

The chair called upon Beth Gavenda, CFO, to give the financial report. Ms. Gavenda reported the financials for December 2019. She reported that revenue was 12% under budget, expenses were 28% under budget with a net surplus 51% over budget. She then spoke about having investigated the potential of improving dental benefits with similar benefits but for better rates. To qualify for the coverage, 22 employees need to sign on. Discussion then ensued on this possibility and it was decided that action would not be taken at this time of the year but the matter reviewed at the conclusion of this fiscal year. Ms. Gavenda then reported on a program she had secured with Tops Markets. OnTECH staff and parents who shop at Tops would be eligible to request that 5% of their shopping purchases go to OnTECH. The Board thanked the CFO for establishing the relationship. That being the conclusion of the financial report the chairperson asked for a vote to approve the report. A motion was made by Trustee McMahon

and seconded by Trustee Mitchell to approve the report. There being not further discussion, the motion was unanimously carried.

6. ACADEMIC REPORT

The chairperson then called upon the Head of Academics, Jana Rogers, to give the academic report. Ms. Rogers presented data, including the past performances up to the present, on the STAR testing of students, as well as a summary of student performance on test and regents performances to date. Thereafter ensued a discussion on how students needed to be better prepared for the regents exams. Trustee Eagen stated that this was critical to the education of the students and was an important criterion for the assessment of charter success. Both Trustees Mitchell and McMahon had questions and suggestions on considerations that should be given to achieve better results. There needed to be a calendarized schedule for planning, classroom work, pretesting and the specific needs to be addressed on the day of regents day down to knowing there were sharpened pencils for the students. She charged the Executive Director and the Head of Academics to put together such a schedule for the June Regents.

7. HEAD OF STUDENT CULTURE REPORT

The next report was from the Head of Student Culture, Ta'Quell Morris. He stated that several issues were being addressed with the students. One was the issue of tardiness. He said that for students who arrive between 9-10:30 am a call is being made to parents and also letters are sent home to the parents. The importance of being on time is discussed with them and how that will relate later to when they are in the workforce. He said the deans are also developing incentives to encourage the students to be on time. Consistent communication by text is also undertaken. The Founder added that a key design element of the school is to continually iterate on better ways to approach students. Trustee Mitchell suggested that a youth advisory group would be a benefit. Trustee Eagen said that we presently have an youth advisory group to the Board but it should be expanded to include ninth graders.

Mr. Morris then reported on several events of student participation. One was a talent show that had taken place before the holidays. In another, a group of students had attended a stage play. Fourteen students volunteered at the zoo. Seven submitted applications to work at the zoo. The Founder explained that one of the goals of OntECH was to find jobs for students after school and during the summer. This also tied in with developing entrepreneurial business activities for the students to pursue. An example of this could be one student who created a music video on getting ready for regents. Along that vein Mr. Morris reported that OnTECH was now a Chapter of the Future Farmers of America, which encourages students to think of business ventures. Trustee Kimatian complimented Mr. Morris on the approach to reach the students in different ways and to encourage their abilities.

The next report was from Theo Jones, Dean of Students, who reported on student athletic activities. The boys basketball team recently played Cazenovia and though they lost it was a

good game. The team's behavior was complemented by the competing coach. Three games remained. Girl's volleyball was scheduled to play two games in January and February. Trustee Mitchell stated that having athletic teams motivates student participation in school and to date it looks like this is happening with the beginning of the OnTECH program.

8. FACILITIES REPORT

The chairperson then called upon the Director of Facilities, Keil White, for his report. Mr. White first reported that two students had enrolled within the last week and two others had sent in information. To date the school had 13 applicants for the 2020-21 school year. Several families said they had heard the radio student recruitment spot.

He stated that the Fire Inspector had done a walk through of the Rectory and had identified issues that needed to be cleared up. Nothing was particularly difficult to address.

With respect to the gym floor, he said that the company who did the initial work was scheduled to come back to repaint the basketball lines that were blue, green, and also to insert an OnTECH logo in centercourt. There would be no charge for the repainting. Bathroom sinks were remounted in the boy's bathroom and assessment would be made of whether we wanted to do the same in the other bathrooms as the sinks remounted were now made much or secure. Previously, proposals had been submitted for a possible change in janitorial service. The Board concluded at this juncture that it would be disruptive to change services during mid-year and any change considerations would be deferred to the end of the school year.

Recycling of food products and composting had been initiated. He further reported that the security cameras were now operational.

9. ADJOURNMENT

The agenda being completed and there being no new business, the chairperson asked for a motion to adjourn the meeting. On motion by Trustee McMahon, seconded by Trustee Mitchell, the Board unanimously voted to adjourn the meeting.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of February 24, 2020 Meeting

Location: OnTECH Charter High School 810 Willis Avenue Syracuse 13204
Time: 5:45 PM

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Victoria Giarratano, Trustee, Excused
Karen McMahan, Trustee
Beth Gavenda, CFO/Human Resources
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community and Culture
Theo Jones, Dean
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Trustee, Steve Kimatian, serving as chairperson, opened the meeting and welcomed the community and staff. He stated that a quorum was present in that all trustees were in attendance.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of January 22, 2020. He asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

3. REPORT OF HEAD OF COMMUNITY & CULTURE

The chairperson called on Ta'Quell Morris, Head of Community & Culture to report. Mr. Morris said that a focused effort was being made by the Deans in reaching out to students who were absent on any continuing basis. In each case, calls were made to homes and if necessary parents and guardians were communicated with by text or email and in some cases visits to the home. He said, the goal was to strive to be better on an incremental basis. He then reported on the Community Circle event that was held this morning. It was the first time the school had done that. Mr. Morris had visited Vertus Charter School in Rochester that had a morning routine of bringing the students together to start the day. He said it came off well and the Community Circle was a variation of that. He then reported on several student events that had taken place. One was a Valentine's Day party which was well received. Among the others were the club events, the barbers club, the chess club and the Future Farmers of America chapter meeting. The Founder then reported on the continuing partnership with the Onondaga Zoo. For

a zoo event, 18 students participated by volunteering. They impressed the zoo management by showing up on time, presenting themselves well dressed, responsive and courteous in discussion. In addition, seven students applied for Onondaga County zoo guide jobs and to the credit of OnTECH students five were accepted. Another student got a job at Price Chopper.

At this time, the chairperson recognized Mr. Morris to introduce Ms. Shannon Cavidine, a nurse practitioner from Upstate Hospital. Ms. Cavedine, he said, was going to be present for a day a week to see students who could benefit from her counseling. Those present all welcomed Ms. Cavedine and the chairperson said those present would welcome her comments. Ms. Cavedine said she was very much looking forward to working with the students at OnTECH. She had visited the school on several occasions and had discussions with the Founder on how she could be of assistance to the students. She said that she would work with groups of students, small groups, not 8-10 but rather 3-4 students at a time. The Founder stated to the Board that Ms. Cavedine's role would be that of an independent contractor and the students would be designated in a referral process. She said that she needed a motion from the Board to approve this relationship. Accordingly, Trustee McMahan made a motion to approve the hiring of Ms. Cavedine as a consultant nurse practitioner, which was seconded by Trustee Mitchell and then unanimously approved by a Board vote.

Next, the chairperson recognized Dean Theodore Jones, to give a report on athletics. Mr. Jones said the OnTECH program was growing with a lot of enthusiasm from the students. Although the basketball team lost its last two games, they lost by less, and more importantly, they played as a team and showed good sportsmanship to the competition. He said the players were developing their self confidence. He then reported that for the Spring teams, OnTECH would field a JV Baseball team, a Softball team and a Track & Field team. The Founder then said that the cost of uniforms and team equipment was something that needed to be calculated. She said that the Landlord, Building Hope was willing to make a contribution to that. The Founder asked Mr. White to work with Mr. Gavenda to put together a draft budget relating to spring sports.

The Founder explained that OnTECH had a supporting 501(c)3, the Sustainable Sciences and Technology Fund, Inc. (SST), for this purpose and she anticipated that contributions to the SST could support athletics if necessary. Further she reported that the SST could be a vehicle to pay students who performed jobs for the school. Toward this end, she requested that the Board consider and then move to approve an approach that would enable the school to receive funds from the SST for these purposes. Accordingly, Trustee Mitchell moved to approved receiving monies from the SST for the designated purposes. The motion was seconded by Trustee McMahan and then unanimously approved by the Board.

4. REPORT OF THE EXECUTIVE DIRECTOR

Don Miller, Executive Director, reported on the improvement of the students in the time it took to change classes between periods. Students were in their next class in 4 minutes; previously it took 13 minutes. There were 57 on-time starts of classes and the ontime end times increased

from 16 to 59 over comparable periods. He said this resulted in greater on task activity. He then brought up the consideration of using advisory times more effectively. The Founder underscored that the charter refers to using this advisory time for emotional-social growth and that the teachers and staff needed to thoughtfully consider this in the planning. Clubs should be an integral part of this. He then said that plans needed to be made for the incoming new class and that an 11th grade curriculum needed to be adopted. As he saw it, there could be a need for 7.5 FT teachers and there were 14 -18 classrooms that would be needed; an assessment would need to be made for use. Recruiting teachers would become a priority and the focus on that would come in April and May. Trustee Kimatian noted that he recognized the importance and asked Trustee McMahon if she would assist on any promotional materials needed. Trustee McMahon indicated she would.

5. HEAD OF ACADEMICS REPORT

The chairperson called upon Jana Rogers, the Head of Academics, to report. Ms. Rogers walked through the ESSA requirements and how the data is used for better understanding of the student progression in the education process. She said that there was a reporting deadline for input of data on March 20 and 27. The Founder reiterated that she wanted to be sure the school did not miss a deadline and advised that the staff needed to do what was necessary to meet the deadlines. The Founder further stated that she wanted to be sure that in scheduling classes the pathways for a diploma were taken into account. CFO, Beth Gavenda, mentioned, in case it was of value, that there were PSAT's designed for 8th and 9th grades that could be taken.

6. REPORT OF CFO/HR

The CFO, Beth Gavenda, was called upon to give the financial report. She said the school was in good financial shape. With respect to revenue, submission to the SCSD for the next payment had been made and the school anticipated the payment over the next two weeks. Payment for SPED students was being prepared and would be submitted over the next two weeks. The county school districts were pretty much up to date with payments. For the month of January 2020 revenue was 94% under budget, primarily due to less students than budgeted and expenses were 76% under budget. This combined to give a result of net cash flow that was projected to be \$167,000 compared with a budgeted \$81,000. She stated at the moment there were no outstanding personnel issues.

7. REPORT OF THE HEAD OF FACILITIES

The chairperson then recognized the head of facilities, Keil White, for his report. Mr. White said that we had 24 applications for next year. He said an open house was being planned for March. The Lottery was tentatively scheduled for April 7. A discussion ensued about ways to teach the community about OnTECH, including field trips from 8th grades. Mr. White then further reported that the school now had a washer and dryer that was installed for use. He said that it was important to do an assessment of space for the total population that is expected at the school for the next year. That ended the facilities report.

8. OUTREACH

The chairperson recognized the Founder for a report for further matters in connection with the community. The Founder stated that she met with the head of transportation for the SCSD. Apparently, yellow buses could be the mode of transportation if OnTECH adjourned school in the afternoon at 4:00 PM. That timing, however, was problematic. Following was a discussion on whether uses public or yellow buses. She said she also spoke to the head of food services at the SCSD to get a better handle on how OnTECH could get better fresh food services. She reported that SCSD would consider offering to OnTECH another food plan which included fresh food and produce. She said that SCSD said they would start providing that kind of food service to OnTECH as soon as possible. The Head of Food Services would consider developing a menu for the following academic year that would provide a variety of fresh foods to the smaller schools in their system and OnTECH would be included.

9. ADJOURNMENT

There being no new business, the chairperson asked for a motion for adjournment. On motion made a seconded, the Board voted unanimously to adjourn the meeting at 7:50 PM



CHARTER HIGH SCHOOL

SPECIAL MEETING MINUTES

BOARD OF TRUSTEES

Monday, March 16, 2020, noticed Monday March 16, 2020 at time of announcement of County Executive through text and by posting online.

The Board convened at 12:30 PM by conference telephone connection. All members were present as well as the Administrator.

Ellen Eagen, President
Pastor Willie Mitchell, Vice President
Steve Kimatian, Secretary/ Treasurer
Karen McMahan, Board Member
Vicki Giarratano, Board Member
Fran Coudriet, Administrator
Don Miller, Executive Director

The Founder stated at the outset that the approval to meet by telephone conference was authorized by Governor Cuomo in waiving the specific requirements of New York State Open Meetings Law. In addition she had spoken to the Committee of Open Government which confirmed that under these emergency circumstances good faith efforts to hold public meetings accessible to the public was acceptable. She stated that the COVID 19 virus, known as the Coronavirus issue, was one that was obviously directly affecting school operations and was an evolving situation. OnTECH was using a risk analysis to handle the risk of the analysis. Ms. Eagen had been applying this risk analysis on the west coast with schools and had used it with schools downstate; Ontech iterated it and was applying it for the last week.

She brought the Trustees up to date on the edict from the Governor of the State and local authorities. The County Executive had stated on Sunday, March 15, that the school would close this Friday unless there was a confirmed case. A confirmed case was announced by the media on Monday morning. Hence, this special meeting was called. Ms. Eagen said that should the school close, it should be done by board motion.

Prior to a motion, there ensued a discussion of the steps being taken in other school districts. The Founder brought information from the other schools she was working with on the impact and closures due to the Coronavirus. The actions by the State were discussed as well as how the New York City schools were handling the situation. The Founder cautioned the Trustees that there were still many unanswered questions.



Trustee Giarratano, as the State Extension Specialist for Food Services, was asked what her experience was to date in coping with the Coronavirus. She said that there were many directives from the Governor on what should be done, including shutting down all the restaurants and bars except for takeout, the closing of the Thruway food operations at stops, which was one of her responsibilities. She said that department heads would still be meeting through ZOOM and a YouTube channel was being developed. Cornell, where her offices were, went completely to on-line education and all personnel were asked to use distancing in their interactions.

Thereafter, Trustee McMahon offered a motion that it be Resolved that in accordance with the order of the Governor of the State of New York and in compliance with the Onondaga County Executive directive for all schools in the Syracuse District to close, OnTECH Charter High School would be closed effective end of the school day today. The motion was seconded by Trustee Mitchell.

Thereafter further discussion continued. Trustee Kimatian stated that it was premature to close schools and said that OnTECH should consider staying open until more information was gathered. He further questioned whether students would really be better off at home. In some cases the students had very challenging home lives, with little supervision and often not enough to eat. In addition, being at home increased their exposure on the streets which could be a dangerous environment. In balancing the risks, he felt that school would provide a safer haven for the students and hold greater opportunity for security. Reference was then made to the Governor's order and to the Onondaga County Executive's order to close Onondaga County schools which was published in the media today. Given this, there was a call for the vote. On motion duly made and seconded, based on the Governor and County Executive's mandate, the Board unanimously voted to close the OnTECH effective as of 4:00 PM today.

Following, specific matters were discussed including the academic and teaching approach that instructional staff would be using for the students, even though they were not at school. There was familiarity by the students with Google Classroom which would be a tool for distance learning. The Head of Accountability, Ms. Rogers, had good experience in distance learning from her prior work. Students would be able to take their computers home, provided they intended to use them properly and parents signed off on the responsibility for its safekeeping.

Joining the Board was the Executive Director of the school, Mr. Miller. The Founder asked him to give a status report to the Board. Mr. Miller reported that the administration and faculty had extensive discussions on the best way to handle communications with students and the continuance of their learning while not in school. He said that the plans continued to be refined but that all agreed on how the school should go forward to ensure that the students



were able to make good use of their time so that the academic metrics would not falter during this period.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of March 25, 2020 Meeting

Location: Meeting held via video-conferencing in accordance with the emergency regulations in effect adapting Open Meetings Law under Covid environment.

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Karen McMahan, Trustee
Victoria Giarratano, Trustee
Beth Gavenda, CFO/Human Resources
Don Miller, Executive Director
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community and Culture
Nakisha Graves, Student Culture
Fahtima Manuel, Student Assistant
Morgan Boerman, Teacher
Omar Gonzales, Teacher
Samantha Vernold, Teacher
Teresa Greene, Teacher
Jeff Clark, Teacher
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Trustee, Steve Kimatian, serving as chairperson, opened the meeting and welcomed the staff and all attendees. He stated that a quorum was present for the conduct of business.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of February 24, 2020. He asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented. There were also Special Meeting minutes of the Board of Trustees which were needed as a result of the Onondaga County Executive order to close all county schools effective 4 pm on March 16, 2020. The chairperson asked for a motion for approval. Trustee Mitchell moved for approval of the Special Meeting Minutes and the motion was seconded by Trustee McMahan. The chairperson asked for discussion. Trustee Eagen pointed out that OnTECH was not given a choice on whether to close or not, rather the directive was mandated by the county executive and supported by the governor.

3. REPORT OF FOUNDER

Given the quarantine requirements of the Coronavirus with the stay-at-home in place, the chairperson asked the Founder to present an update.

The Founder said that with the Coronavirus issue we have entered a new environment and have to do our best to adjust to it. Obviously this means that we need to find ways to teach effectively online. She referenced the Special Meeting of the Trustees on March 16, 2020 in response to the order of the County Executive and the Governor that required schools to operate online even if they thought they could do otherwise. She said that the directive was that schools would discontinue on-site teaching effective 4:00 PM that day. She said it is important for all staff to work within this environment. There were many uncertainties. One is the extent of the stay in place order. At this point it was stated to continue through March 31, 2020 and probably at least to April 14, 2020 and perhaps longer. Another important consideration is the extent to which school funding will be continued or altered in any way. There have been no assurances to this date that charter schools will continue to be funded in the same way they have been. The Founder states that she needed the support of all staff to continue providing and supporting instruction. If individuals did not want to continue under these circumstances, then it would be their decision and it would require them to be furloughed during the interim. Otherwise, assignments would be given and the school would operate with its online plan. She stressed that this was an open meeting and was glad to see so many of the teachers, staff and community participating.

The Founder stated there were also several conversations with the authorizer with respect to the closing, one fact brought out being that the closing days would not count against the 180 day State required minimum school days. A waiver may be requested. She also reported that there was, to date, no assurance of continuity of funding under these circumstances.

The Founder further reported that the Authorizer requested that each school present a plan for continuing education while the stay-in-place order was in effect. She said that a plan had been developed designated OnTECH 2.0. She then presented the plan to the Trustees explaining that there were several components to it, including classroom work, online work, research work and written assignments to be handed in at specified times. Coupled with this was a grading system and a procedure for mentoring. She suggested that the plan had just been in place the last two weeks and that it would be experientially refined as needed.

4. REPORT ON BLENDED REMOTE LEARNING PLATFORM AT ONTECH

A. The Academic Program

The chairperson asked the Founder to give further information on the learning platform for the students. She stated with a caveat that the plan was devised quickly and had many facets. Continuing evaluations would be done to increase its effectiveness. In the online world, students enter the class through Google Classroom. They work on a DIN which

is tethered to the Regents examinations. Students are also asked to do a complete independent research project that would culminate in a written paper. Another component is that each student has an adult mentor. Mentors also communicate with families. Executive Director, Don Miller, said the online platform is from the same software that is currently used in the classroom. One of the main initial challenges was to make sure that every student student is “in” the right classroom. PowerSchool software would be a basic tool used for attendance and recording of grades and for comments relating to each student. The Founder stated that it was essential to gather data that would show the progress made by the students. The role of the teacher relates to the students as well as the parents. Should students not show up or their work was not as expected, calls would be made to parents. She said she was very proud of two elements of the OnTECH program: a Mentor Program and a PBL piece: both elements supported the key design elements of the school.

Jana Rogers, Head of Academics, spoke about the challenges of distance or online learning. She said she had several years of experience of online instruction and one of the take-aways is that high school students generally are challenged to learn in an online environment. There is an element of independence that they face without the kind of direction they would receive in a school environment. Knowing this, the program needs to be very discretely defined for the students and presented in incremental steps where they can see the growth and build on the past work. They do best when there is a tangible artifact integral to the project, such as a video, Podcast, Infographic which then can be incorporated into research, a written document or a final presentation. Feedback to the student is the final part of the loop. Teacher Morgan Boerman is working on making this a part of every student’s learning plan. The Founder stated that it is important for PBL to be incorporated into the teaching plan as that is a key design element of OnTECH. She also said that the Advisory Program was another key design element and that has now transitioned to the whole mentor relationship. She pointed out that because teachers and staff had established relationships with the students, it would enable effective communication within the online universe. She also noted that because our students had their own computer devices and were already using google classrooms in the building, the transition was relatively easier for our students.

B. Community/ Culture Platform

The chairperson then called upon Ta’Quell Morris to speak about the community and cultural aspects of the online instruction. Mr. Morris explained that the mission of the deans, advisors and support staff was to insure that every student received the help needed to make him or her successful in the online environment. He said that different support would be needed depending upon the student. Each student has a designated mentor and each mentor would be in touch with their mentees everyday. At the outset the very basics were necessary, such as making sure each student had a computer and that

each student was placed in a “class” and attendance was taken. He said Fridays were the days when students celebrated each other and the week with a “community circle.” The Founder stated that the Advisor relationship in the Advisories starting and ending the day was a key design element and it was excellent that this concept was carried over to the online world of instruction. She said that a goal would be to find ways for students to help other students. She also said that many students seemed to adapt well to the online environment and some who were not good class participants in the physical building were actually more engaged in the online world.

Trustee McMahan said that from the reports it appears that the online instructional plan was well thought out, particularly given the short time frame. Pastor Mitchell said he wanted every student to know that the church pantry was full and they were ready to fill any need. Jana Rogers said there was also a diaper bank to which OnTECH had access.

5. FINANCIAL/ TREASURER’S REPORT

The chair then gave the Treasurer’s report. He said that revenues were under budget primarily because of lower enrollment, but that expenses were also under budget which yielded a net cash flow that was over budget. Beth Gavenda, the CFO, brought up the support programs that were being offered to small companies and not-for-profit’s as a result of the change in business economics by the Coronavirus. The Payroll Protection Program enabled small entities of under 500 employees to receive a forgivable loan that would maintain operations for eight weeks, provided the employees were offered continued employment. The Founder stated that the state had not committed to continue the school funding while the stay-in-place orders were in effect and that funding might be significantly reduced going forward. Given the COVID-19 circumstances and the unknowns, Trustee Kimatian said he thought it worthwhile to apply to the program. Trustee Mitchell made a motion to that effect that OnTECH should apply to the program, which was seconded by Trustee McMahan, and carried unanimously. Trustee Eagen then brought up the fact the Syracuse City School District had not paid the SPED invoice submitted over a month ago and that when the CFO requested payment the response was that the District was not paying vendors. After speaking with the Authorizer, Trustee Eagen said there was a procedure called State Aid Intercept wherein the money could be paid directly from the State and bypass the City district. A motion was made by Trustee Kimatian that OnTECH should pursue the State Intercept program for these monies if another request was made and payment was not forthcoming. The motion was seconded by Trustee Mitchell and carried unanimously.

6. REPORT OF DIRECTOR OF OPERATIONS

The chair called upon Keil White, Director of Facilities, to give the facilities report. Mr. White stated that since students were not in the school building he had taken the opportunity to have the cleaning company do a thorough deep clean of the building, including antiviral cleaning given the Coronavirus crisis. He said the cleaning company personnel were trained in cleaning procedures to eliminate any viral contamination. Given the fact that there would not be students in the school and daily cleaning would not be necessary, he said he gave the cleaning company

notice that their services would be suspended until the students returned. He further reported that 118 laptops had been given out so far, with each parent signing the agreement of responsibility. He said that enrollment was stable and that 24 students had enrolled for the next school year. The Trustees discussed the continuance of payroll for employees at this time of the Coronavirus. Since there were several unknowns on continuing revenue for the school, it was agreed that the payroll for current employees who performed their work should continue through April 30 2020. Trustee Kimatian moved to authorize this payment, which was seconded by Trustee Mitchell and carried unanimously.

7. ADJOURNMENT

There being no further business, the chairperson called for a motion to adjourn. A motion made by Trustee Mitchell and seconded by Trustee McMahon to adjourn the meeting was carried unanimously.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of April 29, 2020 Meeting

Location: Meeting held via Zoom teleconference at 5:30 pm.

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Karen McMahan, Trustee
Vicki Girratanno, Trustee
Bill Sanford, Trustee Emeritus
Beth Gavenda, CFO/Human Resources
Don Miller, Executive Director
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community and Culture
Theodore Jones, Student Culture
Nakisha Graves, Student Culture
Fahtima Manuel, Student Assistant
Morgan Boerman, Teacher
Omar Gonzales, Teacher
Samantha Vernold, Teacher
Earl Evans, Teacher
Teresa Greene, Teacher
Jeff Clark, Teacher
Jaime Raines, Teacher
Cristin Aboff, Teacher
Tailor Edmund, Teacher
Colleen Bland, Teacher
Nashawn Stenson, Student
Zaire White, Student
Dominique Elizabeth, Community Member
Jimmy Oliver, Deputy Commissioner, Syracuse Parks & Rec

1. WELCOME

OnTECH Trustee, Steve Kimatian, serving as chairperson, opened the meeting and welcomed the Trustees, staff and community members. He stated that a quorum was present for the conduct of business.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of March 25, 2020. He asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

3. REPORT OF EXECUTIVE DIRECTOR

The chairperson asked for the report of Executive Director, Don Miller. Mr. Miller reported that the transition from classroom to online was a challenging one, but the staff had handled it very well. He said the person who was the catalyst and driver of making the transition successful was the Founder, Ellen Eagen. He credited the Head of Academics, Jana Rogers and Head of Community and Culture, Ta'Quell Morris with maintaining the right balance with staff and students and Keil White with overseeing the physical facilities and also ensuring delivery of students of needed items such as laptops. He said that student engagement was good, from 40-60%, and many found that they were able to work online effectively, while there were still others who were more challenged.

4. TREASURER'S REPORT

The Treasurer then gave the finance report. Revenue to date was under budget by 6% while expenses were also under budget by 24%. The net operating income was 60 % over budget. The CFO, Beth Gavenda, explained that there were two outstanding invoices owed by the Syracuse City School District to OnTECH. She said that a verbal request and an email request had been made for payment but the monies to date had not been forthcoming. The Treasurer then stated that if payment was not promised by a certain date, steps would be taken to advise the authorizer to seek State Intercept Assistance.

5. DIRECTOR OF FACILITIES REPORT

The Chairperson called upon the Director of Facilities, Keil White, to give his report. Mr. White stated that the physical plant was in good shape. He said a submission had been made for a State Stimulus Grant for renovation of the Church in anticipation of it being needed for the incoming September class when the school population would outgrow the school building. He further reported that for next year there were 34 applicants for the 9th grade, 7 for the 10th grade and 2 for the 11th grade. Next week there was a scheduled virtual tour for students and parents. A Lottery was unnecessary as the school did not have more applicants than spaces as of April 1.

6. FOUNDER'S REPORT

Founder, Ellen Eagen, was then asked to give her report. She said that she had participated in several teleconferences discussing the COVID environment and what steps schools were taking to continue their educational instruction. She said that there were still many uncertainties with respect to the length of time that schools would be physically closed, what levels of funding were going to be provided and what additional directives would be given by the authorizer. Since the stay at home orders were going to expire on May 15, 2020 and she did not see the possibility of returning by then, she asked the Board for a resolution that would adopt whatever forthcoming

Executive Orders required through June 30, 2020. Trustee McMahon made a motion for OnTECH to adopt such directives, which was seconded by Trustee Mitchell and passed unanimously by the Board.

The Founder stated there were also several conversations with the authorizers with respect to the closing, one fact brought out being that the closed days would be deducted from the 180 day State required minimum school days. A waiver may be requested. She also reported that there was, to date, no assurance of continuity of funding under these circumstances. The Founder further reported that the Authorizer requested that each school present a plan for continuing education while the stay-in-place order was in effect.

Given the quarantine requirements of the Coronavirus with the stay-at-home in place, the chairperson asked the Founder to present an update on the academic approach.

The Founder said that with the Coronavirus issue we have entered a new environment and have to do our best to adjust to it. Obviously this means that we need to find ways to teach effectively online.

She discussed the success of OnTECH 1.0 which had a PBL academic component, an attendance component where students report to Advisory, and a third component of doing Daily DINs in their classes. On an ongoing basis students meet with their mentors to insure their progress. Two students were in attendance at this Board meeting to show what they have been doing. Nashawn Stenson then presented his report on the impact of Ebola cases on Black and Spanish population using charts and infographics. Zaire White also presented his project using visual materials relating to the impact of the Ebola disease. Founder Eagen said that doing such projects as these two students had done were executing one of the key design elements of the school. Other elements of the program was for students to compose a five paragraph essay. The essay and presentations incorporated multiple subjects: math, science, history and English.

She then said OnTECH was iterating on this program and moving to OnTECH 2.0: Passport to the Future. She then showed an illustration that tracked the different components of the Passport. There were a series of assignments that each student had to complete on his or her own time that enabled them to get credit for that particular part of the Passport. The sum total of the assignments was intended to build student skills, earn college credits and help formulate careers, all toward making them lifelong learners. An important aspect was also to create technical literacy as well. She called upon math teacher Omar Gonzales to speak to that point. Founder Eagen stated that students were also expected to learn soft skills. She called upon living science teacher Morgan Boerman to address that point. She explained that soft skills were part of the “Thoughtful Thursdays” meetings with a focus toward creating a positive mindset. All these activities were tied to the Passport to the Future program.

7. HEAD OF CULTURE AND COMMUNITY REPORT

The chairperson then called on Ta'Quell Morris to report on culture and community. Mr. Morris said the school Advisories were very active places. He said students were shown videos from Mayor Walsh and Jimmy Oliver, as well as a video by Nakisha Graves. The Founder stated that Advisory questions were targeted toward the Passport to the Future program. In support of their individual work, students developed their own music mantras. Mr. Morris stated there are seven mentors who were in constant contact with students everyday. In addition, needs were provided to families with 14 deliveries of groceries. Mr. Morris pointed out as an example of mentor relationship, Jaime Raines calls the students every evening to hold them accountable. Mr. Morris meets with the mentors on Monday, Wednesday and Fridays. Mentors also attend grading meetings. He emphasized that these communications demonstrated a way of caring for our students. On Fridays there are community circle meetings when the students get a chance to see each other. What is obvious, Mr. Morris said, is the students, even some who act up a bit and can create issues, show they miss getting together and interacting in school, with their friends and in many cases even with those who were not their friends. He singled out some students who completed their work online in ways more effective lythan when they were in school.

The Founder stated that the school is working on another program called Operation Gray Wolf which is premised on students helping students. In that sense she said they were working as a group, as a "wolf pack" taking care of each other.

Mr. Morris continued saying what we do is create community everyday. He credited Mr. Gonzalez for the work he has done on this with social media. Families are welcome to join the online classrooms, they can ask questions and they can also communicate on Facebook and Instagram. The school held a live Zoom dance party last Friday and it turned out to be a great success. Teachers and staff joined the students. Teacher raised \$400 toward a worthy cause. Every Sunday Mr. Morris makes a video to reflect the week. Parent participation is 37%. The Founder stated that she interacts with many other schools across the country and OnTECH is one of the few who have been able to create a very special relationship with students and family.

The Founder then explained that while OnTECH was doing an excellent job working with students during this stay-in-place period, the online environment was very challenging in keeping engagement with students. It was another reason why getting back into the classroom is so important. At that point, the discussion turned toward grading and Regent exams. The curve ball was that New York State students were going to be exempt from taking regents but the question is what are the metrics for getting the exemption. Mr. Miller said that though students are exempt from taking the regents, they must still meet certain performance criteria to meet the learning standards. The Founder said that this would be a consideration for the Board to adopt a procedure.

The Founder then brought up the need to consider continuing payment to staff while online. After discussion among the Board it was moved by Trustee McMahon that OnTECH continue to

pay all employees through June 30, 2020 when we would expect to have more information on the status of revenue support. The motion was seconded by Trustee Mitchell and passed unanimously.

Lastly, the question of enrollment and building capacity was discussed. In bringing on additional students, it was important to consider the need to not only provide the classrooms and infrastructure, but also to be able to introduce those who are new into the curriculum in the most effective way. The right balance will ensure being able to address the unique needs of each individual student. Additional information will be gathered on this matter for further discussion.

8. ADJOURNMENT

There being no further business the Trustees by motion to adjourn duly seconded and unanimously passed, concluded the meeting.



CHARTER HIGH SCHOOL

SPECIAL MEETING MINUTES

BOARD OF TRUSTEES

Monday, May 11, 2020

Location: Zoom call to Board members:

Time: 12:00 PM

Present:

Ellen Eagen, President/Founder

Pastor Willie Mitchell, Vice President

Steve Kimatian, Secretary/Treasurer

Karen McMahon, Trustee

Vicki Giaratanno, Trustee -excused

Beth Gavenda, Chief Financial Officer

Fran Coudriet, Administrator

A. WELCOME

The meeting began with the Founder welcoming everyone and thanking them for attending this special meeting. She said the primary purpose of calling the meeting was to have the Board review the recent grant made to OnTECH under the CARES Act under the Payroll Protection Program.

B. CARES ACT APPLICATION

The Founder stated that given the major negative impact that COVID-19 had made on companies, Congress enacted the CARES Act with a specific segment addressing small business defined as profit and non-profits having under 500 employees. OnTECH made an application for the economic support and received a grant of \$190,086 on May 4, 2020 which was directly deposited in its bank account. One of the primary conditions of the grant was that the school certified that the money was anticipated as being necessary for its continued operations and that it promised to keep current employees on the payroll for at least the granting period covering eight weeks. Several matters were discussed by the Board relevant to applying for the grant. It should be noted that the analysis of whether to apply for and to accept funds should be made as of the date of the request under the CARES Act.

1. The Founder stated there had been discussions with the Syracuse City School District on monies that were due and payable at the time of the application under the CARES Act. Specifically, the bi-monthly payment for per pupil attendance had not been paid and the total SPED monies for the year were not paid. OnTECH had received an email in response to a phone call and an email to the District from the OnTECH Chief Financial Officer that they were not paying vendors at this time. Made a part of these minutes is



CHARTER HIGH SCHOOL

the email received from the district saying they were not paying vendors. Trustee McMahon asked to be clear about it that both the SPED and regular monies had not been paid to date. The answer was affirmative.

2. The Founder also said she had been part of the discussions with the Charter School Office, the authorizer, and other charter schools that there was no certainty that the monies owed to the charters was going to be paid at the time that the certification of the application was made.
3. In considerations of the discussion from the OnTECH auditors, O'Connor & Davies, who also represented many other charter schools, one consideration for accepting the monies was a calculation based on how much money was available for meeting operational needs going forward. If it was less than 6 -12 months of operating funds they advised that it would be appropriate to accept the funds. The OnTECH CFO made calculations which showed that the current operating monies would last approximately four and one-half months. Made a part of these minutes are those calculations. In a separate conference call with OnTECH, a principal of the auditors had stated that it did not seem inappropriate for OnTECH to apply for the monies although he clearly stated that his opinion was not to be relied on.
4. The Founder brought up the point that there were two parts to the funding - one was the application and receipt and the other was the forgiveness or repayment. If necessary, recipients of the funds, if they were not forgiven, could pay back the monies at 1% interest starting a year from the receipt. She also mentioned that the funds could be returned by May 14, 2020 without any penalty. She said that if the funds were improperly secured there were penalties that would be levied and that was one reason for having the Board vet the process and the receipt.
5. Trustee McMahon said she felt OnTECH had good reason to certify the request for the funding particularly because it had two specific payments due from the District for monies which had not been paid, along with the notice that vendors were not being paid. Trustee Mitchell agreed with this assessment.
6. Trustee Kimatian said a further consideration that was important was the statement by Governor Cuomo who said that education funding would be cut, that statement being made on at least three separate occasions, the latest one being on the day of this meeting. He said that brought great uncertainty to the financial picture for OnTECH.
7. Pastor Mitchell said that his church had considered applying for the monies, but had not done so because there were only a few employees and they had been doing well financially. He further said he did not see why OnTECH should not avail itself of the program as it did not set up the requirements or the process, but was only seeking to utilize what was presented as support for small operations.
8. Trustee Kimatian stated that there might be some in the charter community who elect not to apply for a PPP grant, but many of these were large entities with multiple schools having significant cash flow and which had been in operation for many years. On the contrary, he stated that OnTECH was a standalone new school and had only itself to sustain operations. Loss of its revenue stream was an existential threat.
9. Another factor to take into account Trustee Kimatian said was the fact that OnTECH had taken steps to insure that all employees could continue on the payroll. That was one of



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the primary reasons for the PPP grant. Even though it was not necessary to keep all the employees during the online period, OnTECH had found ways to utilize their services and adjust the definition of job assignments to accommodate their continued employment.

10. Trustee Kimatian also stated there was likely to be an additional impact on the operating expenses as a result of renovations that needed to be made to the church and the rectory for the coming year. In order to accommodate the anticipated incoming 9th grade class which would then include 9th, 10th and 11th grades, renovations needed to be made at least in the church to meet code and State Facilities requirements. Though a State Stimulus grant was applied for, he said that the director of the grant stated the competition for the monies would be very intense this year. The Founder stated that she had heard the same thing from other charter schools and since OnTECH had received the grant last year, it was unlikely they would also receive it this year. Accordingly, these renovation monies would be coming directly from operating expenses.
11. Administrator, Fran Coudriet stated that he felt the application for the PPP monies was justified and an easy story to tell in that OnTECH had not received the monies to which it was entitled from the city district and there was no assurance at the time of application that such payments would be made.
12. The CFO raised the question of whether OnTECH would get negative publicity for requesting a grant and the optics may not look good. Trustee McMahon said that OnTECH could end up in the news for taking the grant, but at the same time our mission was very unique and it might very well be that many students might not be in high school if not for OnTECH and so she felt for that and the other reasons the application for the grant was justified. Trustees Mitchell and Kimatian agreed.

With the above discussion having taken place, Trustee Kimatian called for the motion on the grant. Trustee Mitchell made a motion to approve OnTECH's application for the Payroll Protection Program grant under the CARES Act incorporating all the discussion above in satisfying the certification for requesting the grant. The motion was seconded by Trustee Kimatian. There being no further discussion, the Trustees voted unanimously to approve the application and acceptance of the PPP monies.

Founder Eagen then brought up the importance of following the best practice procedures for receiving and applying the PPP monies. First of all it was recommended that the money should be deposited in a separate account. The CFO said this was done. When payroll or other monies appropriate to the grant were paid out, they should be drawn from this account to transparently show the flow of the dollars. The CFO said this was the intended procedure. She also said that the CFO and Board needed to keep apprised of the requirements for forgiveness.

C. LIABILITY POLICY WITH UMBRELLA COVERAGE

Treasurer Kimatian then asked the Trustees to address one more issue since the Board was convened. The OnTECH overall liability policy had reached its term end and needed to be renewed. The current policy went from a premium of \$6,516 to \$7115. The one change he recommended was increasing the liability from one million aggregate limit to three million.



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With so many issues today being litigated, with potential personal injuries with the growing population at OnTECH, with claims being made against educators for even questionable reasons and now with some even saying there could be Covid based claims, he recommended the increase in coverage. The total cost of the coverage would now be \$9,196. On motion by Trustee Mitchell, seconded by Trustee McMahon, it was unanimously agreed to adopt the proposed liability policy.

D. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:30 PM on unanimous consent of the Trustees.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of May 27, 2020 Meeting

Location: Meeting held via Zoom teleconference at 5:30 pm.

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Karen McMahan, Trustee
Vicki Girratanno, Trustee
Bill Sanford, Trustee Emeritus
Beth Gavenda, CFO/Human Resources
Don Miller, Executive Director
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community and Culture
Theodore Jones, Student Culture
Nakisha Graves, Student Culture
Fahtima Manuel, Student Assistant
Morgan Boerman, Teacher
Omar Gonzales, Teacher
Samantha Vernold, Teacher
Earl Evans, Teacher
Teresa Greene, Teacher
Jeff Clark, Teacher
Jaime Raines, Teacher
Cristin Aboff, Teacher
Tailor Edmund, Teacher
Colleen Bland, Teacher
Nashawn Stenson, Student
Zaire White, Student
Dominique Elizabeth, Community Member
Jimmy Oliver, Deputy Commissioner, Syracuse Parks & Rec

1. WELCOME

OnTECH Trustee, Steve Kimatian, serving as chairperson, opened the meeting and welcomed the Trustees, staff and community members. He stated that a quorum was present for the conduct of business.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of April 29, 2020. He asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented. The chairperson also requested the Trustees to consider approval of the Special Board Meeting held on May 11, 2020 with respect to accepting the PPP loan. A motion was made by Trustee Eagen for approval of the May 11th minutes. The motion was seconded by Trustee McMahon. The chairperson asked for further discussion if desired. There being none, the motion was voted and carried unanimously.

3. REPORT OF CHIEF FINANCIAL OFFICER

The chairperson asked for the report of CFO, Beth Gavenda. She reported that revenue was under budget by 8%, expenses were under 25%, making the net income 55% over budget. She further reported that she was in the midst of completing the annual audit. Another matter brought up was that the Finance Policy Manual had May 22nd recognized as a staff holiday, but given the restructuring of schedules under the COVID environment, not all staff were able to take advantage of the holiday. Accordingly, in order to recognize this May 22nd as a day when all staff could have an opportunity to enjoy a day off, she asked for consideration of motion that would enable a holiday to still be granted. Accordingly, Trustee Eagen made a motion to enable senior staff the authority to set a day for staff who did not receive the May 22nd holiday to take a day off sometime between next week and June 30, 2020. The motion was seconded by Trustee McMahon and unanimously approved.

4. REPORT OF DIRECTOR OF FACILITIES

The chairperson then called upon Keil White, Director of Facilities for his report. Mr. White said he was glad to report that the school's E-rate application was accepted and would be helpful to off-set IT and telecommunication expenses. He further reported that the issues to be addressed for opening in September were building capacity, cleaning and scheduling. He said that recruitment was progressing and we now had 51 applicants, 41 accepted and 18 enrolled. Trustee Gerratanno, who heads up state facilities for service areas across the state said that there would be very specific guidelines promulgated for all companies and schools for reentry. She said the school would need to identify sources for supplies needed for health screening, such as thermometers, make sure there was adherence to distancing guidelines indoors and outdoors and develop a written plan that would set forth the school's intentions. Trustee Eagen stated that OnTECH would formulate a specific plan.

Trustee McMahon spoke about recruitment plans and stated that a digital campaign was underway. She and Trustee Kimatian had dealt with the Cowley Advertising Group to create the campaign which consisted of a digital reach to parents within the Syracuse area on Facebook and Instagram as well as using Spectrum Digital Reach marketing. Trustee Eagen stated that we also now had two radio recruiting campaign spots, which she played for the group in attendance.

5. REPORT OF HEAD OF STUDENT CULTURE AND ACADEMICS

The chairperson called upon Ta'Quell Morris, Head of Student Culture to give his report. Mr. Morris stated that one of the great needs of many of the students was for money. If there were ways they could work for money, that would be a great step forward. So he and Ms. Greene and Mr. Evans spoke about how they could help one very eager student, Jaciel, accomplish that. An arrangement was made for Jaciel to mow lawns. He mowed the lawn of Ms. Greene's house and was paid for it. Mr. Morris matched the money earned. He then continued to mow other lawns. Mr. Morris said that it was in different creative ways that he hoped to continue this approach of finding what the student could do and try to match that with earning money.

May 7th was declared a day of celebrating teachers by the city/county. To recognize that event Trustee Eagen created a promotion that involved the students and with the help of Mr. Morris engaged several students in the celebration. She and Mr. Morris contacted the media which resulted in coverage of the event.

May 11th was a drive by and shout-out event by the teachers and mentors passing the homes of the students. Many students and parents were in their driveways to return the shoutouts. Head of Academics, Jana Rogers, reported that she had started a GSA club, a Gay and Straight Alliance group. Their first meeting was last Thursday. Mr. Jones assisted the group. The students were enthused. They shared stories and they expressed a desire to connect with the Q Center.

Trustee Eagen said a law club had also been founded. The students wanted to talk about justice. A judge and a lawyer were being scheduled to speak to the students. She also said that Dominique had been a helpful resource in the process of creating a legal club as she had great connections in the City. Trustee Eagen said it was not that the clubs were intended to be a focus for the career of a student, but rather an outlet for the student to follow a passion about a particular interest and act on that. Ms. Rogers added that she had arranged for a NICU Nurse from Glens Falls Hospital to speak with the students.

Thoughtful Thursdays have been a positive element for the students. It is a day when the focus is on mindfulness, deep breathing, and developing Emotional IQ. Ms. Morgan helped with this. A Cinco De Mayo Zoom party was held with students and staff having a chance to virtual dance. Mr. Morris said that videos from people in the community addressing the students were presented to them - one from Mayor BenWalsh and another from Parks and Rec Commissioner, Jimmy Oliver. Mr. Morris said he planned a college chat with the students and will present that next month. He said mentors also have a full plate and continue to stay with the students to encourage their progress. Founder Eagen said the work the mentors are doing is terrific and the exact reason for what the school was designed to do.

In continuing her report of Academics, Ms. Rogers said that OnTECH 2.0 is a six week project on health and then pivots to the Digital Passport, where students download their individual “Passport” which has a series of sections each representing a project or task they have to accomplish. Students will earn grades. 64 students are projected to complete their passports by June 19th. The last week of school will be OnTECH CON, a week of social-emotional learning. Founder Eagen said that OnTECH will continue classes through June 26th and not stop the week before in an abbreviated year like the school districts. She said that OnTECH will have three graduates, its first graduates. Two of the three students are from the New American community and had accumulated high school credits prior to enrolling at OnTECH. They had interrupted education and were turned away by the school district. One of the three students is over-age and undercredited. Founder Eagen thanked Ms. Rogers for getting them to the finish line; she stated it was the work that OnTECH set out to do.

Ms. Rogers further stated that to address the issue of student engagement and to continue to promote interest, the staff was trying an approach of gamification incorporated into the teaching. Interested students met with representatives from the company ClassCraft to identify areas of interest. Their program connects with Google Classroom. To evaluate the offering, Mr. Gonzales said a student centered focus group was created. He said students got together and asked the representatives questions. The representatives were amazed at the quality of the student questions. Ms. Rogers says she believes the students like the program. Founder Eagen stated the improvised approach to learning being taken by staff is an example of how nimble the school is in addressing issues and unexpected events. At the same time this brings out the passion places of the students and is a key design element of the school.

Executive Director, Don Miller, reported that teacher evaluations were being concluded and that a significant number of good candidates had been identified in the teacher applications. Overall, there were 40 applicants and 22 were good candidates. Interviewing will continue. He said the school would be participating in the Plattsburg Candidates Fair.

6. GOVERNANCE

Founder Eagen said that there is a Center for Innovation of Education grant in which we could participate. Vickie Smith of the Charter School Office had asked whether we would be interested. It is tethered to FTE growth rate over the next few years. The grant provides additional compensation and a bonus to teachers participating. We would be part of a consortium of schools applying. The next step requires us to sign an MOU expressing our intention to participate. Even so, we would not be committed. Founder Eagen said she is asking for a Board resolution authorizing the participation in signing the MOU. Accordingly, Trustee Kimatian moved to approve OnTECH’s participation and signing of the MOU. The motion was seconded by Trustee McMahon and carried unanimously on vote.

7. ADJOURNMENT

There being no new business or further business before the Board, the meeting was adjourned by unanimous vote.



CHARTER HIGH SCHOOL

BOARD OF TRUSTEES MEETING

Minutes of June 24, 2020

Location: Meeting held via Zoom teleconference at 5:30 pm.

Present:

Ellen Eagen, Founder & President
Stephen Kimatian, Secretary/Treasurer
Pastor Willie K Mitchell, Trustee
Karen McMahan, Trustee
Vicki Gerratanno, Trustee
Beth Gavenda, CFO/Human Resources
Don Miller, Executive Director
Fran Coudriet, Administrator
Jana Rogers, Head of Academics
Keil White, Director of Facilities
Ta'Quell Morris, Head of Community and Culture
Nakisha Graves, Student Culture
Morgan Boerman, Teacher
Omar Gonzales, Teacher
Fatimah Manuel, Student Mentor
Bill Sanford, prospective Board Member
Dominique Elizabeth, Community Member

1. WELCOME

OnTECH Founder, Ellen Eagen, serving as chairperson, opened the meeting and welcomed the Trustees, staff and community members. She stated that a quorum was present for the conduct of business.

2. APPROVAL OF MINUTES

The chairperson asked for approval of the prior month's meeting minutes of May 27, 2020. She asked whether there were any additions, corrections or modifications. There being none, the minutes were accepted as presented.

3. REPORT OF HEAD OF ACADEMICS

The chairperson stated that we were closing in on the end of the semester. June was an especially important month as it was an opportunity to make up credits and work on special projects that were individually student-oriented. Also, as had been determined by the Board, OnTECH was not going to stop classes early in June as the surrounding district schools had decided. Because the governor had required schools to work through the spring vacations, the teachers union required that they be paid an extra week if they worked to the end of the scheduled school year. OnTECH teachers were committed to working through June.

To illustrate some of the work being done by the students in June, the chairperson called upon math teacher Omar Gonzales. He explained that for the month of June, OnTECH iterated the academic programming, focusing on a subject matter per week and incorporating a habit of the mind (part of the OnTECH social emotional programming) and holding synchronous learning sessions. The first week was math and focused on a Puzzle Project. Students had to create a puzzle based on certain given math facts. This was done in a live virtual setting after which the students continued on their own to further design the puzzle. One student, Carlos, ingeniously introduced negative numbers into his puzzle. Thereafter ensued a discussion on student engagement and ways in which such engagement could be increased. One finding was that synchronous learning where there is a combination of live virtual learning followed by independent work did increase engagement.

During the week of June 22, OnTECH was in school learning while the district schools were closed. This week was OnTECH CON. It was an exciting week that covered many areas of interest. There were workshops on digital arts, law, college preparation to name a few examples. In addition a group of student gathered to give feedback on remote learning. In addition we conducted two on-site events to test COVID safety protocol. We used a Covid screening questionnaire that was converted into a Google questionnaire that families were required to review, sign and submit.

The next discussion centered around Summer programming. Since OnTECH is a year round school, there were plans for summer school even with the Covid challenges. Last year a very successful program was run with the Educational Alchemy group from NYC. They were retained again to support curriculum this summer, though it would be online. Depending upon the credit status of the student, the summer program could be used as a time of credit recovery or of credit accrual. Some of the determinations of student status will be made after the due date of this Monday for assignments.

4. REPORT OF HEAD OF COMMUNITY AND CULTURE

Several students joined the Zoom virtual board meeting. They had participated in the various opportunities that OnTECH had offered their students over the last several months, including the community building events and OnTECH CON, and they spoke on their experience. For example, Neshawn was the student facilitator for the a presentation on attending college and he had attended a presentation by OnPoint for College - a local organization that offeres students who were interested, support in planning and getting into college, from studies to the actual assistance in getting materials, supplies and transportation. Kiandra participated in a digital art class and jumped in and became a teaching assistant when the visiting guest teacher's computer was not working. Using visual word art she gave a presentation as part of her PBL project of

how to keep yourself safe in this Covid environment. She presented this to a team of experts and had her project critiqued.

Mr. Morris then reported on some of his team's activities. His team visited homes to check on families. Mr. Morris also said that he had purchased shirts for mentors in a way for them to be good identifiers when they were in the field.

Since we were coming to the end of a semester, the Founder said there would be an Awards Night tomorrow for the school. There would be academic awards and awards embodying the mission of OnTECH, such as the the Gray Wolf Award and the Changemaker Award. After the awards there will be a virtual dance party to celebrate the year. She invited all to attend.

The Founder then addressed the first ever graduation for OnTECH, which would be held this Saturday on June 27, 2019. Initially, having it outdoors was considered, but with the governor's guidelines allowing graduation indoors starting on that day under certain conditions, it was decided to have it inside. There were three students graduating, each having accumulated credits prior to coming to OnTECH. The important point though, the Founder stated, was that if not for OnTECH these students would not have graduated. Their districts had found reasons not to accept them as students even though they could have gotten sufficient credits and graduated on time. She said there would be a rehearsal on Friday evening and the graduation ceremony would be Saturday. Each of the students would have an opportunity to speak about their time at OnTECH and what it meant to them. Trustee Pastor Mitchell will deliver the commencement address.

4. REPORT OF THE EXECUTIVE DIRECTOR

The chairperson then called upon the Executive Director, Don Miller, to give his report. Mr. Miller said the evaluations were completed and that none of the teachers had expressed a desire to leave their employment with OnTECH. He said that there were 23 applicants for the positions open and that there were 12 viable candidates of which he suggested there would be about 7 or 8 to consider for hiring. He said an ESL teacher recently joined OnTECH and OnTECH hired Mr. Terence King as a consultant for Special Education to further develop our SPED programming. The Annual Report is due on August 3rd. The Founder underscored that the Annual Report indicates the level of charter compliance.

5. REPORT OF THE DIRECTOR OF FACILITIES

Next the chairperson called upon the Director of Facilities, Keil White, to give his report. Mr. White stated that the IT infrastructure for Wi-Fi and Access Points were being installed in the church property. He said that construction would soon commence to make the church ADA and code compliant. It would include two ADA ramps. The project is scheduled for completion by

the end of August 2020. He said enrollment figures show 67 applicants, 55 accepted, 32 enrolled. To date the recruitment campaign included Spectrum Digital, Facebook and radio.

6. REPORT OF THE CHIEF FINANCIAL OFFICER

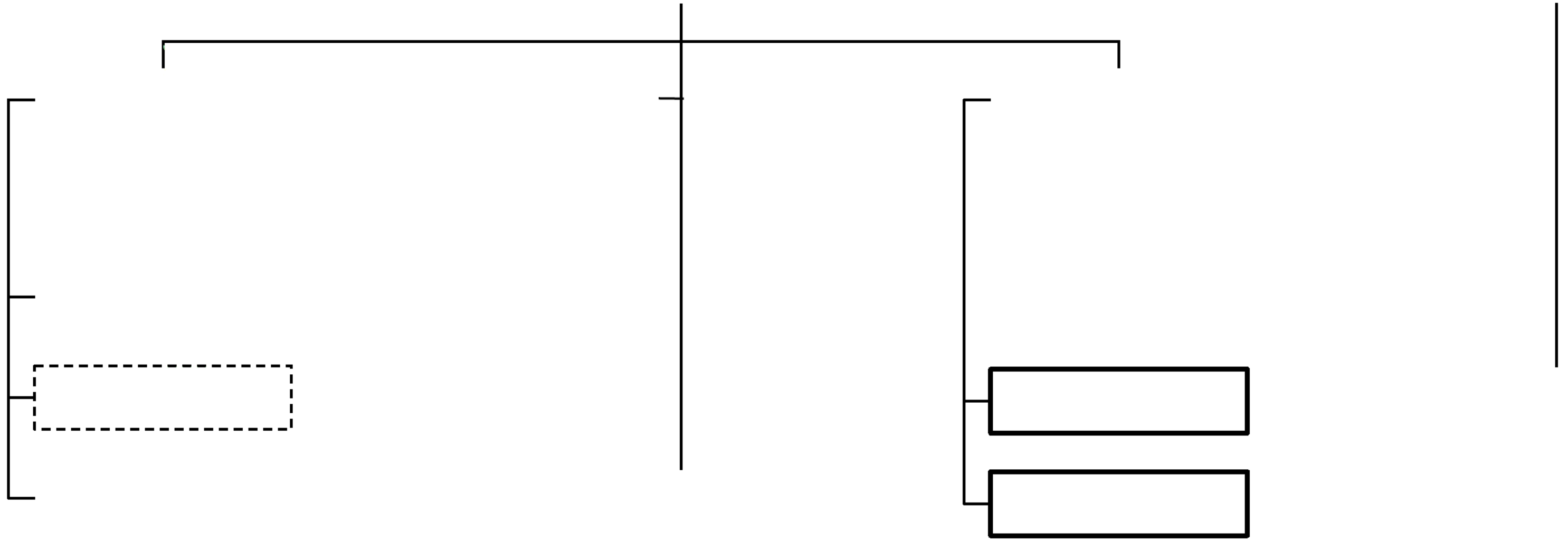
The chairperson next called upon The Chief Financial Officer, Beth Gavenda. She said that the annual audit was well underway, that a majority of the information for the audit had been submitted to the auditors. She said that invoices for billing went out to the SCSD school district for the June invoicing. With respect to the monthly financials, revenue came in 91% of what was budgeted, expenses were 26% under and the net income was 15% over budget.

7. GOVERNANCE

The chairperson reported that the documents for submitting the reinstatement to the Board of Trustees for Bill Sanford had been completed and would be forwarded for approval to the Charter School Office. She said that Mr. Sanford's application may be approved in time for the next meeting.

8. ADJOURNMENT

There being no further business the chairperson called for a motion to adjourn. Trustee Kimatian moved and Trustee McMahon seconded the motion. There being no further business the motion was unanimously approved.





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September

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

17 INSTRUCTIONAL DAYS

- 1-4 Professional Development
- 7 Labor Day
- 8 **1st Semester Start**

October

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

21 INSTRUCTIONAL DAYS

- 12 Indigenous Peoples' Day
- Columbus Day

November

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

16 INSTRUCTIONAL DAYS

- 3 Professional Development
- 11 Veteran's Day
- 25-27 Thanksgiving Recess

December

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

17 INSTRUCTIONAL DAYS

- 24-31 Holiday Recess
- 4 **End 1st Semester**
- 7 **2nd Semester Start**

January

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

19 INSTRUCTIONAL DAYS

- 1 New Year's Day
- 18 Dr. Martin Luther King Jr. Birthday
- 26-29 Regents Examinations

February

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 INSTRUCTIONAL DAYS

- 15-19 Winter Recess

March

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

20 INSTRUCTIONAL DAYS

- 12 **End 2nd Semester**
- 15 **3rd Semester Start**
- 29-31 Spring Recess

April

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

20 INSTRUCTIONAL DAYS

- 1-2 Spring Recess
- 5 Snow Contingency Day

May

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

19 INSTRUCTIONAL DAYS

- 28 Snow Contingency Day
- 31 Memorial Day

June

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

18 INSTRUCTIONAL DAYS

- 1 Snow Contingency Day
- 16-24 Regents Exams
- 24 **Last Day of 3rd Semester**
- 25 Professional Development

SUMMER SESSION

July

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

July

- 5 Independence Day Observed
- 6 **Start of Summer Session**
- August
- 12-13 Regents Examinations
- 13 **End of Summer Session**
- 31 Professional Development

August

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

LEGEND

- School Not in Session
- Professional Development
- Start of Semester
- End of Semester
- Regent Exams/Rating Days
- Contingency Snow Days

General Information and Fire/Life Safety History

Inspection Date:

10/8/19

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:

Leased

4a. Owner Name:

Building Hope

4a. Owner Address:**4a. Owner Address2:****4a. Owner Phone #:****5. Leased To Others?:**

No

6. Square footage:

24700

8a. Fire drill manuals distributed?

No

8f. Average evacuation time:

1 minutes 30 seconds

8g. Arson/Fire Prevention?

Yes

8h. Prevention/Evacuation Training?

Yes

9. Fire Dept. notified via alarm?

Yes

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

No drills reported.

EMERGENCY EVACUATION DRILLS

No drills reported.

Initial Inspector

Mark Savage

Phone #: (Phone Number) [REDACTED]

Certification #: (Certification Number) [REDACTED]

Email: [REDACTED]

Building Administrator

Keil White

Phone #: (Phone Number) [REDACTED]

Building Overview

ID: 421800868004

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: Oct 28, 2019

Created By: peter.white

Date Modified: Oct 29, 2019

Modified By: jana.rogers

Date Certified: Oct 29, 2019

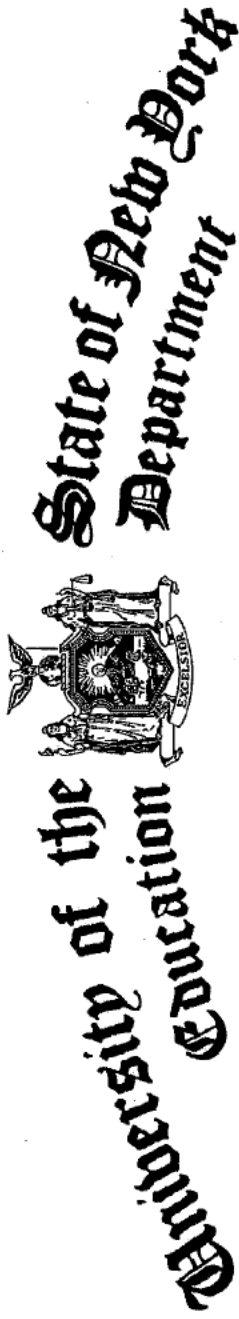
Certified By: jana.rogers

Certificate History

Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Oct 29, 2019	jana.rogers

Non-conformances

Item	Date Corrected	Date Reinspected
09C-1	Oct 29, 2019	Oct 29, 2019
14C-2	Oct 29, 2019	Oct 29, 2019
14E-1	Oct 29, 2019	Oct 29, 2019
10A-2	Oct 29, 2019	Oct 29, 2019
10B-2	Oct 29, 2019	Oct 29, 2019
10C-1	Oct 29, 2019	Oct 29, 2019
10D-1	Oct 29, 2019	Oct 29, 2019
16A-2	Oct 29, 2019	Oct 29, 2019
16B-2	Oct 29, 2019	Oct 29, 2019
17H-2	Oct 29, 2019	Oct 29, 2019
12E-1	Oct 29, 2019	Oct 29, 2019
12H-1	Oct 29, 2019	Oct 29, 2019
12J-1	Oct 29, 2019	Oct 29, 2019
12K-1	Oct 29, 2019	Oct 29, 2019



**State of New York
Department**

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

ONTECH CHARTER HIGH SCHOOL
810 WILLIS AVENUE
SYRACUSE, NEW YORK 13204

DISTRICT:

ONTECH CHARTER HIGH SCHOOL
JANA ROGERS
810 WILLIS AVE
SYRACUSE, NEW YORK 13204

Building ID:



Issuance Date: October 29, 2019
Effective Date: November 01, 2019
Expiration Date: November 01, 2020

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED