

# Application: OnTECH Charter High School

Jana Rogers - jana.rogers@ontechcharter.org  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Oct 8 2021

### [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 2020-2021 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, 2021)** 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, 2021)**

Please select the correct authorizer as of June 30, 2021 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](http://www.ontechcharter.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

290

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

208

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

9, 10, 11

**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 2021-2022?

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	3153960558	Syracuse	9-12	No

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jana Rogers	315-396-0558		<a href="mailto:jana.rogers@ontechcharter.org">jana.rogers@ontechcharter.org</a>
Operational Leader	Keil White	315-396-0558		<a href="mailto:keil.white@ontechcharter.org">keil.white@ontechcharter.org</a>
Compliance Contact	Jana Rogers	315-396-0558		<a href="mailto:jana.rogers@ontechcharter.org">jana.rogers@ontechcharter.org</a>
Complaint Contact	Ellen Eagen	315-256-2461		<a href="mailto:ellen@ontechcharter.com">ellen@ontechcharter.com</a>
DASA Coordinator	Jana Rogers	315-396-0558		<a href="mailto:jana.rogers@ontechcharter.org">jana.rogers@ontechcharter.org</a>
Phone Contact for After Hours Emergencies	Ellen Eagen	315-256-2461		<a href="mailto:ellen@ontechcharter.com">ellen@ontechcharter.com</a>

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

**Site 1 Certificate of Occupancy (COO)**

[Certificate of occupancy 2022.pdf](#)

**Filename:** Certificate of occupancy 2022.pdf **Size:** 160.3 kB

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**Site 1 Fire Inspection Report**

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

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

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

No

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

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Ellen Eagen
Position	Board President
Phone/Extension	315-256-2461
Email	<a href="mailto:ellen@ontechcharter.com">ellen@ontechcharter.com</a>

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

**Responses Selected:**

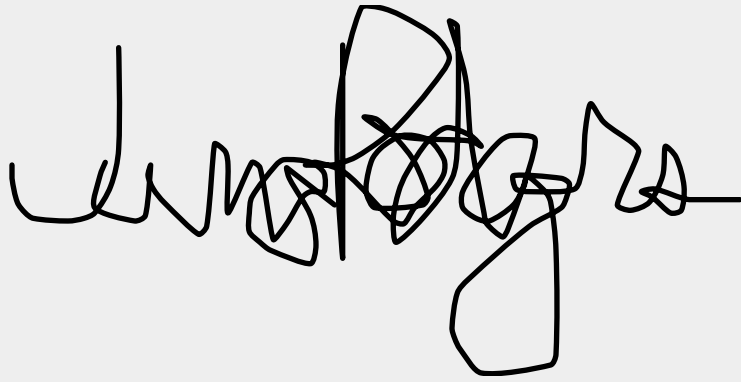
Yes

**q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Aug 2 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** Nov 1 2021

## **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**



For the 2020-2021 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”. **Deadline is November 1, 2021.**

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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, 2021.

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2020-2021 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”.**

#### 2020-2021 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
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				unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Aggregate Annual Regents Goals Meet State Average	<p>Annual Regents testing for every tested subject.</p> <p>Algebra aggregate passing/exempt rate of 94% met as compared to the state passing rate of 71%.</p> <p>Living Environment aggregate passing/exempt rate of 89%. Goal met as compared to state passing rate of 73%.</p> <p>Global Studies aggregate passing/exempt rate of 86%. Goal met as compared to the state passing rate of 79%.</p> <p>Chemistry aggregate passing/exempt rate of 76%. Goal met as compared to the state passing rate of 73%.</p> <p>ELA aggregate passing/exempt rate of 88%. Goal met as compared</p>	Met	

		<p>to the state passing rate of 84%.</p> <p>US History aggregate passing/exempt rate of 89%. Goal met as compared to the state passing rate of 79%.</p>		
Academic Goal 2	Cohort Regents Testing Goals Meet State Average	<p>Algebra passing/exempt rate of 81% for 9th grade and 91% for 10th grade. Goal met as compared to the state passing rate of 71%.</p> <p>Living Environment passing/exempt rate of 84% for 9th and 87% 10th graders. Goal met as compared to the state passing rate of 73%.</p> <p>Global Studies passing/exempt rate of 79% for 10th grade. Goal met as compared to the state passing rate of 79%.</p> <p>Chemistry passing/exempt rate of 76% for 10th grade. Goal</p>	Met	

		<p>met as compared to the state passing rate of 73%.</p> <p>ELA passing/exempt rate of 85% for 10th grade and 93% for 11th. Goal met as compared to the state passing rate of 84%</p> <p>US History aggregate passing/exempt rate of 89% for 11th grade. Goal met as compared to the state passing rate of 79%.</p>		
Academic Goal 3	80% 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.
		4 year and 5 year graduation rate for students identified		Data not available at this time. This information will be available when we have full graduating

Academic Goal 4	80% of the subgroup cohort graduation rate	as economically disadvantaged, students with disabilities and ELLs	Unable to Assess	cohorts. Our current graduating cohorts were too small of a sample size to qualify under the minimum group size in ESSA.
Academic Goal 5	75% on Track to graduate	<p>Goal met - 92% of students have passed 3 out of 5 regents required for graduation by their third year of high school.</p> <p>In addition, 85% of seniors are on track to graduate with 13 or more credits and 4 out of 5 Regents exams passed/exempt. We also track students based on their local assessment data, the STAR ELA and Math Exams.</p>	Met	
Academic Goal 6	80% of the aggregate student persistence	% of students in a cohort that remain enrolled until they graduate from the high school program.	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 7	80% of the subgroup student persistence	% of students identified as economically disadvantaged, students with disabilities and ELL learners in a cohort that remain enrolled until they graduate from the High School program.	Unable to Assess	Data not available at this time because we do not have a full sample size that satisfies the minimum groups size definition under ESSA. This information will be available when we have our first gull graduating cohort in 2022.
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2020-2021 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”.**

**2020-2021 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to	If not met, describe efforts
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			Assess	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The school has an effective school leadership team that obtains staff commitment to a clearly defined mission and set of goals, allowing for continual improvement in student learning.	Evaluations, including a self evaluation, are completed at all tiers of the organizational chart. The administration set annual goals with the board, which are periodically reviewed. Specifically, the board conducts an annual evaluation during the year for the administrative tier in the organizational chart and meets with them regularly. Board reviews and considers organizational chart and supervisory relationships as school grows. Professional development at the beginning and throughout the year review mission & key design and assess health of organization.	Met	

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



		<p>hierarchical structure. OnTECH uses a virtual PLC classroom (on google) to house all communications and messaging to ensure access virtually/in-person.</p>		
Org Goal 4	<p>The school successfully recruits, hires, and retains key personnel, and makes decisions when warranted to remove ineffective staff members.</p>	<p>The school has used many website platforms, as well as word of mouth and print media and electronic media to recruit and hire and retain. 94% of the teaching staff wanted to return after the third year. Difficult decisions were 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. OnTECH uses a uniform structure/procedure to interview and identify key talent.</p>	Met	
		<p>For the 2021-2022 school year, the school is fully</p>		

Org Goal 5	The school is fully staffed with high quality personnel to meet all educational and operational needs, including finance, human resources, and communication.	staffed with administrators. We did deal with two early resignations in the school year, relating to personal issues. As a result we are still recruiting dynamic and invested educators. Our model does attract educators who are interested in a progressive educational model, and, therefore, one add can recruit a dozen applications.	Met	
	The school has established structures for	Within the Academic departments, the teachers have common planning periods. They use this time to align curriculum and lesson plans, and have created their own PLCs. In addition, teachers meet biweekly in grade level teams to review student's academic progress and concerns. All staff also attend weekly staff meetings. We feel that collaboration stems from authentic community - our teachers and		

Org Goal 6	frequent collaboration among teachers.	<p>administration work to create community events and open paths of communication. The newly created position of a department leader will allow for further collaboration inter/intra departments. In addition staff, students and parents create community events together. Collaboration addressing school issues takes the shape of a student-centered social design model.</p>	Met	
		<p>All staff complete a rigorous application process that includes a screening interview, a roundtable interview with administration and staff, a teaching demonstration with administration, staff and students and a board member review. Resumes and references are</p>		

Org Goal 7

The school ensures that staff has requisite skills, expertise, and professional development necessary to meet students' needs.

carefully reviewed and the reference checks are made prior to job offers being made. Professional development is provided routinely at both our start of the year conference days, mid-year conference days, staff meetings and before and after school times. Professional development is focused on developing individual staff's capacities of advancing key design elements of a nontraditional learning environment. In addition, the school partners with local resources (through a shared resource model) that allow for OnTECH to bring in local expertise, including trades. For example, this year, OnTECH developed a relationship with Upstate Pschiatric Adolescent Department of Upstate Medical to

Met

		learn about medical issues - physical and mental affecting students.		
Org Goal 8	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.	The school has a robust teacher evaluation process. Teachers meet with administration annually to review their professional goals. Teachers also receive at least two walk through evaluations in the fall. These walk throughs are scored based on a rubric that is aligned to our key design elements. Teachers also receive a full formal observation and evaluation in the fall. In the spring, they will receive two more walk throughs and one more full formal observation and evaluation. The teachers are observed by an internal evaluator, capturing standard best practices. Teachers review and discuss all evaluations with	Met	

		<p>the Principal. We are contemplating bringing in master teachers/coaches to work with and support teachers.</p>		
Org Goal 9	<p>The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.</p>	<p>Teachers have all staff meetings weekly in addition to weekly department meetings and biweekly grade level meetings, along with the principal. The administration also maintains an “open door” policy so that any staff member can feel free to discuss questions and concerns. 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, and do attend board meetings regularly. Their feedback is regularly solicited. Board members make themselves available to</p>	Met	

		teachers for feedback and dialogue. OnTECH partners with Upstate Medical Hospital to provide therapeutic sessions to not only students but staff.		
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**

**2020-2021 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
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				to meet goal.
Financial Goal 1	The school has an accurate and Functional accounting system that includes monthly budgets.	Yes, OnTECH does have an accurate and functional accounting system. It starts with the creation of the budget which is prepared by the CFO in draft form and presented to the Board of Trustees for approval. The budget is projected forward on a monthly basis with actuals for that month compared with the budget as well as a year to date comparison of the budget against actuals. Line items are also reviewed with respect to the actuals vs. budget. Significant variances are evaluated for reasons and, if necessary, adjustments going forward for revenue or expenses are made. A CFO was hired who has past experience with charter school budgets. Built within the financial operations is the approval of all	Met	



invoices for payment by at least two individuals to insure sound financial practices. The school also maintains a consultancy relationship with the Charter School Business Management group (CSBM) for the purpose of quarterly reviews with the CFO. OnTECH's financial system allows for a still frame view of the budget and actual status of all accounts at any time and is a useful ongoing tool to maintain fiscal integrity.

Yes, the budget is built upon the objectives of the school for the current year, as well as taking into account the forward mission of the school, identifying those areas which would require additional resources going into the future years. The draft

<p>Financial Goal 2</p>	<p>The school sets Budget objectives and regularly analyzes its budget in relation to those objectives.</p>	<p>budget is prepared by the administration and presented to the Board of Trustees by the CFO, discussed, and then modified where necessary. and then approved. The budgeting process is projected monthly and as the year progresses, the actuals are compared with the budget and any variances explained. Should revenue or expenses veer from budget, adjustments are made to stay on track with the budget.</p>	<p>Met</p>	
		<p>Yes, OnTECH plans for a five year period going forward. This includes anticipated enrollment and the revenue related to that enrollment on both a state and federal basis. Correlated to that are the attendant expenses for staff and materials to</p>		

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.

deliver the school's educational mission for the students. At the same time, as instructional needs are met, there are the important socio-emotional needs of students which are supported by additional funds. These include relationships for counseling and mental health. OnTECH engaged the Upstate Medical University Psychiatric department for some of these resources. As monies have become available, OnTECH has continued to devote resources to these areas. The school also considers, when budgeting the need for contingency funds, should emergencies arise. An illustration of this is the unexpected impact of Covid 19 and the need to provide additional services for the students.

Met

Fortunately, a combination of surplus monies and the available grants enabled OnTECH to continue with its educational mission, notwithstanding the need to be remote at times. Approaching expenditures and the use of resources in a conservative manner also enabled the school to accumulate a surplus sufficient to have a down payment for a mortgage to acquire its buildings and campus from the owner. Achieving this goal allows the school to operate more efficiently with additional monies generated which can be deployed directly to support the student mission.

Yes, OnTECH has a Handbook of Financial Policies that provides a guideline for the use of its financial

Financial Goal 4	The school has and follows a written set of fiscal policies.	resources. This Handbook is reviewed at least regularly by the Board and is also reviewed by the independent auditors at the time of our annual audit.	Met	
Financial Goal 5	The school has complied with state and federal financial reporting.	Yes, OnTECH has complied with all state and federal reporting in the filing of data related to Title reports and grants. A PPP loan was granted and all the metrics were met to be given "loan forgiveness." Since its inception in 2018, OnTECH has had a clean independent annual audit with no deficiencies.	Met	

**7. Do have more financial goals to add?**

No

**Thank you.**

**Entry 4 - Audited Financial Statements**

**Completed** Oct 31 2021

## **Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

## **OnTech Audited Financial Statements - NYSED**

**Filename:** OnTech Audited Financial Statement dpU33DV.xlsx **Size:** 81.8 kB

## **Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)**

**Completed** Dec 20 2021

### **Instructions - Regents-Authorized Charter Schools ONLY**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

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

## **Ontech Charter High School BEDS-421800861125\_2020-21**

**Filename:** Ontech Charter High School BEDS 4 HxnlqjF.xlsx **Size:** 82.0 kB

## **Entry 4c - Additional Financial Documents**

**Completed** Oct 31 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per

school is \$100,000.

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

### [2021 OnTech Charter High School Audit Report](#)

**Filename:** 2021 OnTech Charter High School Au t3qLESW.pdf **Size:** 286.3 kB

### [2021 OnTech Charter High School Mgmt Ltr](#)

**Filename:** 2021 OnTech Charter High School Mgmt Ltr.pdf **Size:** 174.5 kB

### [2021 OnTech Charter High School Audit Report with Mgmt Ltr](#)

**Filename:** 2021 OnTech Charter High School Au ChxlMW.pdf **Size:** 418.9 kB

## Entry 4d - Financial Services Contact Information

**Completed** Nov 1 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Mark Chudzicki	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph X. Ciorciari - PKF O'Connor Davies, LLP	[REDACTED]	[REDACTED]	4

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Charter School Business Management Inc.	Leslie Roper-Thomas	237 West 35th St., Suite 301, New York, NY 10001	[REDACTED]	[REDACTED]	4

**Entry 5 - Fiscal Year 2021-2022 Budget**

**Completed** Nov 1 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school’s FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021.**

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

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021.**

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

**[OnTech Final 2021-2022 SED Budget](#)**

**Filename:** OnTech Final 2021 2022 SED Budget.xlsx **Size:** 45.3 kB

**Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** Oct 8 2021

**Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY 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. Note: Docusign is accepted.

### **[BOT-FinancialInterest-DisclosureForm - Kwame Fluker July 2021](#)**

**Filename:** BOT FinancialInterest DisclosureFor j3OFfz1.pdf **Size:** 180.6 kB

### **[Karen McMahon Financial Disclosure 2021-2022](#)**

**Filename:** Karen McMahon Financial Disclosure tEbFx3z.pdf **Size:** 178.1 kB

### **[Bill Sanford Financial Disclosure 2021](#)**

**Filename:** Bill Sanford Financial Disclosure 2021.pdf **Size:** 555.7 kB

### **[EllenEagen-FinancialDisclosure-2021](#)**

**Filename:** EllenEagen FinancialDisclosure 2021.pdf **Size:** 183.9 kB

### **[StephenKimatian-BOT-FinancialInterest-DisclosureForm](#)**

**Filename:** StephenKimatian BOT FinancialIntere YYG4UPc.pdf **Size:** 114.1 kB

### **[Willie Mitchell - Financial Disclosure 2021](#)**

**Filename:** Willie Mitchell Financial Disclosure 2021.pdf **Size:** 1.3 MB

## **Entry 7 BOT Membership Table**

**Completed** Oct 8 2021

## **Instructions**

### **Required of All charter schools**

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

## **Entry 7 BOT Table**

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

**1. 2020-2021 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Ellen Eagen		Chair	Committee of the Whole	Yes	2	07/01/2021	06/30/2024	12
2	Willie K Mitchell		Vice Chair	Committee of the Whole	Yes	1	08/01/2019	06/30/2022	9
3	Karen McMahon		Trustee/Member	Committee of the Whole	Yes	1	12/19/2019	06/30/2022	12
4	Stephen Kimatian		Treasurer	Committee of the Whole	Yes	2	07/01/2019	06/30/2022	12
5	William Sanford		Trustee/Member	Committee of the Whole	Yes	2	07/01/2020	06/30/2023	11
6	Kwame Fluker		Trustee/Member	Committee of the	Yes	1	03/26/2021	06/30/2024	5 or less

				Whole					
7									
8									
9									

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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2021	6
b.Total Number of Members Added During 2020-2021	2
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

**3. Number of Board meetings held during 2020-2021**

13

#### 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Oct 8 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

### **[2020-21-OnTECHBoardMinutes](#)**

Filename: 2020 21 OnTECHBoardMinutes.pdf Size: 1.3 MB

## Entry 9 Enrollment & Retention

Completed Oct 8 2021

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

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

## Entry 9 Enrollment and Retention of Special Populations

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

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

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	<p>In the COVID environment, we worked 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 was challenging for a host of reasons, including, reaching our families in the midst of a migratory pandemic, message oversaturation, and ongoing uncertainty about what full re-entry would look like. We continued to host virtual events.</p> <p>Marketing strategies continued</p>	<p>We will continue to use the recruitment strategy of the 20-21 academic year, which involves media publicity and student and community “word of mouth”, in-person and virtual tours and open houses. We will add the following:</p> <p>As OnTECH grows and develops an increasing number of relationships, it has become necessary to tell our story anew. As such, we are planning a video campaign where we will use testimonials of parents, students, teachers, and community stakeholders to publish on our website, to present at recruitment venues (discussed below), and to be widespread as promotional material offered through the media publicity strategies of ‘20-21.</p> <p>In bringing updates to telling our story, we are going to update the “about us” section of our website to tell of our recent successes around our agricultural careers work, our Project-Based Learning work, and our impact in the community. We will add a recruitment page, which will</p>

Economically Disadvantaged

through the fall, including strategic placement of radio ads, print, digital and social media.

We continued to run radio spots through the month of August and a 30 second streaming spot running on digital television - capitalizing on the fact that we were the only high school open during the pandemic.

Notably, during the year, we continued 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 marketed this to the community, educating parents about the need to be in school.

In addition, the school strategically populated 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 nexused with the key design elements of OnTECH.

In addition we will continued 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 hosted a number

contain promotional material and will include a "family one-pager" which captures our highlights. Our families need the process to be easy and encouraging, and so parents will be able to use a paper form for the application process, instead of the digital, if that better suits them.

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

In a school that focuses on each individual student, it is important to consider that approach in recruitment. This year we will bolster processes for middle school shadowing events, where each student will have a student ambassador as a shadow for a day or half-day. We also continue to develop relationships in the community, such as with middle school administrators, wraparound services providers, community organizations, and

of community events in which we invite youth such as events about college with OnPoint for College and Let Me Breathe, a youth discussion with local leaders, and a Halloween Family Neighborhood event with a haunted house. In addition, we have launched a youth employment program, benefitting our west side community and promoting the good works of our students, getting the word out to the community about their local high school.

In addition we held a spring Genius Camp where 8th grade students who had applied by midApril received free admittance to our science camp during the school break, which promoted our key design elements.

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

churches to promote shadowing days and events. Further, we will hold tabling events hosted by varied personnel and student ambassadors at key community events and venues, such career days, and farmers markets.

An important piece of feedback that we have received from students is that they want a more robust athletics program and a clubs program. This year we will work in earnest to make both a fixture in our offerings to the students and families we serve. We will offer sports for the fall, winter, and spring, and a variety of year round clubs. These offerings will be featured in the variety of outlets described above.

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

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

		<p>These will be featured in the outlets described above.</p>
<p>English Language Learners</p>	<p>We budgeted funds to create recruitment materials in both English and Spanish, and we hired a teacher and created a stipend position for him to translate all of our marketing material to Spanish.</p> <p>We have made an effort to recruit several teachers who are fluent in Spanish who can participate in open houses and engage parents in meaningful conversations about what OnTECH Offers.</p> <p>There is one spanish newspaper that circulates in Syracuse and we reached out to them to run a story about OnTECH that came out in the spring edition. In addition, we participated on various Latin radio shows and placed Spanish radio advertisements during these shows.</p> <p>We 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>We maintains strong relationships with some of the pastors and leaders of the New</p>	<p>We will continue to use the ELL recruitment strategy of the 20-21 academic year, which involves media publicity, recruiting Spanish speaking teachers, and student and community “word of mouth”. We will add the following:</p> <p>We were able to add Spanish speaking staff who are assisting with translation of recruitment materials.</p> <p>We also have new relationships emerging with Catholic Charities, and our city’s nationality workers.</p> <p>These relationships, in addition to the outreach strategies listed in the Economically Disadvantaged section will bolster our service to the ELL community.</p> <p>We will also continue to maintain strong relationships with some of the pastors and leaders of the New American communities to continue to forge relationships. We are hoping a proven track record will attract more students.</p>



	<p>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>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 made a point of emphasizing these characteristics of OnTECH in print, radio and social media advertising.</p> <p>Our best source of recruitment continued to be the social service agencies that suggested ONTECH to their clients who have learning differences. We also worked closely with our juvenile delinquency programming in the City so that they were aware of the services that we provided students who may need a different school program once they transition out.</p> <p>Within the marketing we worked to focus on the non-traditional learner - in order not to emphasize labeling that families may find stigmatizing, especially families of adolescents.</p>	<p>We will continue to use the Students with Disabilities recruitment strategy of the 20-21 academic year, which involves focusing on our key design elements, working with local agencies and juvenile delinquency programs, media publicity and student and community “word of mouth”. We will add the following:</p> <p>Notably, we are continuing with small class sizes and will staff a cooperating teacher in each content area to support the needs of students with IEPs and 504s. Our key design elements also continue to resonate with Students with Disabilities and their families. - especially hands on learning and overall smaller school setting. We continue to make a point in emphasizing these characteristics of OnTECH in print, radio and social media advertising.</p> <p>By providing an atmosphere that is welcoming and supportive of Students with Disabilities, we have made a good name for ourselves in providing services. We continue to build relationships with social service</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. We have had some push-back by the District middle schools.</p>	<p>agencies that suggest OnTECH to their clients, many of whom have learning differences.</p> <p>Within the marketing materials, we continue to focus on the non-traditional learner in order not to emphasize labeling that many families find stigmatizing.</p>
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**Retention Efforts Toward Meeting Targets**

		Describe Retention Plans in 2021-2022
		<p>We will continue to use the retention strategy of the 20-21 academic year, which involves utilizing multi-media platforms and ensuring our students are involved in our community as ambassadors of our programming that aims to give back to the community. In addition, we will do the following:</p> <p>We are pursuing better exit data when a family does decide to move their child to another program. We will categorize this data to discover and address needs to improve retention data. Conversely, we are working on enhancing our parent / student surveys, and survey analytics, to better determine why students are staying enrolled in our program. These data will help to inform our community cultural levers, so that messaging and initiatives resonate within our community.</p>

Economically Disadvantaged

Communication was key to retention this year. Because we could not invite parents and families into the building, we used a multi-media approach to communicate with families - instagram, facebook, website and texting. We communicated at least once a day with families - messaging out the importance of school, public services available in the community and also health & safety messages relating to Covid.

In addition, we delivered food, clothing and cleaning supplies on a regular basis to our families in need.

In addition, we continued to provide summer schooling remotely during the summer of 2020, and then we provided schooling in person in the fall of 2020 through the spring of 2021 when most schools in the City were fully remote.

In addition we have hosted a number of community events in which we invite youth to events about college and Let Me Breathe, a youth discussion with local leaders.

Many of our students come to us after dropping out of school maybe more than one time, and, therefore, they are undercredited/overage. For this reason, we will continue to create individualized learning programs to allow students to acquire credits quickly overtime while becoming life-long learners, recognizing the value of being in school as more than a means to an end.

Additionally, we are adding dual credit courses so that students have access to college-level classes while attending high school. We will also bolster our key-design-targeted courses (agriculture, digital media), while pursuing additional learning experiences (ex. green technology, innovation and building).

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

Meeting the needs of students is tantamount to them staying enrolled. This year we will install an Response-to-Intervention (RTI) program which will help us to meet the needs of students in a tiered way. Generally speaking, the idea is that 85% of students get their academic needs met

In addition, we have launched a youth employment program, and this program not only encourages students to come into school but retains students.

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

We recognize that in order for children, who are economically disadvantaged, to learn, they need to know that they have shelter, food and are safe (Maslov Theory) and thus we put time, energy and resources into ensuring our families and students have the basic needs in life so that they can stay in school and learn.

with Tier 1 instruction, 10-15% with an increased measure of academic assistance (Tier 2) and 5% with an even further increased measure of academic assistance (Tier 3). In this way, we make sure that no students “fall through the cracks” of getting their academic and social-emotional needs met. At OnTECH, we are a wolf pack and we support and take care of each other. In light of this, and as a key design element, we provide events open to the community monthly, from our Halloween Family Event to TECHSgiving Dinner - we will continue to work hard at engaging the community at large. This message then gets spread throughout the community, increasing retention and enrollment.

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

		<p>While COVID stymied last year's efforts, this year we will get underway an athletic program providing opportunities to participate on sports teams year-round. We know that students leave OnTECH to play sports so we will build a program that is fitting for a small high school.</p> <p>Our unique partnership with CNY Works allows us to give students work opportunity while attending school, earning cash and credits. We feel this unique feature of OnTECH will help us attract and retain students.</p>
	<p>Our English Language Learners consists of New Americans and Spanish-speaking populations. In light of the low influx of New Americans, we did not have many New Americans in the school. However, we have a growing cohort of Spanish-speaking families.</p> <p>In order to retain them we focused on ensuring that they felt comfortable and one with the community. We celebrated Latin holidays and had a Latin virtual dance party. We celebrated Hispanic Heritage Month and brought Latin leaders from the community into school to speak with the students and celebrate the heritage. At all school events we ensured that Latin music was played and when we created bulletin boards we ensured that we used Spanish and English to communicate with the students but also to make sure that they</p>	<p>We will continue to use the retention strategy of the 20-21 academic year, which involves targeted intervention for ELLs. We will add the following:</p> <p>Because many of our English speaking population are also struggling with English we will be implementing SIOP (Sheltered Instruction Observation Protocol (SIOP)) throughout the core subject matter to support English language acquisition with the ELL. The SIOP methodology will be featured in our in-service professional development for all teachers, and embedded throughout all classes.</p> <p>We have an increasing number of international teachers among our ranks. Their shared experiences with ELLs which will be a benefit to ELL students.</p> <p>In addition, due to COVID and</p>



English Language Learners

felt that this was a community that recognized them and their culture.

An effort was made to hire Spanish-speaking teachers and Latin teachers so that students could see role models in the teachers and mentors around them.

In addition all school material was translated into Spanish, as was marketing material, so that parents could read the materials in their home language.

We started working on professional development that incorporated culture sensitivity training around our ELL population so that no staff allowed implicit biases to impact their relationships with students negatively.

We feel strongly that if students feel their culture is appreciated, we will be able to retain them.

remote learning, we were unable to properly identify some ELL students. We will be offering the NYSITELL to all students indicated in our screening questionnaire in the fall to ensure they are getting all the services they need to be successful.

Lastly, the tiered RTI model, will also benefit ELL students and offer them additional supports.

The ELL population did not increase over the last three years as previously forecasted due to federal policies limiting the entrance to refugees. We will remain attentive to local efforts to attract New Americans in order to support high-school age students coming into the area. Our new assistant principal will be tasked with developing relationships with local agencies who serve New Americans so we can have relevant information to build programming responsive to their needs.

We worked at retaining students because we were the only high school in the City of Syracuse that was open for in-school learning from September to spring - data shows that students with disabilities were disproportionately impacted by COVID - parents appreciated that we stayed open to serve their

We will continue to use the retention strategy of the 20-21 academic year for students with disabilities, which involves targeted intervention and compliance for students with IEPs and 504s.

We have continued to work closely with the CSE of Syracuse City School District in offering a "General Education" classroom to students with IEPs because our class size is already kept to 15:1 as part of our key design

students. Data shows that it is very hard to serve students with disabilities through a remote platform. In addition, during the remote part of the program, we created a position for a remote liaison to focus on our students with disabilities, to check in and be a life-line and support to our students with disabilities. As we opened up even more through the spring of 2021, we prioritized bringing students who needed special services back into the building additional days.

Our robust academic programming and supports throughout the academic program support and help retain students with disabilities. In addition to providing Consultant Teachers that push in to every core academic class, we provided targeted, small group interventions and academic skill-building. In many cases this was 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 provided every teacher with the training in pedagogical approaches to serve students with special needs and our lesson plan template continued to incorporate explicit scaffolding and differentiation to make all lessons accessible to all types of learners.

In addition to providing academic support, we provided social-

element, and we provide consulting teachers. Our local district often changes the services of students from 15:1 to inclusion classrooms, unless students can earn a diploma. So, one can argue that OnTECH can better serve these students than our local district by meeting their needs in the least restrictive environment.

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

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

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

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

A Response-to-Intervention (RTI) program which will help us to meet the needs of students in a tiered way is being added into the programming for the 2021-2022 school year. Generally



emotional support to our students - by reaching out to students, parents, and service providers to coordinate the best program possible for each student. OnTECH staff continued to invite the individual therapists and outside student advocates to school to learn about and inform our programming to serve our students. We continued to find that when students see all of their advocates around the table, they realize that they have a team to support them. This authentic support translates into student buy-in, necessary for students with special needs to be successful and recognizing OnTECH as the ideal place for them to learn and thrive.

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

Leading up to this year, ONTECH continued to build its SPED department to best serve the students.

OnTECH's culture intentionally ensures that students with disabilities do not feel stigmatized but can learn to advocate for themselves and articulate how they best learn. We focus on learning as a process, rather than a means to an end, and encourage students with learning differences to embrace the love of learning,

speaking, the idea is that 85% of students get their academic needs met with Tier 1 instruction, 10-15% with an increased measure of academic assistance (Tier 2) and 5% with an even further increased measure of academic assistance (Tier 3). In this way, we make sure that no students "fall through the cracks" of having their academic needs met.

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

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

We also are continuing to increase our foundation of community support, by adding in mental health services, mental health training for our staff, and working closely with additional service providers in the community. This helps ensure parents, students, and staff that OnTECH will be able to not only



making school a joyful place to attend - even, and especially, during COVID.

retain students with special needs but serve them. In addition we are working on post high school "life plans" to ensure that students next steps on their life long learning journey is meaningful and customized to their needs.

## **Entry 10 - Teacher and Administrator Attrition**

**Completed** Oct 8 2021

### **Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## **A. TEACH System - Employee Clearance**

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

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

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

---

### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Oct 8 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	1
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	3.0



**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, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
<b>Total Category B: not to exceed 5</b>	<b>2.0</b>

**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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	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	14.5

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	19.5



Thank you.

## Entry 12 Organization Chart

Completed Oct 8 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

#### **[OnTECH - OrgChart - UPDATED - 12 2020 FOR SUBMISSION](#)**

Filename: OnTECH OrgChart UPDATED 12 20 gDXhvXo.pdf Size: 30.9 kB

## Entry 13 School Calendar

Completed Oct 8 2021

### [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 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

Board of Regents-authorized charter schools 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.

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

## **School calendar v1 (1)**

**Filename:** School calendar v1 1.pdf **Size:** 53.7 kB

# **Entry 14 Links to Critical Documents on School Website**

**Completed** Oct 8 2021

## **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., 2019-2020 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 14 Links to Critical Documents on School Website**

**School Name:** OnTECH Charter High School



**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy**

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-2019-2020-AnnualReportSubmission-1.pdf">http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-2019-2020-AnnualReportSubmission-1.pdf</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.ontechcharter.com/board-of-trustees/">https://www.ontechcharter.com/board-of-trustees/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.ontechcharter.com/board-of-trustees/">https://www.ontechcharter.com/board-of-trustees/</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000089183">https://data.nysed.gov/profile.php?instid=800000089183</a>
4. Lottery Notice announcing date of lottery	<a href="http://www.ontechcharter.com/apply-now-current/">http://www.ontechcharter.com/apply-now-current/</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTech-Community-Covenant-Code-2020-2021.pdf">http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTech-Community-Covenant-Code-2020-2021.pdf</a>
6. District-wide Safety Plan	<a href="http://www.ontechcharter.com/wp-content/uploads/2020/10/2020-OnTech-Charter-High-School-Safety-Plan-PUBLIC.pdf">http://www.ontechcharter.com/wp-content/uploads/2020/10/2020-OnTech-Charter-High-School-Safety-Plan-PUBLIC.pdf</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTech-Community-Covenant-Code-2020-2021.pdf">http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTech-Community-Covenant-Code-2020-2021.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-FOIL-Policy-1.pdf">http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-FOIL-Policy-1.pdf</a>
8. Subject matter list of FOIL records	<a href="http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-FOIL-Policy-1.pdf">http://www.ontechcharter.com/wp-content/uploads/2021/08/OnTECH-FOIL-Policy-1.pdf</a>

**Thank you.**



**OnTECH Charter High School**

Financial Statements

June 30, 2021 and 2020



## Independent Auditors' Report

**Board of Trustees  
OnTECH Charter High School**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of OnTECH Charter High School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2021, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 22, 2021

## OnTECH Charter High School

### Statements of Financial Position

	June 30,	
	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
Current Assets		
Cash	\$ 1,321,323	\$ 1,284,143
Grants and contracts receivable	210,259	88,363
Prepaid expenses and other current assets	<u>20,516</u>	<u>15,479</u>
Total Current Assets	1,552,098	1,387,985
Property and equipment, net	3,664,757	600,833
Restricted cash	75,015	25,003
Security deposit	<u>-</u>	<u>25,000</u>
	<u>\$ 5,291,870</u>	<u>\$ 2,038,821</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 49,330	\$ 57,407
Refundable advances	2,001	6,210
Mortgage payable, current portion	314,286	-
Deferred rent, current portion	<u>-</u>	<u>304,439</u>
Total Current Liabilities	365,617	368,056
Paycheck Protection Program loan payable	-	190,860
Mortgage payable, net	1,792,459	-
Deferred rent	<u>-</u>	<u>334,432</u>
Total Liabilities	2,158,076	893,348
Net assets, without donor restrictions	<u>3,133,794</u>	<u>1,145,473</u>
	<u>\$ 5,291,870</u>	<u>\$ 2,038,821</u>

See notes to financial statements

## OnTECH Charter High School

### Statements of Activities

	Year Ended June 30,	
	2021	2020
<b>OPERATING REVENUE</b>		
State and local per pupil operating revenue	\$ 3,080,063	\$ 2,583,405
Federal grants	326,383	65,468
State grants	11,661	206,266
Total Operating Revenue	3,418,107	2,855,139
<b>EXPENSES</b>		
Program Services		
Regular education	1,882,799	1,607,227
Special education	362,455	367,198
Total Program Services	2,245,254	1,974,425
Supporting Services		
Management and general	213,442	212,173
Total Expenses	2,458,696	2,186,598
Surplus from Operations	959,411	668,541
<b>SUPPORT AND OTHER REVENUE</b>		
Contributions and grants	362	4,814
Miscellaneous income	125	-
Gain on forgiveness of Paycheck Protection Program Loan	192,907	-
Gain on write-off of deferred rent liability	835,516	-
Total Other Revenue and Support	1,028,910	4,814
Change in Net Assets	1,988,321	673,355
<b>NET ASSETS</b>		
Beginning of year	1,145,473	472,118
End of year	\$ 3,133,794	\$ 1,145,473

See notes to financial statements



**OnTECH Charter High School**

Statement of Functional Expenses  
Year Ended June 30, 2021

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	8	\$ 204,691	\$ 29,448	\$ 234,139	\$ 93,420	\$ 327,559
Instructional personnel	33	625,294	137,366	762,660	-	762,660
Non-Instructional personnel	4	57,243	5,717	62,960	481	63,441
Total Salaries and Staff	<u>45</u>	<u>887,228</u>	<u>172,531</u>	<u>1,059,759</u>	93,901	1,153,660
Fringe benefits and payroll taxes		115,666	22,492	138,158	12,242	150,400
Retirement		3,614	703	4,317	382	4,699
Accounting/audit services		-	-	-	18,250	18,250
Other purchased/professional/consulting services		76,638	14,903	91,541	8,111	99,652
Facility expense		380,701	74,031	454,732	40,292	495,024
Repairs and maintenance		38,399	7,467	45,866	4,064	49,930
Insurance		20,222	3,932	24,154	2,140	26,294
Utilities		17,882	3,477	21,359	1,893	23,252
Supplies and materials		33,252	3,295	36,547	-	36,547
Equipment/furnishings		5,180	1,007	6,187	548	6,735
Staff development		42,520	8,269	50,789	4,501	55,290
Marketing/recruitment		58,116	11,301	69,417	6,151	75,568
Technology		39,986	7,776	47,762	4,232	51,994
Student services		5,276	523	5,799	-	5,799
Office expense		4,189	815	5,004	443	5,447
Depreciation and amortization		151,511	29,463	180,974	16,034	197,008
Other		2,419	470	2,889	258	3,147
 Total Expenses		<u>\$ 1,882,799</u>	<u>\$ 362,455</u>	<u>\$ 2,245,254</u>	<u>\$ 213,442</u>	<u>\$ 2,458,696</u>

**OnTECH Charter High School**

Statement of Functional Expenses  
Year Ended June 30, 2020

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	10	\$ 188,213	\$ 27,077	\$ 215,290	\$ 85,899	\$ 301,189
Instructional personnel	27	468,156	132,057	600,213	-	600,213
Non-Instructional personnel	4	47,481	8,224	55,705	419	56,124
Total Salaries and Staff	<u>41</u>	<u>703,850</u>	<u>167,358</u>	<u>871,208</u>	<u>86,318</u>	<u>957,526</u>
Fringe benefits and payroll taxes		88,563	9,427	97,990	6,828	104,818
Retirement		2,542	604	3,146	312	3,458
Legal fees		-	-	-	1,400	1,400
Accounting/audit services		-	-	-	25,000	25,000
Other purchased/professional/consulting services		160,614	37,129	197,743	17,371	215,114
Facility expense		347,005	82,509	429,514	42,556	472,070
Repairs and maintenance		34,548	8,215	42,763	4,237	47,000
Insurance		13,063	3,106	16,169	1,602	17,771
Utilities		17,170	4,083	21,253	2,106	23,359
Supplies and materials		32,330	5,879	38,209	-	38,209
Equipment/furnishings		8,310	1,976	10,286	1,019	11,305
Staff development		3,743	890	4,633	459	5,092
Marketing/recruitment		38,742	9,212	47,954	4,751	52,705
Technology		24,335	5,786	30,121	2,984	33,105
Student services		8,208	1,492	9,700	-	9,700
Office expense		11,621	2,763	14,384	1,425	15,809
Depreciation and amortization		112,359	26,716	139,075	13,780	152,855
Other		224	53	277	25	302
 Total Expenses		<u>\$ 1,607,227</u>	<u>\$ 367,198</u>	<u>\$ 1,974,425</u>	<u>\$ 212,173</u>	<u>\$ 2,186,598</u>

See notes to financial statements



## OnTECH Charter High School

### Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 1,988,321	\$ 673,355
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	197,008	152,855
Amortization of debt issuance costs	1,125	-
Deferred rent	196,645	248,312
Gain on forgiveness of Paycheck Protection Program Loan	(192,907)	-
Gain on write-off of deferred rent liability	(835,516)	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(121,896)	605,050
Security deposit	25,000	-
Prepaid expenses and other current assets	(5,037)	4,227
Accounts payable and accrued expenses	(6,030)	(371,960)
Refundable advances	(4,209)	(38,548)
Net Cash from Operating Activities	1,242,504	1,273,291
 <b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchases of property and equipment	(3,260,932)	(271,154)
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from Paycheck Protection Program loan	-	190,860
Debt issuance costs	(94,380)	-
Proceeds from mortgage payable	2,200,000	-
Net Cash from Financing Activities	2,105,620	190,860
 Net Change in Cash and Restricted Cash	87,192	1,192,997
 <b>CASH AND RESTRICTED CASH</b>		
Beginning of year	1,309,146	116,149
 End of year	\$ 1,396,338	\$ 1,309,146

See notes to financial statements

# OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

## 1. Organization and Tax Status

OnTECH Charter High School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 13, 2016 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter (the "Charter") on December 13, 2016 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The charter expires on June 30, 2023. The School's mission is to identify, reach and teach students who thrive in non-traditional school settings, provide meaningful instruction for at-risk students including the new American populations, to help students integrate effectively into a school environment and community, and to provide students skill-based and project-based instruction, graduating them with meaningful, job-related skills. The School provided education to approximately 205 students in ninth, tenth, and eleventh grades during the 2020-2021 academic year.

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

## 2. Summary of Significant Accounting Policies

### ***Basis of Presentation and Use of Estimates***

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

### ***Net Assets Presentation***

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

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

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are classified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2021 and 2020.

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

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

#### **Restricted Cash**

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

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

	2021	2020
Cash	\$ 1,321,323	\$ 1,284,143
Restricted cash	75,015	25,003
	<u>\$ 1,396,338</u>	<u>\$ 1,309,146</u>

#### **Debt Issuance Costs**

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

The School recognized debt issuance costs of \$94,380 on the mortgage obtained in 2021. For the years ended June 30 2021 and 2020, amortization expense related to the debt issuance costs was \$1,125 and \$0, included in other expenses in the statements of functional expenses. Unamortized debt issuance costs at June 30, 2021 and 2020 was \$93,255 and \$0.

#### **Property and Equipment**

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,500 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset which is five years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

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

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

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

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

#### ***Property and Equipment (continued)***

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the year ended June 30, 2021 and 2020.

#### ***Refundable Advances***

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

#### ***Deferred Rent***

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

#### ***Revenue and Support***

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

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

#### ***Marketing and Recruitment***

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2021 and 2020 was \$75,568 and \$52,705.

#### ***Functional Expense Allocation***

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

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

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

#### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. All Forms 990 filed by the School are subject to examination.

#### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 22, 2021.

### 3. Grants and Contracts Receivable

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

### 4. Property and Equipment

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

	2021	2020
Land	\$ 32,215	\$ -
Buildings	3,041,492	-
Furniture and fixtures	248,685	248,685
Computers and equipment	405,878	365,999
Leasehold improvements	323,942	176,596
	<u>4,052,212</u>	<u>791,280</u>
Accumulated depreciation and amortization	<u>(387,455)</u>	<u>(190,447)</u>
	<u>\$ 3,664,757</u>	<u>\$ 600,833</u>

### 5. Liquidity and Availability of Financial Assets

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

	2021	2020
Cash	\$ 1,321,323	\$ 1,284,143
Grants and contracts receivable	210,259	88,363
	<u>\$ 1,531,582</u>	<u>\$ 1,372,506</u>

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

### 5. Liquidity and Availability of Financial Assets *(continued)*

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in money market accounts and other liquid instruments until it is required for operational use.

### 6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2021 and 2020, approximately \$1,146,000 and \$1,060,000 of cash was maintained with an institution in excess of FDIC limits.

### 7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the Syracuse City School district and four other nearby school districts. For the years ended June 30, 2021 and 2020 the School received approximately 70% and 90% of its total revenue and support from these school districts. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

### 8. Commitment

On July 8, 2018, the School signed a lease agreement with Building Hope Herkimer Street, Inc. to lease office and classroom space under a non-cancelable lease expiring June 30, 2038 and paid a security deposit in the amount of \$25,000. The School had the option to purchase the building during the third or fifth year of the lease. On June 24, 2021, the School exercised the option to purchase the building for \$3,073,707. Facility expense for the years ended June 30, 2021 and 2020 was \$495,024 and \$472,070.

### 9. Mortgage Payable

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

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

### 9. Mortgage Payable (*continued*)

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

2022	\$	314,286
2023		314,286
2024		314,286
2025		314,286
2026		314,286
Thereafter		628,572
	\$	<u>2,200,000</u>

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

Mortgage payable	\$	2,200,000
Less unamortized debt issuance costs		<u>(93,255)</u>
		2,106,745
Current portion		<u>(314,286)</u>
	\$	<u>1,792,459</u>

### 10. Paycheck Protection Program Loan Payable

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

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

## **OnTECH Charter High School**

Notes to Financial Statements  
June 30, 2021 and 2020

### **11. Contingency**

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

### **12. Risks and Uncertainties**

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

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**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

**Independent Auditors' Report**

**Board of Trustees  
OnTECH Charter High School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of OnTECH Charter High School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 22, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 22, 2021

## **Ontech Charter High School**

### **Schedule of Findings and Responses Year Ended June 30, 2021**

#### **Section I – Status of Prior Period Findings**

##### **2020-001- Escrow Account for Dissolution**

###### ***Criteria***

The School should comply with all requirements of its charter agreement.

###### ***Condition***

Under the provisions of its charter, the School is required to establish an escrow account of no less than \$75,000 to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School may provide for the full amount, in its first-year budget, or provide for a minimum of \$25,000 per year for the first three years of its charter term. Though the School had established a separate escrow account as of June 30, 2020, we note that the balance was less than the required \$50,000 by the end its second year of the charter agreement. The School has subsequently funded the escrow account to cover the first two years of its charter agreement.

###### ***Status***

The condition was corrected in fiscal 2021.

**Board of Trustees**  
**Ontech Charter High School**

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Ontech Charter High School (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

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

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

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

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 22, 2021

**OnTECH Charter High School**

Financial Statements

June 30, 2021 and 2020



## Independent Auditors' Report

**Board of Trustees  
OnTECH Charter High School**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of OnTECH Charter High School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2021, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 22, 2021

# OnTECH Charter High School

## Statements of Financial Position

	June 30,	
	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
Current Assets		
Cash	\$ 1,321,323	\$ 1,284,143
Grants and contracts receivable	210,259	88,363
Prepaid expenses and other current assets	<u>20,516</u>	<u>15,479</u>
Total Current Assets	1,552,098	1,387,985
Property and equipment, net	3,664,757	600,833
Restricted cash	75,015	25,003
Security deposit	<u>-</u>	<u>25,000</u>
	<u>\$ 5,291,870</u>	<u>\$ 2,038,821</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 49,330	\$ 57,407
Refundable advances	2,001	6,210
Mortgage payable, current portion	314,286	-
Deferred rent, current portion	<u>-</u>	<u>304,439</u>
Total Current Liabilities	365,617	368,056
Paycheck Protection Program loan payable	-	190,860
Mortgage payable, net	1,792,459	-
Deferred rent	<u>-</u>	<u>334,432</u>
Total Liabilities	2,158,076	893,348
Net assets, without donor restrictions	<u>3,133,794</u>	<u>1,145,473</u>
	<u>\$ 5,291,870</u>	<u>\$ 2,038,821</u>

See notes to financial statements



## OnTECH Charter High School

### Statements of Activities

	Year Ended June 30,	
	2021	2020
<b>OPERATING REVENUE</b>		
State and local per pupil operating revenue	\$ 3,080,063	\$ 2,583,405
Federal grants	326,383	65,468
State grants	11,661	206,266
Total Operating Revenue	3,418,107	2,855,139
<b>EXPENSES</b>		
Program Services		
Regular education	1,882,799	1,607,227
Special education	362,455	367,198
Total Program Services	2,245,254	1,974,425
Supporting Services		
Management and general	213,442	212,173
Total Expenses	2,458,696	2,186,598
Surplus from Operations	959,411	668,541
<b>SUPPORT AND OTHER REVENUE</b>		
Contributions and grants	362	4,814
Miscellaneous income	125	-
Gain on forgiveness of Paycheck Protection Program Loan	192,907	-
Gain on write-off of deferred rent liability	835,516	-
Total Other Revenue and Support	1,028,910	4,814
Change in Net Assets	1,988,321	673,355
<b>NET ASSETS</b>		
Beginning of year	1,145,473	472,118
End of year	\$ 3,133,794	\$ 1,145,473

See notes to financial statements

**OnTECH Charter High School**

Statement of Functional Expenses  
Year Ended June 30, 2021

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	8	\$ 204,691	\$ 29,448	\$ 234,139	\$ 93,420	\$ 327,559
Instructional personnel	33	625,294	137,366	762,660	-	762,660
Non-Instructional personnel	4	57,243	5,717	62,960	481	63,441
Total Salaries and Staff	<u>45</u>	<u>887,228</u>	<u>172,531</u>	<u>1,059,759</u>	93,901	1,153,660
Fringe benefits and payroll taxes		115,666	22,492	138,158	12,242	150,400
Retirement		3,614	703	4,317	382	4,699
Accounting/audit services		-	-	-	18,250	18,250
Other purchased/professional/consulting services		76,638	14,903	91,541	8,111	99,652
Facility expense		380,701	74,031	454,732	40,292	495,024
Repairs and maintenance		38,399	7,467	45,866	4,064	49,930
Insurance		20,222	3,932	24,154	2,140	26,294
Utilities		17,882	3,477	21,359	1,893	23,252
Supplies and materials		33,252	3,295	36,547	-	36,547
Equipment/furnishings		5,180	1,007	6,187	548	6,735
Staff development		42,520	8,269	50,789	4,501	55,290
Marketing/recruitment		58,116	11,301	69,417	6,151	75,568
Technology		39,986	7,776	47,762	4,232	51,994
Student services		5,276	523	5,799	-	5,799
Office expense		4,189	815	5,004	443	5,447
Depreciation and amortization		151,511	29,463	180,974	16,034	197,008
Other		2,419	470	2,889	258	3,147
 Total Expenses		<u>\$ 1,882,799</u>	<u>\$ 362,455</u>	<u>\$ 2,245,254</u>	<u>\$ 213,442</u>	<u>\$ 2,458,696</u>

**OnTECH Charter High School**

Statement of Functional Expenses  
Year Ended June 30, 2020

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	10	\$ 188,213	\$ 27,077	\$ 215,290	\$ 85,899	\$ 301,189
Instructional personnel	27	468,156	132,057	600,213	-	600,213
Non-Instructional personnel	4	47,481	8,224	55,705	419	56,124
Total Salaries and Staff	<u>41</u>	<u>703,850</u>	<u>167,358</u>	<u>871,208</u>	86,318	957,526
Fringe benefits and payroll taxes		88,563	9,427	97,990	6,828	104,818
Retirement		2,542	604	3,146	312	3,458
Legal fees		-	-	-	1,400	1,400
Accounting/audit services		-	-	-	25,000	25,000
Other purchased/professional/consulting services		160,614	37,129	197,743	17,371	215,114
Facility expense		347,005	82,509	429,514	42,556	472,070
Repairs and maintenance		34,548	8,215	42,763	4,237	47,000
Insurance		13,063	3,106	16,169	1,602	17,771
Utilities		17,170	4,083	21,253	2,106	23,359
Supplies and materials		32,330	5,879	38,209	-	38,209
Equipment/furnishings		8,310	1,976	10,286	1,019	11,305
Staff development		3,743	890	4,633	459	5,092
Marketing/recruitment		38,742	9,212	47,954	4,751	52,705
Technology		24,335	5,786	30,121	2,984	33,105
Student services		8,208	1,492	9,700	-	9,700
Office expense		11,621	2,763	14,384	1,425	15,809
Depreciation and amortization		112,359	26,716	139,075	13,780	152,855
Other		224	53	277	25	302
 Total Expenses		<u>\$ 1,607,227</u>	<u>\$ 367,198</u>	<u>\$ 1,974,425</u>	<u>\$ 212,173</u>	<u>\$ 2,186,598</u>

## OnTECH Charter High School

### Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 1,988,321	\$ 673,355
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	197,008	152,855
Amortization of debt issuance costs	1,125	-
Deferred rent	196,645	248,312
Gain on forgiveness of Paycheck Protection Program Loan	(192,907)	-
Gain on write-off of deferred rent liability	(835,516)	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(121,896)	605,050
Security deposit	25,000	-
Prepaid expenses and other current assets	(5,037)	4,227
Accounts payable and accrued expenses	(6,030)	(371,960)
Refundable advances	(4,209)	(38,548)
Net Cash from Operating Activities	1,242,504	1,273,291
 <b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchases of property and equipment	(3,260,932)	(271,154)
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from Paycheck Protection Program loan	-	190,860
Debt issuance costs	(94,380)	-
Proceeds from mortgage payable	2,200,000	-
Net Cash from Financing Activities	2,105,620	190,860
 Net Change in Cash and Restricted Cash	87,192	1,192,997
 <b>CASH AND RESTRICTED CASH</b>		
Beginning of year	1,309,146	116,149
 End of year	\$ 1,396,338	\$ 1,309,146

See notes to financial statements

# OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

## 1. Organization and Tax Status

OnTECH Charter High School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 13, 2016 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter (the "Charter") on December 13, 2016 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The charter expires on June 30, 2023. The School's mission is to identify, reach and teach students who thrive in non-traditional school settings, provide meaningful instruction for at-risk students including the new American populations, to help students integrate effectively into a school environment and community, and to provide students skill-based and project-based instruction, graduating them with meaningful, job-related skills. The School provided education to approximately 205 students in ninth, tenth, and eleventh grades during the 2020-2021 academic year.

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

## 2. Summary of Significant Accounting Policies

### ***Basis of Presentation and Use of Estimates***

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

### ***Net Assets Presentation***

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

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

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are classified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2021 and 2020.

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

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

#### **Restricted Cash**

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

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

	2021	2020
Cash	\$ 1,321,323	\$ 1,284,143
Restricted cash	75,015	25,003
	<u>\$ 1,396,338</u>	<u>\$ 1,309,146</u>

#### **Debt Issuance Costs**

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

The School recognized debt issuance costs of \$94,380 on the mortgage obtained in 2021. For the years ended June 30 2021 and 2020, amortization expense related to the debt issuance costs was \$1,125 and \$0, included in other expenses in the statements of functional expenses. Unamortized debt issuance costs at June 30, 2021 and 2020 was \$93,255 and \$0.

#### **Property and Equipment**

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,500 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset which is five years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

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

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

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

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

#### ***Property and Equipment (continued)***

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the year ended June 30, 2021 and 2020.

#### ***Refundable Advances***

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

#### ***Deferred Rent***

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

#### ***Revenue and Support***

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

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

#### ***Marketing and Recruitment***

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2021 and 2020 was \$75,568 and \$52,705.

#### ***Functional Expense Allocation***

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

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

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

#### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. All Forms 990 filed by the School are subject to examination.

#### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 22, 2021.

### 3. Grants and Contracts Receivable

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

### 4. Property and Equipment

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

	2021	2020
Land	\$ 32,215	\$ -
Buildings	3,041,492	-
Furniture and fixtures	248,685	248,685
Computers and equipment	405,878	365,999
Leasehold improvements	323,942	176,596
	<u>4,052,212</u>	<u>791,280</u>
Accumulated depreciation and amortization	<u>(387,455)</u>	<u>(190,447)</u>
	<u>\$ 3,664,757</u>	<u>\$ 600,833</u>

### 5. Liquidity and Availability of Financial Assets

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

	2021	2020
Cash	\$ 1,321,323	\$ 1,284,143
Grants and contracts receivable	210,259	88,363
	<u>\$ 1,531,582</u>	<u>\$ 1,372,506</u>



## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

### 5. Liquidity and Availability of Financial Assets *(continued)*

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in money market accounts and other liquid instruments until it is required for operational use.

### 6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2021 and 2020, approximately \$1,146,000 and \$1,060,000 of cash was maintained with an institution in excess of FDIC limits.

### 7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the Syracuse City School district and four other nearby school districts. For the years ended June 30, 2021 and 2020 the School received approximately 70% and 90% of its total revenue and support from these school districts. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

### 8. Commitment

On July 8, 2018, the School signed a lease agreement with Building Hope Herkimer Street, Inc. to lease office and classroom space under a non-cancelable lease expiring June 30, 2038 and paid a security deposit in the amount of \$25,000. The School had the option to purchase the building during the third or fifth year of the lease. On June 24, 2021, the School exercised the option to purchase the building for \$3,073,707. Facility expense for the years ended June 30, 2021 and 2020 was \$495,024 and \$472,070.

### 9. Mortgage Payable

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

## OnTECH Charter High School

Notes to Financial Statements  
June 30, 2021 and 2020

### 9. Mortgage Payable (*continued*)

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

2022	\$	314,286
2023		314,286
2024		314,286
2025		314,286
2026		314,286
Thereafter		628,572
	\$	<u>2,200,000</u>

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

Mortgage payable	\$	2,200,000
Less unamortized debt issuance costs		<u>(93,255)</u>
		2,106,745
Current portion		<u>(314,286)</u>
	\$	<u>1,792,459</u>

### 10. Paycheck Protection Program Loan Payable

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

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

## **OnTECH Charter High School**

Notes to Financial Statements  
June 30, 2021 and 2020

### **11. Contingency**

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

### **12. Risks and Uncertainties**

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

\*\*\*\*\*

**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

**Independent Auditors' Report**

**Board of Trustees  
OnTECH Charter High School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of OnTECH Charter High School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 22, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 22, 2021

## **Ontech Charter High School**

Schedule of Findings and Responses  
Year Ended June 30, 2021

### **Section I – Status of Prior Period Findings**

#### **2020-001- Escrow Account for Dissolution**

##### ***Criteria***

The School should comply with all requirements of its charter agreement.

##### ***Condition***

Under the provisions of its charter, the School is required to establish an escrow account of no less than \$75,000 to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School may provide for the full amount, in its first-year budget, or provide for a minimum of \$25,000 per year for the first three years of its charter term. Though the School had established a separate escrow account as of June 30, 2020, we note that the balance was less than the required \$50,000 by the end its second year of the charter agreement. The School has subsequently funded the escrow account to cover the first two years of its charter agreement.

##### ***Status***

The condition was corrected in fiscal 2021.

**Board of Trustees**  
**Ontech Charter High School**

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Ontech Charter High School (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

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

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

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

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 22, 2021

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

**Name:** Kwame Fluker

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**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).

**Board Member**

2. Are you an employee of any school operated by the education corporation?

**No**

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?

**No**

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

Kwame Akpan

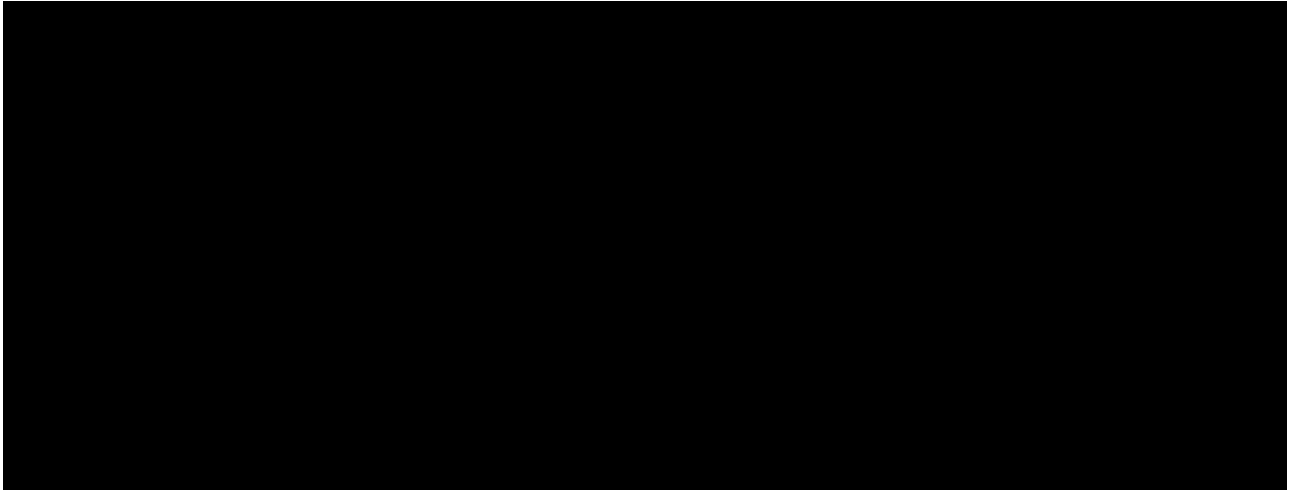
7/30/2021

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Signature

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**

**Name:**

Karen 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   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 related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. 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

8. 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."

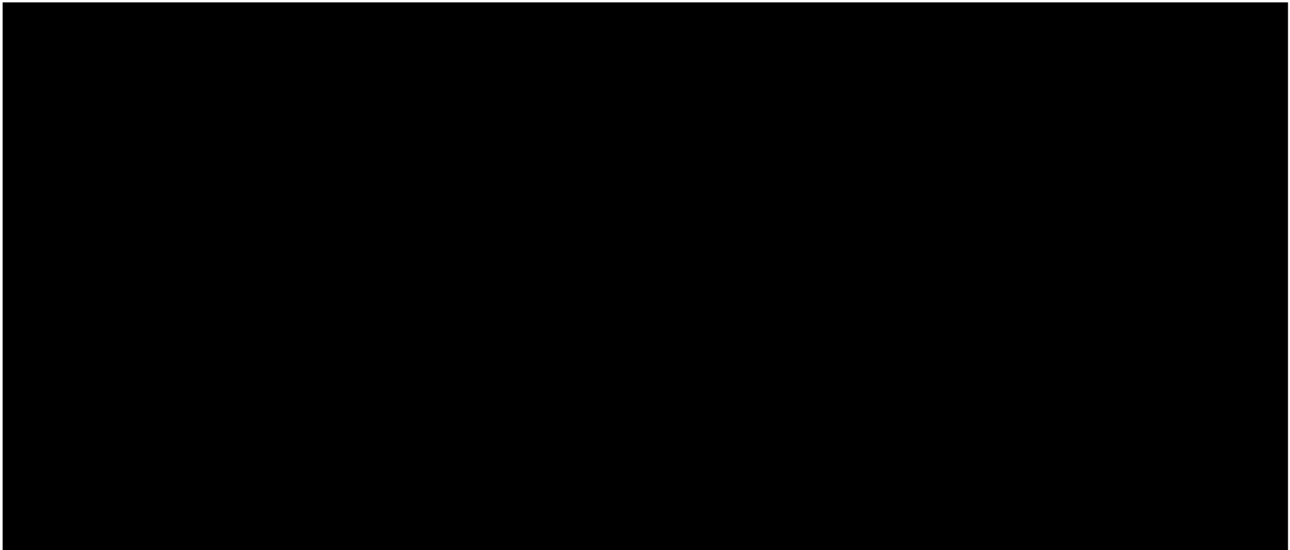
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Karen J. McMahon  
Signature

7/29/21  
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 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

William E SANFORD

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

ON TECH CHARTER High School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). BOARD MEMBER

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

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

NONE

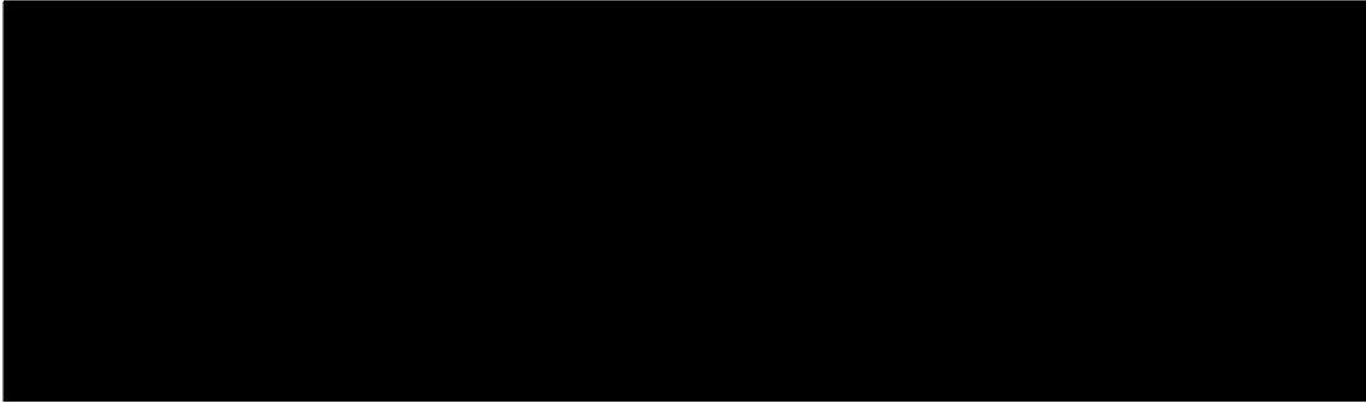
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 36pt; font-family: cursive;">NONE</p>				

William E. Sanford

Signature \_\_\_\_\_ Date 7/31/21

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:

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.

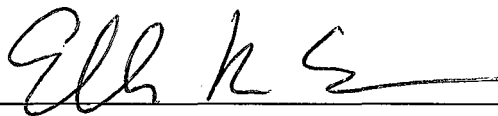
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</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*

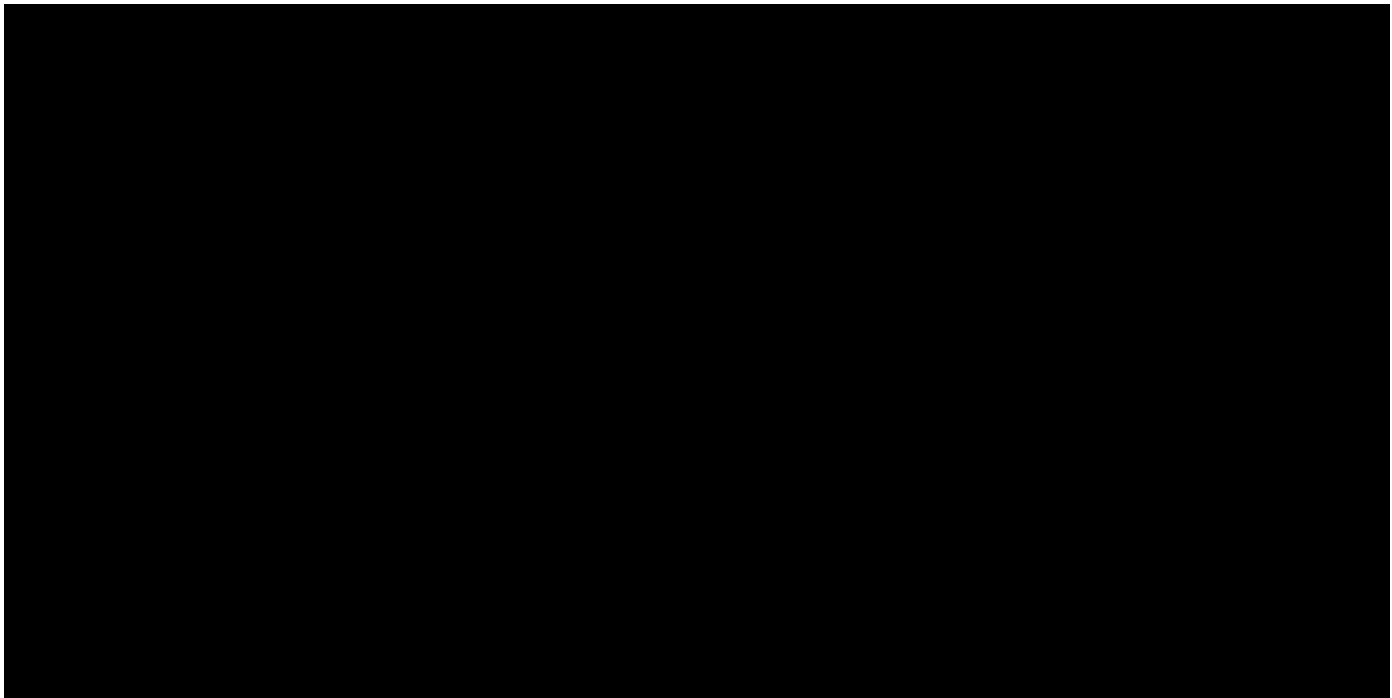
*Please write "None" if applicable. Do not leave this space blank.*

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>
None				

  
Signature

07/31/2021  
Date

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

**Name:**

Stephen Kimatian

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**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

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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**      **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

*Stephen Kuminatian*  
Signature

08/01/2021  
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**

**Name:**

Willie Mitchell

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**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

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

Vice Chair

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 related, by blood or marriage, to any person employed by the school?

Yes

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

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes

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

I have a grand daughter and a grand son that attend On-Tech charter School. There is no benefit from my participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

I am not related to any any one that could benefit from my participation as a board member.

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

I am not related to any one ,nor does it benefit any one by my service to the board.

6. 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.

7. 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>NONE</p>			



8. 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**."

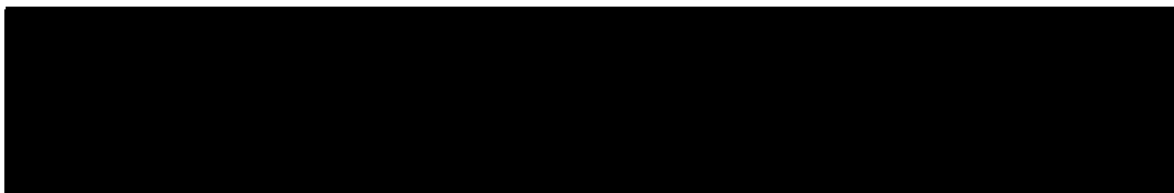
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	None			

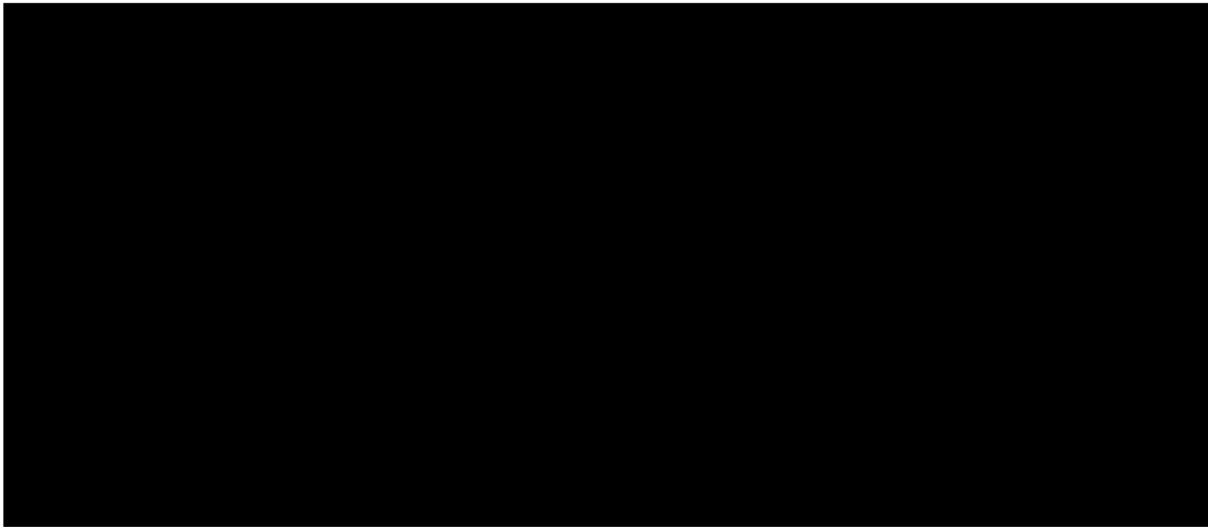
  
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 Signature

06/29/2021

\_\_\_\_\_ Date

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*last revised 06/8/2020*



CHARTER HIGH SCHOOL

**BOARD OF TRUSTEES MEETING**

**Minutes of July 29, 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 McMahon, Trustee  
Bill Sanford, 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  
Nakisha Graves, Student Culture  
Morgan Boerman, Teacher  
Omar Gonzales, Teacher  
Teresa Greene, Teacher  
Patrick Burke, Teacher  
Jimmy Oliver, Community  
Terrence King, Teacher  
Chris, Teacher  
Quincy Koffel, Educational Alchemy  
David Blais, Educational Alchemy  
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. Ms. Eagen welcomed Mr. Sanford who began his term as a trustee after taking a hiatus. She mentioned it was an honor and pleasure to have him back on the Board. She thanked Ms. Vicki Giarratano for her years of service and expertise on the Board and thanked her for staying on in an advisory capacity.

**2. APPROVAL OF MINUTES**

The chairperson asked for approval of the prior month's meeting minutes of June 20, 2020. She asked whether there were any additions, corrections or modifications. Trustee McMahon mentioned that there was one correction in Section 3, where it should say "OnTECH.CON." Thereafter, motion was made by Trustee McMahon to approve minutes, seconded by Trustee Sanford and on vote the motion was carried unanimously.

### **3. REPORT OF HEAD OF ACADEMICS**

Founder, Ellen Eagen, said she was happy to report on the first graduation class of three students who received their diplomas at a ceremony on June 27, 2020. They were all students who were told by their Districts that they could not graduate because of their age, even though they could have graduated within the allotted time before they aged out. Two were going on to study at Onondaga Community College and one had enrolled in a program to become a nurse. Several of their classmates joined online for the ceremony. The Founder stated she was glad that OnTECH was able to help these students who would not have otherwise graduated except for OnTECH and that this was core to the mission of the school.

The chairperson then called upon the Head of Academics to give a report on summer school. There were two main objectives of the summer program, as OnTECH is a year round school. One is to provide Credit Recovery for those students who need to make up credits and the other is to offer Credit Accrual for those who want to advance their total credits. Four subjects are offered over six weeks, Living Environment, Algebra, Global Studies and English. The approach was online synchronous virtual learning where the online is live. Students are given a text 10 minutes before class and attendance is taken.

The Founder then spoke to the fact that an organization that she knows from her work with them in NYC, Educational Alchemy, was once again going to partner with OnTECH for the summer courses. She introduced the two individuals who were online for this Board meeting, Quincy Koffel and David Blais. The Founder offered each of them the floor to say a few words. Quincy, the founder of EA, said it was great to be back, that she very much enjoyed working with the OnTECH community. David, the facilitator of the summer program, Seeds of Change, also said he loves working with OnTECH students. He said they are amazed at the progress of the students and their curiosity and desire to learn. They also commented that they work with many schools, mostly in NYC, and that it was amazing that there were 43 students voluntarily going to school in the summer, during COVID for credit accrual. They said it was more than all other schools they had worked with.

A major part of the summer program was the Urban Garden Challenge where the students would design a garden and determine all the components going into completing the garden. There would be a winner who would be given the resources to create a garden. The Founder ended by saying that she was looking for ways to bring the Educational Alchemy staff into the fall programming of OnTECH.

### **4. REPORT OF THE HEAD OF COMMUNITY AND CULTURE**

The Founder stated that one of the objectives of OnTECH was to obtain job opportunities for students. To that end she spoke with Deputy Mayor, Sharon Ownens, who suggested approaches that might be taken. The Founder also stated that she had connected with CNY Works, a job placement organization, which agreed to place OnTECH students in jobs. To that end, Mr.

White and Mr. Morris have been processing the paperwork for the students to get work permits. CNY was considering whether OnTECH could be a worksite and employ its students. Teacher, Ms. Boerman, said it was this kind of instructional relationship that drew her to OnTECH, where students would have PBL instruction, then have a garden project and then be paid for it. At this point, OnTECH students are working at the Zoo, Arise and with CNY Works. Trustee Sanford stated that he would be willing to approach other companies to develop those kinds of relationships. The chairperson reminded everyone that at 7:00 PM tonight, right after the Board meeting, there was “Open Mike Night” for the school and that everyone was invited. She also said a relationship had been established with Upstate Medical University, spearheaded by Shannon Covidine, to provide mental health counseling for students and she was in the middle of discussion on the details of the relationship.

## **5. REENTRY PLANS**

The Chairperson then reported on the re-entry plans given the continuance of the Covid issues. Parents and students had been surveyed on their opinions on returning to school in September. The Founder and admin also held meetings with parents and presented the reports to those at the meeting. In addition, teachers and staff were consulted. Information and updates relating to reentry plans and covid updates are posted at <http://www.ontechcharter.com/covid19/>.

A plurality of those surveyed felt that a return to school part of the week with a sanitized environment was a good choice. The plan to date was to have each class return for one day of the week, that being with three classes, there would be students in the building on Monday, Wednesday and Friday. Tuesday and Thursday would be reserved for sanitizing. On motion by Trustee Kimatian and seconded by Trustee McMahon the Re-entry Plan was unanimously approved. The Chairperson then said she would like to propose the Bell Schedule for approval pending discussions with the Syracuse School District: 9:00-4:15. In part we were running this bell schedule to ensure that our students could come to school on yellow busses, which are safer and cleaner. A motion was made by Trustee Sanford, seconded by Trustee McMahon to approve the Bell Schedule as proposed. After discussion, the motion was passed unanimously.

The reentry plan is due to the Department of Health on August 7 and NYSED on August 14.

## **6. REPORT OF THE DIRECTOR OF OPERATIONS**

Keil White, Director of Operations was called upon to give his report. He said that entry into the building has been restricted and the records are kept of those entering and leaving for Covid tracking purposes, if necessary. There is a list of questions that pre-certify the health of individuals prior to coming into the building. The building would be sanitized for entry in the Fall. He reported that enrollment numbers were down at the moment, but as clarity was seen in the school opening schedules, it would most likely increase.

## **7. FINANCIAL /HR**

Beth Gavenda, CFO, reported that the audit was progressing well and that the end of year books were being closed. She said that while revenue was under, so also were expenses and that we would end the year with positive income. She also stated that the PPP loan was in a good position and would be resolved with the bank as soon as the final regulations were received.

## **8. GOVERNANCE**

The Chairperson said that the Annual Report was in the process of completion and would be filed as due in the first week of August. Trustee Kimatian, as Secretary to the Board said that one piece of business that needed to be addressed was the nomination of officers for the current year. He said the slate proposed continued the current officers for one more year in their same positions, that being: Founder Ellen Eagen as President, Pastor Willie Mitchell as Vice-President and Steve Kimatian as Secretary/Treasurer. Trustee Kimatian asked if there were any other nominees. Hearing none, the slate proposed stood. On motion by Trustee Sanford and seconded by Trustee McMahon the proposed officers were unanimously elected.

## **9. ADJOURNMENT**

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



CHARTER HIGH SCHOOL

**BOARD OF TRUSTEES MEETING**

**Minutes of August 26, 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  
Bill Sanford, 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  
Nakisha Graves, Student Culture  
Morgan Boerman, Teacher  
Samantha Vernold, Teacher  
Omar Gonzales, Teacher  
Teresa Greene, Teacher  
Earl Evans, Teacher  
Cristin Aboff, Teacher  
Brian Moran, Teacher  
Terrence King, Teacher  
Kimshari Diaz, Teacher  
J. Thompson, Teacher  
Chris, Teacher  
Ajanay Caver, Student  
Shandazjiah, Student  
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 said she was glad to see so many teachers in attendance. She said to them, you are always welcome. We want to be transparent to our constituencies. The chairperson then introduced the Board.

**2. APPROVAL OF MINUTES**

The chairperson asked for approval of the prior month's meeting minutes of July 29, 2020. She asked whether there were any additions, corrections or modifications. There being none, they were accepted as presented.

### **3. REPORT OF HEAD OF ACADEMICS**

The chairperson then called upon Jana Rogers, Head of Academics to give her report. Ms. Rogers said there were two parts to her report for the summer session. One was the Credit Recovery and the other the Credit Accrual. On Credit Recovery, she reported there were 38 in attendance with 13 achieving the required credits. Ms. Rogers stated that experience showed mixing classes was not as effective as having students of the same class. One on one is most effective when that can be achieved. As you might think, she said, those students with regular attendance did best. Remote learning was also best achieved with live synchronous teaching. On Credit Accrual, Head of Community and Culture, Ta'Quell Morris said there 48 students who participated and worked toward increasing their credits over the summer.

### **4. REPORT OF COMMUNITY & CULTURE**

Founder, Ellen Eagen, reported that she was glad to report the hire of new teachers, Jessica Thompson for social studies, Brian Moran for Algebra 2, Kimshari Diaz for English and Terrence King for SPED. She said that Mr. Moran said he was glad to see the dedication of students at OnTECH. She further reported that the class sizes and schedule will be recalibrated based on the students who will be at home and remote.

Ms. Eagen reported that she met with Shannon Covedine from Upstate Medical University who said she will be working with students in this coming fall term. She has been a consistent advocate for OnTECH.

### **5. RE-ENTRY PLAN**

The Founder then said she wanted to lay out the schools re-entry plans to those in attendance. She said the plan would work best gaining the trust of the parents and students. To that end, the first step was to poll parents to determine their desires. It was a pretty even split between those parents who wanted their children in school and those who preferred a remote model. The model that will be used is a hybrid where Monday, Wednesday and Friday will be in school. Tuesday and Thursday will be days for sanitizing the school. For students not in school, there will be remote learning every day. Going forward into the term, there will be a constant evaluation of what is the best practice at the time and adjustments may be made. For PE, the classes will be Yoga and Mindfulness Training. Each teacher will have office hours. There will be approximately 12 students in each class. Aides will take attendance. Special-need students would have extra support.

Trustee Sanford said it appears that a lot of work went into this plan of re-entry. He expressed a concern for the public schools in general that he hoped students who did not participate in classes would not be pushed through because of Covid. In the end, it would only hurt them. Founder Eagen stated that was the reason why OnTECH had a plan with so many touches with respect to students, tracking their attendance and work performance. Teacher, Omar Gonzales, asked whether Deans would be in the school. The founder responded in the affirmative. Trustee Sanford inquired how many teachers would be in a classroom. The founder stated that in many



cases there would be a teacher, an aide and if there was a special ed student, an aide with that student. Trustee Sanford asked what the plan would be if a student came down with Covid. The Founder stated that first the individual or individuals would be identified and tracing would determine who intersected with them. After evaluation, it would be determined whether the school should be quarantined for the required time.

Next the Founder said that the Bell Schedule as amended as a result of Covid would be proposed and needed the approval of the Board of Trustees. Head of Academics, Jana Rogers, was called upon to explain the Bell Schedule. She said there were seven periods, including lunch and advisory. The schedule took into account an extended day and Covid needs. After discussion, a motion was made by Trustee McMahan, seconded by Trustee Mitchell to approve the schedule as presented and was passed unanimously.

## **6. REPORT OF DIRECTOR OF OPERATIONS**

The chairperson then called upon the Director of Operations, Keil White, for his report. Mr. White stated that the school had been sanitized and deep cleaned, hardwood floors had been refinished, the work at the Annex has proceeded with the ADA ramp installed, the fire sprinkler system upgraded and the roof repaired. Bathrooms are being remodeled and floors repaired. He said we continue to receive a couple of student applications each week for the incoming 9th grade class, but it is down from the applications we have received in past years. Covid is undoubtedly contributing to this. Plus some students have said they don't have to do any work during Covid shutdown if they enroll in one of the Syracuse City District High Schools.

## **7. FINANCIAL REPORT**

The chairperson called upon the Board Treasurer, Steve Kimatian to give his report. Trustee Kimatian stated that the finances were in line with expectations, given the student enrollment, that we had lower revenue and lower expenses but a net of operating surplus. He said that the school was in the middle of its annual audit which would be concluded by October. The PPP funds had been expended as planned on salaries of personnel during the months of May and June. The payroll increases to staff had been initiated as of 8/15/20.

## **8. ADJOURNMENT**

There being no further new or old business, a motion motion was made, seconded and unanimously passed to adjourn the meeting.

Founder, Ellen Eagen, said she was happy to report on the first graduation class of three students who received their diplomas at a ceremony on June 27, 2020. They were all students who were told by their Districts that they could not graduate because of their age, even though they could have graduated within the allotted time before they aged out. Two were going on to study at Onondaga Community College and one had enrolled in a program to become a nurse. Several of their classmates joined online for the ceremony. The Founder stated she was glad that OnTECH was able to help these students who would not have otherwise graduated except for OnTECH and that this was core to the mission of the school.

The chairperson then called upon the Head of Academics to give a report on summer school. There were two main objectives of the summer program, as OnTECH is a year round school. One is to provide Credit Recovery for those students who need to make up credits and the other is to offer Credit Accrual for those who want to advance their total credits. Four subjects are offered over six weeks, Living Environment, Algebra, Global Studies and English. The approach was online synchronous virtual learning where the online is live. Students are given a text 10 minutes before class and attendance is taken.

The Founder then spoke to the fact that an organization that she knows from her work with them in NYC, Educational Alchemy, was once again going to partner with OnTECH for the summer courses. She introduced the two individuals who were online for this Board meeting, Quincy Koffel and David Blais. The Founder offered each of them the floor to say a few words. Quincy, the founder of EA, said it was great to be back, that she very much enjoyed working with the OnTECH community. David, the facilitator of the summer program, Seeds of Change, also said he loves working with OnTECH students. He said they are amazed at the progress of the students and their curiosity and desire to learn. They also commented that they work with many schools, mostly in NYC, and that it was amazing that there were 43 students voluntarily going to school in the summer, during COVID for credit accrual. They said it was more than all other schools they had worked with.

A major part of the summer program was the Urban Garden Challenge where the students would design a garden and determine all the components going into completing the garden. There would be a winner who would be given the resources to create a garden. The Founder ended by saying that she was looking for ways to bring the Educational Alchemy staff into the fall programming of OnTECH.

#### **4. REPORT OF THE HEAD OF COMMUNITY AND CULTURE**

The Founder stated that one of the objectives of OnTECH was to obtain job opportunities for students. To that end she spoke with Deputy Mayor, Sharon Ownens, who suggested approaches that might be taken. The Founder also stated that she had connected with CNY Works, a job placement organization, which agreed to place OnTECH students in jobs. To that end, Mr. White and Mr. Morris have been processing the paperwork for the students to get work permits. CNY was considering whether OnTECH could be a worksite and employ its students. Teacher, Ms. Boerman, said it was this kind of instructional relationship that drew her to OnTECH, where students would have PBL instruction, then have a garden project and then be paid for it. At this point, OnTECH students are working at the Zoo, Arise and with CNY Works. Trustee Sanford stated that he would be willing to approach other companies to develop those kinds of relationships. The chairperson reminded everyone that at 7:00 PM tonight, right after the Board meeting, there was “Open Mike Night” for the school and that everyone was invited. She also said a relationship had been established with Upstate Medical University, spearheaded by Shannon Covidine, to provide mental health counseling for students and she was in the middle of discussion on the details of the relationship.

## **5. REENTRY PLANS**

The Chairperson then reported on the re-entry plans given the continuance of the Covid issues. Parents and students had been surveyed on their opinions on returning to school in September. The Founder and admin also held meetings with parents and presented the reports to those at the meeting. In addition, teachers and staff were consulted. Information and updates relating to reentry plans and covid updates are posted at <http://www.ontechcharter.com/covid19/>.

A plurality of those surveyed felt that a return to school part of the week with a sanitized environment was a good choice. The plan to date was to have each class return for one day of the week, that being with three classes, there would be students in the building on Monday, Wednesday and Friday. Tuesday and Thursday would be reserved for sanitizing. On motion by Trustee Kimatian and seconded by Trustee McMahan the Re-entry Plan was unanimously approved. The Chairperson then said she would like to propose the Bell Schedule for approval pending discussions with the Syracuse School District - at this point the day was 9:00-4:15 based on the requests by the District. A motion was made by Trustee Sanford, seconded by Trustee McMahan to approve the Bell Schedule as proposed. After discussion, the motion was passed unanimously.

The reentry plan is due to the Department of Health on August 7 and NYSED on August 14.

## **6. REPORT OF THE DIRECTOR OF OPERATIONS**

Keil White, Director of Operations was called upon to give his report. He said that entry into the building has been restricted and the records are kept of those entering and leaving for Covid tracking purposes, if necessary. There is a list of questions that pre-certify the health of individuals prior to coming into the building. The building would be sanitized for entry in the

Fall. He reported that enrollment numbers were down at the moment, but as clarity was seen in the school opening schedules, it would most likely increase.

## **7. FINANCIAL /HR**

Beth Gavenda, CFO, reported that the audit was progressing well and that the end of year books were being closed. She said that while revenue was under, so also were expenses and that we would end the year with positive income. She also stated that the PPP loan was in a good position and would be resolved with the bank as soon as the final regulations were received.

## **8. GOVERNANCE**

The Chairperson said that the Annual Report was in the process of completion and would be filed as due in the first week of August. Trustee Kimatian, as Secretary to the Board said that one piece of business that needed to be addressed was the nomination of officers for the current year. He said the slate proposed continued the current officers for one more year in their same positions, that being: Founder Ellen Eagen as President, Pastor Willie Mitchell as Vice-President and Steve Kimatian as Secretary/Treasurer. Trustee Kimatian asked if there were any other nominees. Hearing none, the slate proposed stood. On motion by Trustee Sanford and seconded by Trustee McMahon the proposed officers were unanimously elected.

## **9. ADJOURNMENT**

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



## **BOARD OF TRUSTEES MEETING**

### **Minutes of September 30, 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  
Bill Sanford, 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  
Nakisha Graves, Student Culture  
Morgan Boerman, Teacher  
Samantha Vernold, Teacher  
Omar Gonzales, Teacher  
Teresa Greene, Teacher  
Cristin Aboff, Teacher  
T. Jones, Assistant Dean  
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 said she was glad to see staff members, teachers and community representatives who are always welcome. The chairperson then introduced the Board.

#### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

The chairperson asked for approval of minutes from the prior meeting that had been distributed. There being no modifications or changes, the minutes were accepted as presented.

#### **3. ACADEMIC FEATURE: DIGITAL ARTS PROGRAM**

Founder, Ellen Eagen, said she would like to start off the meeting with a new program that was particularly useful for students in a remote learning environment - the Digital Arts Program. It was taught by David Blais of Educational Alchemy in conjunction with three OnTECH teachers, Omar Gonzales, Brian Moran and Elise Samson. The goal was to advance the students' knowledge in computer usage and digital skills. She asked David Blais to present the program. He showed a number of slides exhibiting the student work. He said one assignment of the students was to create movie posters relating to movies that affected their lives. Another assignment was to create the front and back of record album covers. In addition to developing their creativity, they also learned to present their work, a skill-set for the workplace.

The program taught them skills important for life - communication, technology and integrating life skills. The Founder asked David, since you teach in many schools, how does teaching in a small charter school compare with other schools in New York. He said he found the OnTECH students to be exceptionally engaged and curious with a desire to learn. When something caught their attention, you could see it in their faces. The Founder thanked Educational Alchemy for their work and reminded everyone how Quincy Koeffel, the director of Educational Alchemy, has been involved in the programming of OnTECH since its inception, helping to draft the social emotional programming (Habits of the Mind) in the charter application.

#### **4. REPORT OF THE HEAD OF ACADEMICS**

Ms. Rogers, the Head of Academics reported that the online hybrid learning was proceeding as planned. They have both synchronous and asynchronous classes - two live classes and then they are freed up for advisory. Math and science are on one day, Tuesdays are reserved for digital arts, mindfulness and community circle. An Online learning liaison assists the students who are full time remote. Ms. Eagen asked Ms. Aboff how the students were doing who needed additional educational services. She replied that the teachers were working with the IEP goals. On some days amazing results are achieved and on other days it is a challenge. The main thing is to be persistent. The students know they can always go to a teacher in the classroom. The Founder said that it was critical to keep these students on track, particularly since the Covid restraints on in-school learning affect all students but particularly the students with learning differences. Next, math teacher Omar Gonzales commented on working with the three classes of the school. He said each has a different dynamic. The 11th graders have grown considerably since they entered the school and are very industrious.

#### **5. REPORT OF COMMUNITY AND CULTURE**

Next the chair called upon the Dean of Community & Culture, Ta'Quell Morris. Mr. Morris reported that the students have made great progress in attitude. They are on the whole very positive and are reacting in the right way to behavior requests. Last year there were 12 suspensions to date - today there are none. There is more structure in the building. Assistant Dean Jones devised five support codes where students exhibited they needed different levels of support. The issues might range from talking to fighting. Also, between Deans and mentors all the students are able to be supported. Emotional and social needs of students are being met. Mr. Morris said that, as you might expect, the Deans work with students on a range of issues, from home matters to issues of the neighborhood where they are fearful of being killed. He said the Community Circles have been useful in getting students to open up and speak about their issues. Mr. Jones and Ms. Graves have been able to get students to develop relationships where students are comfortable to speak about personal concerns. He felt that many would not be able to do this at other schools. There are also other opportunities that are both educational and fun, such as playing Jeopardy during online community circle on Tuesday and Thursday.

#### **6. REPORT OF THE DIRECTOR OF OPERATIONS**

Keil White, Director of Facilities, was called upon to give the report. He said the Annex Building was given a CO approval to use. There were a couple of minor renovations still being

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done. Enrollment was at 209, with 197 from Syracuse, 7 from Liverpool and another 5 from surrounding districts. He said there was a facilities usage request by Terence King for his fraternity for this Saturday. The fraternity is the oldest Greek fraternity for African Americans. It was founded at Cornell. Upon discussion, the Board voted unanimously to approve the usage. Ms. Eagen said she would ensure that we opened and closed the building.

#### **7. REPORT OF FINANCIAL OPERATIONS**

Beth Gavenda, Chief Financial Officer, was asked to report on financial operations. She first gave an update on the 2020 audit which she said would be completed over the next three weeks. The PPP loan forgiveness process application was open, though Chase Bank suggested that we wait further for more guidance from the federal government. The CFO then presented the budget for the year for approval. A motion was made to approve by Trustee Sanford and seconded by Trustee McMahan. After discussion, the motion was approved unanimously.

## **8. ACCOUNTABILITY**

The Founder stated that the Annual Report was due on November 1. At that time the 2020 audit would be filed with the State. She further stated to the Board that schools have had increased concern on security of data of both student and financial data. She said the State had also enacted regulations that required greater transparency and any breach of data needed to be reported according to guidelines. She recommended that the school take steps to evaluate preventing data breaches with an expert in that field. On motion by the Founder, seconded by Trustee Kimatian, the Board moved to unanimously approve the Data Policy and Procedures and Family Bill of Rights pursuant to Education Law section 2-d.

## **9. GOVERNANCE**

The Founder told those attending the meeting that Tony Davis, previously head of high schools for the Syracuse City School District had toured OnTECH and may be interested in contributing to the community in some way. In an effort to reach out to the community and to also identify potential Board members, Trustee Sanford had arranged a meeting with the head of Leadership Greater Syracuse together with the Founder and Trustee Kimatian.

## **10. ADJOURNMENT**

There being no further business, the meeting was adjourned by unanimous vote of the Board. 810



CHARTER HIGH SCHOOL

## **BOARD OF TRUSTEES MEETING**

**Minutes of October 28, 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 - excused, death in family  
Karen McMahon, Trustee  
Bill Sanford, 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  
Nakisha Graves, Dean of Families  
Morgan Boerman, Teacher  
Omar Gonzales, Teacher  
Cristin Aboff, Teacher  
Alissa Donnell, Teacher  
Patrick Burke, Teacher  
Chris Bianchi, SCSD  
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 said she was glad to see those in attendance, staff members, teachers and community representatives. She said that all are always welcome.

### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

The chairperson asked for approval of minutes from the prior meeting that had been distributed. There being no modifications or changes, the minutes were accepted as presented.

### **3A. REPORT OF HEAD OF ACADEMICS**

The Founder, Ellen Eagen, called upon Jana Rogers, Head of Academics and Accountability, to give her report. Ms. Rogers said the first six weeks of school were a good opportunity to collect and analyze data as to what would work best for school operation under a hybrid operating structure. She said it was useful to determine what kinds of adjustments might be necessary in order to better serve the students. The challenge in the Covid environment, she said, was to insure that students were engaged. One clear finding was that students in general are more responsive to audio feedback than they are to written feedback. She said that attendance rates have gone up. The gold standard is attaining a 79.5% - 95% rate. She said that Progress reports



would be going home this week. It will indicate to students and parents the courses they are passing and failing. She further stated that in general students are not doing as well in the hybrid environment as they did last year. That was problematic. The Founder stated that a main objective of getting these progress reports to parents and students is to let them know early in the semester how they are faring so where necessary, they can take the steps to improve their grades. Ms. Rogers said they would begin the STAR testing next week and use that data to further determine what adjustments needed to be made for teaching. There are also mandatory office hours for the teachers so that students can get the counseling they need.

## **5. ACADEMIC FEATURE**

The conversation then turned back to academics. The Founder introduced a new science teacher, Alissa O'Donnell, who has a specific expertise in agricultural engineering and asked her to speak about what she was doing in class. Ms. O'Donnell said her immediate goal was to teach students how to problem solve. She showed visuals of her class project, explaining how the students needed to figure out how to use a system of pulleys to solve the problem. Next week they were going to take apart a lawnmower to understand how it works. The Founder then introduced a teacher from the John Bowne school in Queens, New York, which has an Ag program, who was in attendance at the meeting and had come to visit OnTECH at the invitation of Ms. Boerman. Ms. Eagen said that there are only a few schools in the region with urban Ag Tech programs. BOCES in Watertown is one that has and SUNY Jefferson another. Alissa said John Bowne had a four acre farm, with a barn and livestock including sheep and cows and an urban garden for students to cultivate.

## **6. REPORT OF COMMUNITY & CULTURE**

The Founder said that employment opportunities were a need of many of the students. To that end several steps have been taken to teach the skills of applying and interviewing for a job. She called upon Mr. Morris, Head of Community and Culture to report. Mr. Morris explained that the staff has taken several steps to teach students these skills. One skill that was practiced was how to present yourself for a job. Also, in many instances the students needed to understand that patience was required in that you do not always know immediately whether you will be offered the job.

Mr. Morris said that representatives from the first African American Black Fraternity had held a meeting at OnTECH last Saturday, during which they discussed career opportunities and personal goals with six students. It turned out to be very beneficial for the students.

Mr. Morris said that Community Circle is constantly adjusting to meet the Covid environment. For example, since masks must be worn, playing games with masks on and being able to sign instead of only talk is one example. Mr. Morris reiterated that Covid is creating problems for these young adults. Many households are not able to cope with the stress created by the Covid environment. Trustee Sanford asked how we could help these students. Then ensued a

discussion of what was being done in particular for individual students who were faced with specific challenges. Teachers also commented.

The discussion then turned to the issue facing many student families that Covid has of necessity forced many students to focus on the needs of their family, such as helping parents and assisting with younger siblings. Dean of Families, Ms. Graves, said that there would be a first meeting of the parents on November 1st to discuss how to get parents more involved in their students' education. The success of this effort will depend upon the support of parents and their need to understand how essential it is that their children's learning does not diminish during this Covid period. They will brainstorm on ways to best help the students stay engaged.

On Halloween Day, October 31st, between 2 - 4 pm on Saturday, there will be a Techween Celebration. Ms. Graves and Ms. Boerman will work with the students. We will then have a Techsgiving and a Family Game Night on November 19th. There will also be a Holiday Shop in December.

The Founder reported that a few weeks ago the school had a Capstone Project presentation from six students after their summer honors elective. Six students were chosen to participate in a paid urban gardening program with CNY Works. Judges for the presentation included Jimmy Oliver, Deputy Commissioner for Parks and Ms. Dominique Elizabeth. Trustees, Ms. Rogers and Ms. Boerman also were present. The students presented their projects which were the landscaping design of an urban garden that beautified our city. In their presentations they spoke about the purpose of the garden, the reason for its design, and the specific choice for the plantings.

## **5. REPORT OF DIRECTOR OF OPERATIONS**

Next, the Chair called upon the Director of Facilities and Operations, Keil White. Mr. White stated that enrollment had remained constant. There were a couple of new applicants whose enrollment material was pending further information. He said that it seemed that most families favored the status quo during this time of Covid. He reported that the Annex building had received its Certificate of Occupancy. Computers scheduled for delivery were delayed a couple of weeks further due to supply chain interruption but that all of our students had computers. He reported that the cleaning crews had done a very good job of keeping school sanitized and safe.

## **6. FINANCIAL REPORT AND HR**

The Chairperson called up on the Chief Financial Officer, Beth Gavenda, for her report. Ms. Gavenda reported that the revenue was under budget 24% and the expenses were under budget by 36%, which led to a net operating income which was 63% over budget. She said the annual audit was completed with no material issues and would be filed with the State. In addition, the PPP loan was scheduled for discussion about forgiveness in December with Chase Bank. The Chairperson asked for a motion to approve the financial report and, specifically, the 19-20 audit.

Trustee Sanford moved to approve the report, which was seconded by Trustee McMahon. There being no further discussion the motion was carried unanimously.

## **7. ACCOUNTABILITY**

The Chairperson said that the Annual School Report was due to be filed with the Charter School Office. She said that all the documentation had been prepared and with the support of the Head of Academics it had been completed and was ready for filing. She asked for a motion of approval of the report. A motion was made by Trustee Kimatian, seconded by Trustee Sanford to approve the filing. There being no further discussion, the motion was unanimously carried.

The Chairperson then said that in compliance with the County and State regulations under Covid, certain data needed to be filed on a daily basis with the County. She asked for approval of the board to designate her to complete these filings in coordination with the administration, noting that the obligation to file would be included in the School's COVID safety report. On a motion by Trustee McMahon, seconded by Trustee Kimatian, a motion was made to approve the act of the Chairperson filing on a daily basis or designating someone to file. There being no further discussion, the motion was carried unanimously.

She was also glad to report that teacher Cristin Aboff would be coordinating the Special Ed program, ensuring compliance with the special education laws.

## **8. GOVERNANCE**

The Chairperson then stated that she wanted to mention the very positive discussion she had with the head of Leadership Greater Syracuse. Trustee Sanford, having a long relationship with LGS since its inception, had arranged for a meeting with its Director, Pam Brunet. The purpose was to identify individuals who might be potential Trustees for OnTECH. As a result of that meeting, the Founder was able to meet two individuals who could be helpful toward that end. She said she would report further as circumstances warranted. She also said the school had a very informative and productive visit from the Commander of the 174th Fighter Wing. Lastly she said that two students were applying to a college preparatory program at Purdue University relating to zoology and she thanked Ms. Boerman for bringing this opportunity to our attention.

Finally, Ms. Eagen said that the school would be posting internally a position for principal/school leader. While this job would not be an executive director position, it would be a position, designated in the administration, to oversee school operations.

## **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:10 PM.





CHARTER HIGH SCHOOL

**BOARD OF TRUSTEES MEETING**

**Minutes November 30, 2020**

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

**Present:**

Ellen Eagen, Founder & President  
Stephen Kimatian, Secretary/Treasurer  
Karen McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell, excused, death in family  
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  
Nakisha Graves, Dean of Families  
Morgan Boerman, Teacher  
Omar Gonzalez, Teacher  
Earl Evans, Teacher  
Theresa Greene, Teacher  
Cristin Aboff, Teacher  
Fatimah Manuel, Monitor  
Chris Bianchi, SCSD  
Kwame Fluker, Community  
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 said it was good to see so many teachers and staff as well as community members. As these are public meetings, she said that everyone is always welcome.

**2. APPROVAL OF MINUTES TO PRIOR MEETING**

The Chairperson then asked for approval of minutes from the prior meeting previously distributed. There being no modifications or changes, the minutes were accepted as presented.

**3. STUDENT EVENT**

In a goal to serve the local community, OnTECH students used Halloween as an opportunity to reach out to the children and homes in the local area. Last year OnTECH students created a haunted house for the school community and had planned for a Halloween event for this year. Despite COVID, staff and students planned a safe Halloween event and invited the neighborhood children. The event included an outdoors, haunted house, storytelling and outdoor bowling;

students dressed in costumes and practiced safe distancing. Neighbors, who did not want to give candy out, donated candy to the event. On Halloween Day, community members joined the OnTECH community and celebrated the holiday. Ms. Boerman worked closely with the students to create this event. The event was also prepared with the help of Dean of Families, Nakisha Graves. The Founder commented what was particularly fun about this event is that it gave some of our quiet leaders an opportunity to serve the community. She congratulated the work of the teachers and the success of the students in reaching out to the community.

#### **4. HEALTH & SAFETY**

The Founder then brought up the steps the school has been taking in connection with ensuring safety during Covid. She commended the outstanding work of the County in providing testing to schools, saying that other Counties were not necessarily providing this support. In the yellow zone, 20% of the student testing was required. The school has met all the testing requirements and has not had a single instance of Covid. Since OnTECH was the only High School in Syracuse offering in-school classes, she said this was an outstanding achievement. She attributed the success to the efforts of the administrative staff and faculty and was proud of the cleanliness of the school. Trustee Sanford asked what action would be taken should a student or staff member test positive. The Founder stated that tracing was handled through the County; depending on the facts, usually a positive test required 14 day quarantine. Depending on who was exposed we may need to quarantine a section of the school. Nevertheless, our school schedule and structure would likely obviate having to close the entire school down in most instances. In addition the Founder noted that we report our COVID data to the State on a daily basis through the portal on the Department of Health's website. Trustee Sanford then asked whether the school had air filters. The Founder said that filters were investigated but not obtainable for the HVAC systems installed, but that windows were kept open to provide air flow and we were looking into alternative air flow systems.

#### **5. REPORT OF HEAD OF ACADEMICS**

The Chairperson then called upon Jana Rogers, Head of Academics, to report. Ms. Rogers first spoke about student engagement. She said when instruction was in person remotely, the engagement was very good. She brought up the excellent work done by teachers to achieve this result. She spoke about a few examples. Mr. Gonzalez has students manipulating components to solve puzzles. Ms. Boerman worked with students using organic compounds. In Mr. Clark's class, students created artifacts. The Founder stated that from her observations engagement with in-school classes was impressive and it was attributed to the hands-on lessons. At this point, each class has approximately 12 students, with some parents electing not to send their children to school. In each class there was a teacher and a support teacher. That ratio was quite excellent for teaching. Teacher Cristin Aboff said that a second set of eyes in the classroom is always helpful. Trustee Sanford asked whether the curriculum followed lesson plans. Ms. Rogers said that NYS Standards are followed and the curriculum also followed the needs for Regents

examinations. All teachers create roadmaps. Ms. Rogers also commented that there have been very few behavior issues.

On the flip side of engagement, Ms. Rogers stated that there were still many students who did not engage at the desired levels, particularly in remote, non-synchronous assignments. There is a continuing effort by the deans and teachers in reaching out to students who need to be prodded, who might not always have their cameras turned on or who have not met attendance objectives. Students are required to attend advisory sessions and each student has a remote liaison, which was a position created during COVID.

The Founder and Ms. Rogers stated that participation of students has been exceptional on digital Tuesdays and Thursdays. These classes are led by the NY-based Education Alchemy group and illustrate how remote learning can be as effective, and sometimes even more effective, than the traditional classroom when the skill taught lends itself to a virtual or remote setting. Their instruction yields a high level of organic engagement.

Ms. Rogers said that calls had been made to 95 students to increase their engagement. She also said that rerouting buses for those coming to school was a continuing logistical challenge.

Next, Ms. Rogers spoke about the credit recovery program for students who had to make up credits in subjects and the credit enhancement program where students could earn additional credits toward graduation.

She spoke about the teacher evaluations that had been conducted and that the school was looking to hire a history teacher and that there were several applicants for the position.

## **6. REPORT OF COMMUNITY & CULTURE**

Ta'Quell Morris was then called upon by the Chairperson to report on Community & Culture. Mr. Morris spoke about the success of the "TechTween" event in reaching the community and in engaging students.

He also attended a Halloween event at a local church at which there were about 150 people. At the table manned by the students, many signed up for more information on OnTECH and many also signed up for Mr. Morris's book "Broken" which dealt with his personal challenges. He said that the Community Circle events had become an excellent opportunity for students to interact with each other. Students also learned teamwork. He showed photos illustrating the Community Circle activities. An example of how students are thriving, he said, were the number of employment opportunities they had obtained. Nakisha Graves, Dean of Families, and Omar Gonzalez, math teacher, worked with the students on their interviewing techniques and their presentations to employers. In the last month, five students had gained employment. On occasion Mr. Morris dropped in on those working.

The Founder introduced Nakisha Graves as the Dean of Families. Ms. Graves organized the First Family Council meeting where parents were able to meet one another and share common interests of their children at OnTECH as well as testimonials. The Board heard several of the recorded testimonials that spoke to the use of technology, the cleanliness of the school, how the school reached out regularly to parents and how ONTECH was very welcoming to reluctant learners, inspiring them. Ms. Graves said the goal was to bring the parents together as a family to provide them support. Additional specific comments were

- “Best school I could have put my child in, great communication from the school about her son, he is much more focused and interested in coming to school.”
- “OnTECH is great for my daughter, she’s glad to get up and get on the bus.”

Ms. Graves will hold monthly meetings with the families. She further told everyone about Family Night Open House on November 19, 2020. The first part of the night was an academic open house so that parents could get to know their children’s teachers and hear about the projects the students were working on, and the resources for support. The second half of the night was a fun, family gathering. There were raffles and music and everyone had a great time. Ms. Graves said the underlying objective was engagement, to get the students involved with their school in another dimension other than assignments. Her goal is to grow the group by five parents a month.

## **7. REPORT OF THE DIRECTOR OF FACILITIES**

The Chairperson then called upon Keil White, Director of Facilities, to give his report. Mr. White echoed the work of the Board, students, teachers and administration in creating a strong community, even during COVID. He said that enrollment was at 211 with two additional students in the process of having their credentials reviewed for admission. The cleaning service has done an excellent job in keeping the school clean and shiny. He said the Certificate of Occupancy has been secured for the Church, and the Fire Inspection is scheduled both for the Church and the Rectory. In closing, Mr. White said we are ready to bring students back when they are able to return.

## **8. REPORT OF FINANCIAL/HR**

Beth Gavenda, Chief Financial Officer stated that the various reporting requirements relating to ESSA had been submitted as had been the Financial audit on November 1. The annual audit report was completed and had been filed with the Charter School Office. The PPP loan is scheduled for review in December. Ms. Gavenda reported that though revenue was under budget, expenses were also under budget and as a result there was a net positive cash flow to the bottom line.

## **9. GOVERNANCE**



The Founder said she was happy to introduce Kawme Fluker, who is a member of the community and was interested in joining the Board of Directors. Mr. Fluker had visited the school earlier in the month, met students and teachers. She said as an HR manager at Lockheed and someone who appreciated the importance of education in one's life journey, he would bring excellent experience, knowledge and perspective to OnTECH. Mr. Fluker had an extensive conversation with the Board members and will continue to work on his application process to be a Board Member, which is an extensive process. Once completed, it will be presented to the Board for review and then to the New York State Charter School Office, our authorizer for their review and hopeful approval.

#### **10. ADJOURNMENT**

In conclusion, a motion was made by Trustee Sanford, seconded by Trustee McMahon to adjourn the meeting. There being no new business to discuss, the meeting was adjourned by unanimous vote at 7:05 PM.



CHARTER HIGH SCHOOL

**BOARD OF TRUSTEES MEETING**

**Minutes December 16, 2020**

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

**Present:**

Ellen Eagen, Founder & President  
Steve Kimatian, Secretary/Treasurer  
Karen McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell, death in family  
Kwame Fluker, pending 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  
Nakisha Graves, Dean of Families  
Morgan Boerman, Teacher  
Omar Gonzales, Teacher  
Theresa Greene, Teacher  
Kimshari Diaz, Teacher's Aid  
David Blais, Digital Arts Teacher  
Chris Bianchi, SCSD  
Trea 'Zur Hardy, Student  
Shandazjiah White, Student  
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 said it was good to see so many representatives of teachers and staff. As these are public meetings, she said that everyone is always welcome.

**2. APPROVAL OF MINUTES TO PRIOR MEETING**

The Chairperson asked for approval of minutes from the prior meeting previously distributed. There being no modifications or changes, the minutes were accepted as presented.

**3. GOVERNANCE**

The Chairperson then said she would like to address two governance matters. One was the approval of Kwame Fluker as a Trustee on the OnTECH Charter High School Board. She said that Mr. Fluker had completed all the necessary paperwork for submission to the Charter School Office and she was very enthused that he would become a member of the Board. While Mr. Fluker has high security clearance through his employment, he is processing his fingerprints

through the process required by NYSED. As soon as we get the approval of that, OnTECH will take a resolution and submit his application for approval by our authorizer.

On a second matter of governance, the Chairperson said to those attending that an internal posting had been made in November for the position of Interim Director of OnTECH. The Board received an application from Jana Rogers, Head of Academics. The Board met with Ms. Rogers for an interview for the position and found that she met the expectations of the Board for OnTECH. A motion was made by Trustee McMahon and seconded by Trustee Sanford to designate Ms. Rogers as Interim Principal. There being no further discussion, the motion was called for a vote and was passed unanimously. Under this structure, the Head of Operations and Head of Community and Culture will report directly to Ms. Rogers.

#### **4. HOLIDAY CELEBRATION**

##### **A. DIGITAL ARTS PRESENTATION**

The Founder then called upon David Blais, teacher of digital arts, for a presentation. Mr. Blais explained how students were able to learn to use digital arts as part of their remote classes. He said that learning digital arts was actually one of the better applications for remote learning as it was well suited to teaching in that environment. Students learned the basic skills of digital arts and had the opportunity to build their own portfolios. They learned to build digital art and used Google-based models. Mr. Blais then presented to the group via the Zoom display a series of the art work by the students. Trustee Kimatian remarked the skills developed by the students were exceptional and that it was an example of how remote learning could in some ways be more effective than in class learning for certain subjects. Head of Academics, Jana Rogers, said the students loved to talk about and showcase what they accomplished in digital arts.

##### **B. COLLEGE AND CAREER PLANNING**

The Founder then said that with the graduating class going into their last year next year, it was important for them to plan for the future. She said that discussions about college and alternatives would be taking place over the balance of this year. She then asked science teacher Morgan Boerman to speak about one area that students had shown particular interest - zoology and veterinary careers. Ms. Boerman then spoke about how many of the students liked to work with animals. Many students became interested as a result of science class. It awoke their curiosity in animals. Plus several students have interned, volunteered and have been zoo guides at the Onondaga County Zoo. She then said she was proud to report that two students, Carlos and Aliciana, applied for a Purdue University Scholarship awarded to students as part of their STEM diversity program for students interested in zoology and had been selected as winners. The competition was nationwide and only 26 winners were selected. It is a mentoring program, one which follows the student into college and also provides onsite training and visits at Purdue University and other colleges. All expenses are paid. Trustee Sanford said this was so outstanding and deserved to have a press announcement. All the Trustees agreed. Fantastic accomplishment said Trustee McMahon for the students and the school.

Head of Academics, Jana Rogers, then reported on the math workshop by math teachers Omar Gonzalez and Mr. Jeff Clark.. The focus was on consumer math and internships. The math problems were based on the renewable energy sector of the economy.

#### C. HOLIDAY SHOP

The Founder then asked Mr. Morris, Head of Community & Culture to report on student activities. Mr. Morris said an exciting event before the holidays is the Holiday Shop. The students will have a Holiday Shop where they can purchase gifts for their family and friends. The students shop with OnTECH dineros which they earn during the year for doing work above and beyond their classwork. The gifts to be purchased at the store are contributions from many different sources. They range from candles, movies, sneakers, handbags, glasses, TV's and a raffle for DVDs, charging docks and AirPods. Students and staff wrap gifts. Nakisha and the Founder came up with the idea. The event brought a lot of cheer into the holiday season when school has been so challenging. The Founder mentioned too that the shopping skills of boys and girls is sharpened. The students also had to figure out what they could buy with their dineros using math skills. Teacher, Kimshari Diaz, said the students thought hard about what to get for family members and friends and it gave them a sense of the importance of giving. The Founder said the overall activity was also one that fostered good mental health and mindfulness. The activities were also tied to ELA classes as well.

#### D. HOLIDAY MESSAGES

The Founder then called upon Head of Academics, Jana Rogers to give her report. Ms. Rogers said one project of the teachers was to create a video and audio of testimonials about OnTECH for the Board. She said the teachers work together and collaborate with each other. Some feel as though they have found a family at OnTECH. She said that the WinterCon event was a celebratory one for the faculty, students and school. An audio was played with comments from the teachers about their positive experiences with students and staff at OnTECH. The two questions they answered in the testimonials were: How does OnTECH bring joy to your life? And how does OnTECH bring a holiday spirit to your life?

### **5. HEALTH & SAFETY REPORT**

The Founder then gave an update report on Covid. She said that she has been monitoring the different programs offered by the county and the state and the changing regulations. Right now, because of Covid cases increasing in the County and City, we are now in an Orange Zone which requires additional caution and testing (20 percent over 4 weeks). She said we must be very mindful of the ease of the transmission and how one decision can affect many. She stressed that the protocols must be followed by all, the students, staff and faculty. To allow time to quell any uptick in Covid cases as a result of holiday gatherings, the school will not open in-person on January 4th, but instead January 11th. The first week will be remote. There will also be 100% testing on the first day of school. She was glad to say OnTECH opened in September and remained safe through the end of the year. This was due to everyone following the school hygiene rules and she said that was appreciated as everyone, especially the children, have benefited.

## **6. FINANCIAL/HR REPORT**

The Founder stated that there was a request from the students that she would like to relate to the Board. The graduating class wanted to know if they could plan a Junior Prom. They realized under Covid, if it was still an issue at graduation time, that the prom would have to accommodate those protections. A Prom Committee was formed to discuss the possibilities. Two staff working with the students are Ms Greene and Ms Diaz. The teachers and two students, Trea ‘Zur and Shandazjiah presented their ideas to the Board. The students said they would like to have the prom at the Onondaga County Zoo. They realized conditions might change and adjustments would have to be made in how it was conducted. Using their math skills students came up with a budget and list of items to be purchased for the Prom. They also included ways in which they could raise the money through bake sales, silent auctions, chocolate and cookie sales and holding a movie night. They checked with the Zoo for a date and were told that \$1,000 was needed to secure the commitment. However, if Covid made it impractical, they could apply the money to next year. The Founder asked whether the committee had taken into account whether all students could afford the prom. The planning committee had discussed that question and had decided to keep the admission cost low enough so that all could attend. Trustee Sanford suggested that sponsors might be a way to offset costs. The request for the Board was an amount of \$1,000 to secure the venue.

Board members said they appreciated the thoroughness of the planning and the organized approach of the committee. On motion by Trustee Sanford, seconded by Trustee McMahon, it was unanimously approved to grant the request for \$1,000 to the prom committee to secure the venue. The Board asked to be updated on the progress.

The CFO, Beth Gavenda, then gave the financial report. She said that while the revenues were under, so also were expenses and that there was a positive net cash flow for the previous month.

## **7. REPORT OF DIRECTOR OF OPERATIONS AND FACILITIES**

The Chairperson then called upon Keil White, director of facilities to give his report. Mr. White said that the renovation at the Church was completed. The main objective now was to satisfy the Fire Safety rules for state educational facilities. Toward that end Mr. White said he was getting bids for the sprinkler and alarm systems. He said after that the Fire Inspector would come in to approve the systems and then the final report would be sent to State Education. Work at the rectory was scheduled to be done within the first two months of 2021.

Mr. White reported that the school was also in the process of renewing the E-rate agreements for the school year 2021-2022. Those agreements allow for reduction in the cost of Internet and telecommunications service.

## **8. ADJOURNMENT**

There being no further old or new business the chairperson said she would entertain a motion for adjournment. Upon motion by Trustee Sanford to adjourn, seconded by Trustee McMahan, it was unanimously voted to adjourn the meeting.



## CHARTER HIGH SCHOOL

### BOARD OF TRUSTEES MEETING

**Minutes January 27, 2021**

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

**Present:**

Ellen Eagen, Founder & President  
Steve Kimatian, Secretary/Treasurer  
Karen McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell  
Kwame Fluker, pending 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  
Nakisha Graves, Dean of Families  
Omar Gonzalez, Teacher  
Chris Bianchi, SCSD  
Dominique Elizabeth, Community Member

#### **1. WELCOME**

The meeting was opened by the Founder of OnTECH and Chairperson, Ellen Eagen, calling the meeting to order. She welcomed trustees, staff and community members present and said it was always good to see so many attendees. She reiterated as she said at other meetings that the meetings are public and everyone is welcome. Due to the executive order of the Governor OnTECH was able to conduct this open meeting online.

#### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

The first order of business was a request by the Chairperson for approval of minutes from the prior meeting previously distributed. There being no modifications or changes, the minutes were accepted as presented.

#### **3. SNAPSHOT OF STUDENT LEARNING**

The Chairperson then called upon Principal, Ms. Rogers, to report on student progress. Ms. Rogers stated that the first trimester had ended just before the Christmas holiday break. She presented a comparison of the performance of the 9th, 10th and 11th grades between the current and previous years. The 11th grade students had made progress over this current year compared to last, the 10th grade did not do as well and the 9th grade was consistent with the prior year. On engagement, she identified 15 students who needed to improve the level of engagement in studies. She said that Covid was definitely a stressful factor for the students, many of whom

deal with challenging dynamics of the household; Covid had exacerbated the issues. Lastly, she addressed the social/ emotional issues faced by students.

#### **4. ACADEMICS REPORT**

Ms. Rogers continued with a report on academics. In order to address some of the challenges of Covid, particularly the need for more direct instruction time, she said that students would be encouraged to come into school for classes three days a week, instead of only one day a week currently for each grade on Monday, Wednesday and Friday. She said that the 11th grade would be taking the PSAT this coming Tuesday from 9 am - 1 pm. The test was being provided at no cost to students, lunch and transportation would be provided and that 45 students were scheduled to take the test. Many who have been on remote for classes were coming in to take the test. Founder, Ms. Eagen, said she was glad to see so many students in the class were taking the PSAT's.

On the Covid front, Ms. Eagen further mentioned that Onondaga County has been very supportive of OnTECH in providing access to not only testing but the Covid vaccine. When the Governor had designated zones, the County provided testing to charters and non-public schools so that we could stay open. They have created special opportunities for the OnTECH faculty and staff to receive vaccinations.

She took the opportunity to present a radio recruiting spot "Covid's Got Nothing on Us" to the meeting attendees.

#### **5. REPORT OF HEAD OF COMMUNITY AND CULTURE**

The Chairperson then called upon the Head of Community and Culture, Mr. Morris to report. He said that one exercise asked of the students was for each to finish the sentence of "I have a dream . . ." He presented examples of a couple of students. He said several had high aspirations of becoming a doctor. Many said they wanted to earn money to help their mother pay bills. It illustrated how the worries of many families of the OnTECH households have become part of the student's life. He said most would not think that a youngster still in high school would have to be worried about paying the household bills, but it underscores the difficulties facing some families. Mr. Morris further reported that students are suffering as a result of death in their families. Within the last month, 24 students had dealt with death in their family. In addition, there has been a loss of jobs impacting many families. Mr. Morris mentioned that Reggie Kelly, the head of the Rise Above Foundation, had provided student families with some basics of toothpaste, deodorant, mouthwash and feminine hygienic products.

The Founder then referred to the challenge of student mental health and youth suicide that Mr. Morris referenced. She said we need to put a full court press on these issues. Inspirational speakers could be one supportive approach. She asked Mr. Morris and Ms. Rogers to review ways that OnTECH could be of assistance to students. Trustee Sanford commented that there is



an organization dedicated to these events “Hope for Bereaved” who have professionals who deal with these issues. Founder Eagen said that perhaps a representative from this organization could visit the school and speak to students. She asked Mr. Morris to follow up with that. Trustee Sanford said he was pleased to report that the two OnTECH students who presented before the FOCUS SYRACUSE Wisdom Keepers did an excellent job. They spoke about OnTECH in a very positive light and received accolades from all.

The Founder then brought up a program by CNY Works that would enable students to continue in school and earn money at jobs at the same. She said she had spoken to the head of CNY Works and they were very enthusiastic about OnTECH being a participant organization where OnTECH would be a worksite. Ms. Boerman and her were working on this partnership.

Ms. Eagen added to the mental health discussion saying that the University of Pennsylvania has an excellent psychology department that does reach out to schools; she had provided the information to Mr. Morris to see if it was a good fit for OnTECH. In addition we were working with the Clinical Psychiatric Adolescent program at UpState.

## **6. FINANCIAL /HR REPORT**

The chair called upon Chief Financial Officer, Beth Gavenda to give the financial report. Ms. Gavenda reported that revenue reached 99% of budget, expenses were 70% of budget which yielded a net operating positive for the end of December 2020.

She said that given the stress of Covid on schools the Federal government was looking to offer an interim funds (CSP funding) where schools could apply for this funding to cover COVID-related costs from the summer months.

## **7. REPORT OF THE DIRECTOR OF FACILITIES**

### **a) Facilities**

Keil White, Director of Facilities was asked to give his report. He updated the issues resulting from the boiler failure. He said that the school was able to maintain a favorable temperature through the use of a temporary heating system while the boiler was being repaired. As such the school was able to stay open with no days being missed. With respect to the Church (Annex), progress in meeting fire codes is being made and within the month we will be able to have the Fire Inspector in for a code evaluation. He further reported that filtration systems for air quality are being investigated. Lastly, he said that a strategic review of facilities was in the works to plan for future enrollment.

### **b) Health and Safety**

Founder, Ellen Eagen, then said she wanted to bring everyone up to date on the Covid safety steps being taken. She reiterated that OnTECH, from the outset, has taken a very firm position with respect to the importance of following Covid protocols and taking precautions wherever possible. She referenced the fact that we are almost at a level of 500,000 deaths from Covid.

Given that OnTECH interacts with students, staff and families, it was imperative that we protect all the constituencies in that group. Additionally, she said that OnTECH was the only Syracuse City high school that has been open from the beginning of the school year with in-school classes. More than half the teaching faculty has received Covid vaccinations. She said that she personally had discussions with Onondaga County officials to secure vaccinations for staff, particularly since charter schools had not been initially considered within the school community receiving shots. County officials were very accommodating when approached. She informed the staff that tomorrow at noon websites will open for vaccination registrations. She encouraged all those who had not been vaccinated to take advantage of this window. She further stated that vaccine skepticism is a concern by many individuals, particularly in our community. To bring the importance of protecting health with a vaccine, she said she had reached out to a videographer to discuss the possibility of a community wide video campaign encouraging members of the minority communities to see the importance of getting vaccinated. She said the school is required to report daily test results to the County. Fortunately, no member of the OnTECH community contracted Covid in school. There was only one case and that was an incident that resulted from contact outside the school.

Prospective Trustee Kwane Fulker asked whether sports were going to be allowed in schools. Mr. White stated that the Athletic Directors were concerned about Covid contact. Some leagues had decided against sports. Trustee Fluker mentioned the mental health aspect of sports participation. It was hoped that with Spring coming the reduction in Covid cases would allow for sports participation. Founder Eagen said we would take up that discussion and report back to the Board.

Teacher, Omar Gonzalez, said there is an e-sports league ongoing and OnTECH has participants. We have had several students who competed in tournaments and 10 have medalled to participate in national competition. OnTECH has one of 16 teams in the nation. Founder Eagen thanked Mr. Gonzalez for supporting both the advancement of technology and joy, key design elements of OnTECH.

8. The Board then renewed the following motion, recognizing that Mr. Fluker had received high security clearance on his fingerprints. The Founder asked the Secretary to read the Resolution of appointment. The Secretary to the Board read the Resolution, a copy of which is below. Upon motion duly made by Trustee Sanford, seconded by Trustee McMahon, Kwame Fluker was unanimously approved as a member to the OnTECH Board of Trustees.

*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*

*Kwame Fluker as a member to its Board of Trustees, with a term expiring on June 30, 2024, pending approval by NYSED. The resolution approving Kwame Fluker is adopted upon NYSED's approval.*

## **9. ADJOURNMENT**

There being no further old or new business, the Chairperson asked for a motion to dismiss. On motion by Trustee Sanford, seconded by Trustee McMahon, the meeting was adjourned on unanimous consent.



CHARTER HIGH SCHOOL

## **BOARD OF TRUSTEES MEETING**

**Minutes February 24, 2021**

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

**Present:**

Ellen Eagen, Founder & President  
Steve Kimatian, Secretary/Treasurer  
Karen McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell  
Kwame Fluker, pending Trustee  
Alonie Peacock, Student  
Rajanique Nelson, Student  
Beth Gavenda, CFO/Human Resources  
Fran Coudriet, Administrator  
Jana Rogers, Head of Academics  
Keil White, Director of Facilities  
Colleen Bland, Teacher  
Morgan Boerman, Teacher  
Sam Vernold, Teacher  
Theresa Greene, Teacher  
Jamie Raines, Teacher's Aid  
Nakisha Graves, Dean of Families  
Ta'Quell Morris, Head of Community and Culture  
Theodore Jones, Associate Dean of Students  
Fahtima Manuel, Hall Monitor  
Omar Gonzalez, Teacher  
Chris Bianchi, SCSD  
Dominique Elizabeth, Community Member

### **1. WELCOME**

The Founder of OnTECH and Chairperson of the meeting, Ellen Eagen, after calling the meeting to order, welcomed those attending, including trustees, staff, students and community members. She said she was glad so many took the time to be present. She said that the meetings are public and any one is always welcome. Due to the executive order of the Governor, open meetings were able to be conducted virtually.

### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

The Chairperson requested a motion for the approval of minutes from the prior meeting which were previously distributed. There being no modifications or changes, the minutes were accepted as presented.

### **3. HEAD OF ACADEMICS REPORT**

The Chairperson then turned the floor over to Principal, Ms. Rogers. Ms. Rogers said there were very exciting project reports which would be made by students. She said, teacher, Ms. Boerman, would speak about the presentations of the students. Ms. Boerman said to everyone that at OnTECH we focus on Project Based Learning (PBL) and what will be presented is an example of teaching through the application of PBL. She said the subject of study by the 9th grade was water quality. She illustrated how the students approached the project through Analysis, Graphics and Findings. Two students then presented their PBL reports. Alonnie Peacock said the main question was-what is in your water? To get that answer, both students showed how they gathered data. The comparison was between Skaneateles water, school filter water and ordinary tap water. In each case the students collected certain comparative data from samples of each. The comparisons were based on ph levels, turbidity and dissolved solids. They graphically displayed the findings of their data and how they made the analysis and the final findings. All in all, everyone agreed this was a great example of how PBL works. Trustee Sanford asked who did the students interact with in assessing the data. M. Boerman said it was the Finger Lakes Land Trust. Trustee Kimatian asked the students which water would you prefer to drink? The response was Skaneateles Lake water. Ms. Rogers then congratulated the students for their presentations. She said that the great thing about PBL is that it is active learning about real world problem solving and coming up with actual solutions which engages students.

In a similar manner, the 10th grade is focusing on a Save the World project. Leading that project are teachers Bland, Kulesa, Moran and Thompson. The students look to investigate problems in depth. In defining the problem they look to Conflict & Power, Scarcity of Resources, Inequity, Humans Rights and Environmental Research. The students collect data in each of the areas, map it, create digital displays of the data and come to conclusions. The Founder stated that this is a very authentic way to teach that gets real facts before the students to assess. She said that the PBL approach is a key design element of the school's charter. The Founder also stated that teacher Alissa Donnell, who came to OnTECH two year ago brought great experience in this area. In PBL, she said, the teacher becomes the facilitators for learning.

The 11th grade also had its own project which focused on Food Trucks. Mr. Gonzalez was the teacher on point for this project. The students went to a website where you can design your own food truck. In doing this, they put together a business plan. They look at the trends in food trucks, come up with a business name, the concept of the business, analyze the market and competition, then develop a marketing plan, the price point they need to be successful and then they promote their business, turn it into an operating organization and project the future. They also develop a contingency plan for unexpected circumstances.

The Trustees applauded the work of the students and congratulated the teachers, several of the Trustees saying they even learned a lot in the presentations. Principal Rogers then spoke about the academic work. She said that every teacher gave mid- term examinations, which will enable students to receive grades. She said that the federal government has decided not to cancel tests, but the State is still figuring out what to do. She added that PBL projects are also a tangible way to evaluate performance of students. Even if there are no Regents this year, we will have tangible data for evaluation. She also said that student engagement has been increasing.

### **4. HEALTH & SAFETY**

The Founder then spoke about health and safety during Covid. She said the City of Syracuse and Onondaga County have put a full court press on testing. At this time testing is available to every school member within a very quick response time. She has had conversations with the Deputy County Executive for Human Resources, Ann Rooney, as to vaccinations, and OnTECH will be able to have all its staff vaccinated within the next month. Initially, when vaccinations were opened to the school districts in Onondaga County, OnTECH was not on the list. But that was quickly corrected with one phone call. Trustee Eagen says the County has been very responsive.

## **5. REPORT OF HEAD OF COMMUNITY & CULTURE**

The Chairperson then asked Ta'Quell Morris, Head of Community & Culture to report. He said the Covid and stay at home period of time has been a tough patch for the students. Many of the families he said have great concerns about finances and in the middle of all that it is challenging for the students to worry about grades. One thing that the deans have done is to celebrate small successes as well as big ones whenever possible. To learn about black history in a fun way the students tossed a ball to each other and then each had to name a black, author, rapper, actor, inventor, etc. In addition, Pastor Mitchell has come in to speak with the students about black history, to illustrate the wider aspect of celebrating black achievements in our city and at this time of history. The Founder stated that Pastor Mitchell has been a very positive influence on the students, on many occasions since the inception of the school and she thanked Pastor Mitchell on his contributions.

The Founder then addressed some of the concerns of the students expressed by Mr. Morris. She had a conversation with Dr. McMaster at the Upstate Psychiatric Group who will designate some fellow practitioners to come into the school and work with teachers and staff on student and adolescent mental health issues. She further added that since we have juniors going into senior year, we will begin having conversations on colleges and careers. We will work with students on the best way to get college credit for courses. Trustee Fluker asked whether we will partner with On Point for College. Founder Eagen said that we have had an ongoing relationship with Sam Rowser, the Executive Director, and On Point, and we will continue partnering with them. The Founder also stated that OnTECH will be applying for the CNY Works RFP that will enable a school/work relationship with students by aligning them with jobs and potential careers and focusing on students who have long term absences. We have also started a work program at OnTECH which particularly helps those students obtain first time work. Under this program, it is anticipated that they will be able to work 5-15 hours per week and earn \$12.50 per hour.

## **6. REPORT OF CFO ON FINANCES**

The Chairperson then called upon Beth Gavenda, CFO, to report on the finances. She reported that the total revenue for the year was 1% over budget. This was primarily due to a payment the school received from ESSER, Education Stabilization Fund under the CARES Act of \$42,605, otherwise we would have been under budget. However, expenses were under budget by 25% so that allowed for net positive revenue.

## **7. REPORT OF DIRECTOR OF OPERATIONS**

The Chairperson then called upon Keil White, Director of operations to report. He stated that enrollment was at 209 students currently. He pointed out that next year with an incoming class, we would need more space and for that renovations would need to be made in the church. He also said that an agreement had been reached with T-Mobile to provide hot spots to students who

did not have Internet access. Trustee Sanford asked what the anticipated number of students for the school. The Founder said we were chartered by the state for a maximum of 360 at full capacity. For next September we anticipated a population of 300 or less, and we would stay in communication with our liaison at the Charter School Office relating to this enrollment number. Trustee Sanford asked how the number of students in the 9th grade related to the other classes. Ms. Eagen said we were down significantly as the class is about 50 and we would have ordinarily expected 80. Covid did have an impact, she said, as parents were not focused on moving students from their current schools and we were not able to tour students last spring. What also exacerbated the number was the fact the city high schools district did not require any in-school classes, whereas OnTECH did, and many students opted for not having any school. Ms. Eagen then referred to a question last meeting by Trustee Fluker on whether OnTECH would field a basketball team. She said thanks to Mr. Jones, Mr. Morris, Ms. Rogers, Mr. White and teacher, Mr. Burke, we would have a team that would start practicing this spring, conditioning. At this time we are not sure about competition due to our league's rules.

## **8. GOVERNANCE**

The Chairperson brought before the board the need to renew the approval of Kwame Fluker as a Trustee. Though approval had been done at a prior meeting based on his high security clearance of fingerprints, New York State Education Department wanted separate fingerprints for education. Accordingly, those fingerprints having been completed, the Board moved to seek the Charter School Office approval. On motion made and seconded to the attached Resolution #1, the Board unanimously approved the appointment of Kwame Fluker subject to the CSO approval.

## **9. ADJOURNMENT**

There being no further new or old business the meeting was unanimously moved to adjourned at 7:30 PM

*ATTACHMENT #1*

*RESOLUTION OF THE BOARD OF TRUSTEES*

*FEBRUARY 24, 2021 MEETING*

*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 Kwame Fluker as a member to its Board of Trustees with a term beginning at the next business meeting and expiring on June 30, 2024. The resolution approving Kwame Fluker is adopted upon NYSED's Charter School Office approval.*





CHARTER HIGH SCHOOL

## **BOARD OF TRUSTEES MEETING**

**Minutes March 26, 2021**

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

### **Present:**

Ellen Eagen, Founder & President  
Steve Kimatian, Secretary/Treasurer  
Karen McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell  
Kwame Fluker, Trustee  
Beth Gavenda, CFO/Human Resources  
Fran Coudriet, Administrator  
Jana Rogers, Head of Academics  
Keil White, Director of Facilities  
Morgan Boerman, Teacher  
Theresa Greene, Teacher  
Omar Gonzalez, Teacher  
Chris Bianchi, SCSD  
Dominique Elizabeth, Community Member

### **1. WELCOME**

Meeting was called to order by the Chairperson, Founder and President of the Board, Ellen Eagen. She welcomed all attending and said she looked forward to seeing them. She reminded everyone that all community members were welcome.

### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

The Chairperson requested a motion for approval of minutes from the prior meeting which were previously distributed. There being no modifications or changes, the minutes were accepted as presented. The Chairperson said she was glad to report that the Board of Regents had formally approved the appointment of Kwame Fluker as a Trustee to the OnTECH Board. She welcomed him officially and thanked him for the time he has spent to date.

### **3. HEALTH & SAFETY**

The Chairperson then presented a health and safety report re Covid. The guidelines for schools was based on the fact that fewer people were being hospitalized as compared to prior weeks. The Chairperson sits on the CNY Regional Healthcare Equity Task Force focusing on the administration of vaccines and vaccine hesitancy. Deputy mayor Owens heads the task force. On surveying the OnTECH staff, virtually everyone has had a second shot or has been completely vaccinated. The question being considered now is whether it is mandatory for teachers and staff to be vaccinated in order to work. Trustee McMahon asked what the ramifications of such a policy would be if enacted. The Chairperson said that a policy is in the process of being drafted

to define what would be acceptable exemptions. Surveys have been issued to the staff to get their feedback on how to proceed. The majority of teachers believe that all staff should be vaccinated.

#### **4. HEAD OF ACADEMICS REPORT**

Jana Rogers, Head of Academics, was then asked by the Chairperson to present her report. Ms. Rogers announced that there would be a schedule change starting April 12th. Since the beginning of the school year, in September 2020, students have been attending classes in school at least one day per week with the rest of the days remote and beginning with the new schedule change, students will be returning to school at least two days with three days remote. Trustee Fluker asked why not have all students three days per week. Ms. Rogers agreed that we would be at that point shortly and in fact any student who wanted to be in school three days a week could do that. One impediment she said is that several students had secured jobs while not in school and parents have, unfortunately, encouraged the students to continue working. Not enough importance is being placed on education and the future of the students, she said. Mr. White has arranged for transportation for the new schedule. Trustee Fluker asked about food services. Mr. White said that both busing and food services had been made in arrangements with the Syracuse City School District.

Ms. Eagen also mentioned that congratulations were in order for Mr. White as he is a new grandfather.

#### **5. REPORT OF COMMUNITY & CULTURE**

The Chairperson then said there were some very exciting things to report about students activities. She said a Digital Arts program was the silver lining in Covid. While students were not able to be in school, The Chairperson engaged an organization she knew from NYC to teach digital arts remotely. The students came up with some amazing projects. She asked Omar Gonzalez, teacher, to speak to the activities. Mr. Gonzales said that one of the projects was to create posters using Google slides. Students picked a personality they wanted to represent. Among the choices were Sojourner Truth, Frederick Douglas and Kendrick Lamar, Angela Davis and Ella Fitzgerald. Students also did video presentations of Maya Angelou, Tupac, Mae Jemison and Li'l Rock 9. The themes were social justice and equality. They also attached characteristics attributed to the selected individuals, such as "hard work ethic" for Kobe Bryant, "float like butterfly" and sting like a bee" for Muhammed Ali, "you miss 100% of the shots if you don't take any," Tupac, "I can accept failure, but I can't accept not trying," Shirley Chisolm, "a man who stands for nothing, will fall for anything," Nelson Mandela. The students did their own research, created their own visuals, and did the lyrics and music themselves. Mr. Gonzalez said that the participants were very proud of what they accomplished.

The Chairperson announced that during the coming weeks Deputy Mayor, Sharon Owens and the Executive Director of the YWCA, Fanny Villarreal would be visiting the school. They were invited for ongoing efforts to celebrate women leaders in our community.

The Chairperson also stated that one of the missions of OnTECH is to introduce students to colleges, to a way of thinking about colleges and how attending a college can benefit your career and be a foundation for a life time of learning. Every Thursday there is a College Corner during which students are introduced to different colleges - including Cornell University, Morgan State and Cobleskill. On a related point, the Chairperson mentioned that OnTECH is developing a

relationship with Central State University in Columbus, Ohio. At some point in the future 11th graders will be able to visit the college. Central State is very eager to meet OnTECH students. Mr. Gonzalez commented that the Central State video was fabulous. It makes you feel what it would be like to be a student. “Even the cafeteria made you feel like you would love to eat there.” Several students said they would be very eager to visit there.

Another post high school career option is in the military. Jake Punnino, a teacher serving a tour of duty with the National Reserve, will be presenting options to the students. Trustee McMahon said that as a director of training she also would be glad to introduce students to urban design and renewable energy vocations. The objective is to make the students life-long learners.

The Chairperson brought up an application for a grant to CNYWorks. She thanked Ms. Boerman, Ms. Rogers for assisting her in the grant application. If the grant were awarded, there would be monies to pay students for work onsite. It is a very exciting opportunity.

## **6. REPORT OF CFO ON FINANCES**

The Chairperson then called upon the Chief Finance Officer, Beth Gavenda, to give the financial report. Ms. Gavenda stated that revenue was at budget while expenses were under budget, which made for a net positive operating income. She said that some revenue of Title monies was not included as they had not been received but were expected. Further, the forgiveness for the PPP loan was scheduled with the bank. It takes at least 90 days after that to be approved.

## **7. REPORT OF DIRECTOR OF OPERATIONS**

Keil White, Director of Operations, was called to report on facilities. He said that a new agreement had been reached for Erate reimbursement for the year 2021 -2022. During this period there would be 90% reimbursement for the cost of the fiber delivery of 1GB and 90% of the Spectrum Internet delivery. Oversight of managing the Internet service is reimbursed at 85%.

He further reported that a media campaign for recruiting students was in progress on radio and television and that OnTECH hosted a meeting for Southside Charter 8th graders. He said that the final work was being completed on the church doors to comply with State Ed Facility requirements.

## **9. ADJOURNMENT**

Their being no further new or old business the meeting was unanimously moved to be adjourned at 7:10 PM





CHART  
ER HIGH SCHOOL

## **BOARD OF TRUSTEES MEETING**

**Minutes April 28, 2021**

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

**Present:**

Ellen Eagen, Founder & President  
Steve Kimatian,  
Secretary/Treasurer Karen  
McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell  
Kwame Fluker,  
Trustee  
Beth Gavenda, CFO/Human Resources  
Fran Coudriet, Administrator  
Jana Rogers, Head of Academics  
Keil White, Director of Facilities  
Morgan Boerman, Teacher  
Theresa Greene, Teacher  
Omar Gonzalez,  
Teacher Chris Bianchi,  
SCSD  
Dominique Elizabeth, Community Member

### **1. WELCOME**

Meeting was called to order by the Chairperson, Founder and President of the Board, Ellen Eagen. She welcomed all attending and reminded everyone that, in addition to administration, teachers and staff, all community members were always welcome.

### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

The Chairperson requested a motion for approval of minutes from the prior meeting which were previously distributed. She asked for a motion and second and then said she would request whether there were any modifications needed. A motion was made by Trustee Fluker, seconded by Trustee McMahon, to approve the minutes. The Chairperson asked for any modifications. Trustee Fluker said there was a minor correction to the location of Central State University that he has forwarded to Administrator Fran Coudriet. Mr. Coudriet said he had that edit. With that revision, a motion to approve with that modification was unanimously passed.

The Chairperson explained that minutes recording the progress of the school were an important element in the evaluation process for charter renewal. There are certainly benchmarks such as Regents exams and other tests but the narrative account of the monthly minutes gives a wider perspective to the manner of education being delivered to the students and can be very valuable.

### **3. REPORT OF HEAD OF ACADEMICS**

The Chairperson called upon the head of academics, Jana Rogers, to give her report. Ms. Rogers addressed the Covid period with many students at home and on remote and not in school full

time as an unfortunate and detrimental period in education. She said many students were not doing as well as they were pre-Covid. With respect to the 11th grade, prior to Covid 61% of the

students were passing, now that was at 40%. With respect to the 10th grade, the numbers were more favorable, 34% were failing, now 15% were. With respect to the 9th grade, 50% had been passing before Covid, now the number was 44%. Further, she reported that 20% could be classified as non-engaged. She said that with this 3rd marking period with all students returning for at least three days, she expected better results.

Particularly with respect to the 11th grade, where the negative impact has been greatest, there are some unusual reasons that might be a factor, she explained. These 11th grade students are of age when they can work and in many households the need for money takes precedence over school. For example, one student said that his mom needed rent money and he had to work. This is a challenging dynamic for many households. Trustee Fluker asked whether we have verified with employers whether they know students are not supposed to be working when they should be in school. Founder Eagen said that she has personally spoke with managers at Dicks' Sporting Goods and Wegmans. They do not verify whether students should be in school. That is one reason why OnTECH is creating job opportunities while the students are in school. It has been an objective of OnTECH as set forth in its charter to be able to provide job opportunities. Now CNY Works has a grant program which OnTECH applied for that allows OnTECH to be a work site and provide jobs for students to be paid through CNY Works.

Just before Covid, fortuitously, the school had given students STAR ELA testing exams. Then, on returning to the school after Covid, the test was given again. In this instance more students did better than before Covid. The same was true for math. Ms. Rogers then showed some charts of student performance. Trustee Sanford asked if there was any correlation with other charter schools. She said the others have not shared the data; however we can pull comparisons from past annual reports. Nevertheless, we have unique program that may be hard to compare. We can consider comparing our data to other schools that serve over-age/undercredited students, like New Dawn in NYC.

Trustee Eagen interjected that there is a lot of spinning with respect to the accuracy of data by schools and school districts. She said that to think that some districts even claim their graduation rates increased during Covid is highly questionable. Data must be questioned. Before Covid, OnTECH had many students entering who supposedly passed their 8th grade exams, yet their reading and math were at 3rd and 4th grade levels. How does this happen she asked? Districts are passing students but not teaching students and then sending them on to the next grade. The practice is dishonest and literally educational malpractice. She said that OnTECH will not participate in this. OnTECH will deliver honest data that reflects the true level of the student performance.

Trustee Sanford asked what the status of renewal would be with the grade performance at the level reported. Ms. Rogers said we are at year three of the charter and as far as credits needed, our students do have the requisite number to be on track. We are also on track for Regents, except for ELA which is down about 2%. She said that 99% of students are on track to graduate in six years, which is authorized by our charter and 88% are on track to graduate in five years. Ms. Eagen said that STAR data assessment will become important, particularly since the State has not been giving Regents and this is our local assessment. We need to consider other local assessments to properly measure success of our program. She continued to say that our students are passing classes but we have to get their literacy up. Founder Eagen stated that dropping out is not an option, opting out is not a choice. Kids must go to school, not work. Trustee Sanford

stated that when the school goes to a full five day week, it may be much more effective for the students. Ms. Eagen agreed.

Ms. Rogers said that notwithstanding her prior comments, there are many students doing well. An honor roll assembly was started last year before Covid and has been held after every



semester. “Merit Roll” is for those students who are doing well and are 85+ in grades. There is an “Honor Roll” for those performing at levels of 90+ and then there are the really high flyers who are achieving 95+. There are also categories for most improved students and the same for those using best efforts. There is also a grit award, to a student showing character and determination. There is also the Gray Wolf award, recognizing that wolves run in packs and care for each other, the student showing support and looking out for fellow students is eligible for this award. At the end of each semester, the plan is to have an award breakfast.

Ms. Rogers said that SAT’s were given yesterday. 28 students showed up, though 42 had signed up. The school provided breakfast, snacks and transportation. More did come to take the PSAT’s and it might be that Covid affected the turnout here. Founder, Ellen Eagen, said it was a well run exam and she was pleased to see that even with COVID we are trying to provide our students a myriad of educational experiences.

#### **4. SAFETY & HEALTH**

The Founder then said she wanted to view the mission of OnTECH in the perspective Maslov’s Pyramid. She said it illustrates the challenges we have. Health, safety, food, water and shelter are among the necessities at the bottom of the pyramid, which are needed to build the higher levels. Without the first level, it is difficult to achieve the higher levels of the pyramid, such as a feeling of accomplishment and self actualization, that is, achieving your full potential as a human being. Many of our students are challenged to have sufficient food, security and health and Covid has greatly exacerbated the situation for them. The Founder said that she sits on the CNY Regional Health Equity Task Force for Covid and explained the data shows that there is a great reluctance of many in the community to get the vaccine. With the vaccine program now open to young adults, the hesitancy to get the vaccination is obvious. OnTECH had the opportunity to be a site for the vaccinations this past week, but not enough parents expressed a willingness for their children to be vaccinated. This is doubly concerning because the minority and poorer populations have a higher incidence of negative outcomes than the general population when they contract COVID. She showed a scattergram of the population that has received the vaccination that illustrated a donut hole in the middle of the city. This is true even though Onondaga County has done more testing than most counties with regard to vaccine access. The Founder is meeting with Upstate doctors to discuss ways in which the hesitancy may be solved. She is going to provide them with the actual field facts from our experience in hopes they will be able to come up with a plan to encourage better decisions by parents. She further reported that all OnTECH teachers, except two are vaccinated. Trustee Fluker asked whether we know if parents have gotten a vaccine and object on the basis that they do not feel it appropriate for their children? Ms. Eagen said that was an excellent question. She said, we do not know the answer to that, but there is a survey in the field that has asked that very question. Ms. Eagen added that unless students 14-17 get vaccinated, it will be difficult for Onondaga County to reach herd immunity.

#### **5. COMMUNITY & CULTURE**

The Chairperson then called upon teacher, Ms. Morgan, to speak about an exciting project that is the result of the fruits of her labor. With the ongoing relationship with the Onondaga County Zoo, several students have been volunteering and working there. For the Earth Day “Party for the Planet” presented by the Zoo, the Zoo needed help in the set up. They turned to OnTECH. On Saturday morning, at 8:00 AM, the Founder and ten OnTECH students met at the Zoo and set up 30 tables with coverings in anticipation of the visitors. The students showed up on time and were prepared to do the work. The Founder said it was very satisfying to see the

industriousness of the students and their commitment to the job. The Founder then showed a

number of photos from the day. Ms. Morgan explained that preparation for the event started a month in advance. Students received instruction in professionalism. Ms. Morgan said one part of the projects was a goal of Healthy Habits. There was also a coloring sheet section where students could color in images. At that table one of the students, Raylin drew a picture of a Gray Wolf, the mascot she had suggested for the OnTECH. A young student came to the table and was thrilled to see the picture and the artist who drew it. All of the students earned money for their work under the CNY Works projects. Raylin went into the Zoo store and bought a gift for two of her friends. She said that she had never had her own money to buy a gift for a friend. It was the first time. The Founder remarked simple things that many of us take for granted are amazing life opportunities for these students. During summer school, students who come for gaining credit will also be able to work and earn money.

During community circle, the students discussed the trial of Derek Chauvin, on what it meant, on the nature of the trial and a discussion on the reactions of different people. Tomorrow, the Deputy Mayor, Sharon Owens, will be at the school and will also talk to the students about the trial and what the city is doing to respond to social justice issues.

## **5. REPORT OF THE CHIEF FINANCIAL OFFICER**

The Chairperson then called upon Beth Gavenda, CFO, to give her report. Ms. Gavenda reported that the school achieved 90% of budgeted revenue, part of this being due to ESSER payments not anticipated. With expenses under budget, there was a net positive cash flow. Ms. Gavenda also reported that data was being gathered for the school's annual audit for the fiscal year ending June 30, 2021.

## **6. FACILITIES AND OPERATIONS**

The head of facilities and operations, Keil White, then gave his report. He said there was an exciting project focused on alternative energy, solar power, that the school was investigating. It meshed, he said, with the school's mission and curriculum of alternative power. He said he would report on it as it develops. He reported that two new students enrolled in the school for this year and there are 27 enrolled for September 2021. Trustee Fluker asked whether the enrolled students were a result of the promotion. Mr. White said it was not determinable from the applicants. Mr. White reported that in conjunction with the school's goal of renovating the buildings to accommodate more students, four members of the architectural firm retained by the school, Holmes, King and Kallquist, visited the school and gathered information for developing a plan. Mr. White said that the renovations for the church are just about completed and the Fire Inspector will be visiting to review the work on June 3, 2021. The ramp has been completed at the Rectory and the fire alarm system is being installed over the next month.

## **7. ACCOUNTABILITY AND GOVERNANCE**

The Founder stated that OnTECH provided the Charter School Office with a mid-term report. She said that it documented the achievements of the school and provided a good snapshot of the development of the school at this time. She explained that the midterm report is followed by the midterm visit.

## **8. ADJOURNMENT**

There being no issues of Governance, the Chairperson asked for a motion of adjournment. On motion made and seconded, it was unanimously moved to adjourn the meeting.



CHARTER HIGH SCHOOL

## **BOARD OF TRUSTEES MEETING**

**Minutes May 28, 2021**

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

### **Present:**

Ellen Eagen, Founder & President  
Steve Kimatian, Secretary/Treasurer  
Karen McMahon, Trustee  
Bill Sanford, Trustee - excused  
Pastor Willie Mitchell  
Kwame Fluker, Trustee  
Fran Coudriet, Administrator  
Jana Rogers, Head of Academics  
Keil White, Director of Facilities  
Ta'Quell Morris, Head of Community & Culture  
Morgan Boerman, Teacher  
Theresa Greene, Teacher  
Omar Gonzalez, Teacher  
Chris Bianchi, SCSD  
Dominique Elizabeth, Community Member

### **1. WELCOME**

The meeting was called to order by the Founder and Chairperson of the meeting, Ellen Eagen. Ms. Eagen said she was glad to see everyone and welcomed all attending, reminding them that all community members were always welcome.

### **2. APPROVAL OF MINUTES TO PRIOR MEETING**

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

### **3. ACADEMICS REPORT**

The Chairperson said that she always liked to mention some special events that take place at OnTECH, whether involving students or faculty. In this case she said it involved both. A new teacher joining OnTECH, Claude Bisson, taught a very neat subject to the students. He has been a Special Ed teacher for three years and has taught history in different schools. In U.S. History at OnTECH, he undertook a project with students showing how history is alive and current and living with all of us. The goal of each student was to create his or her own living history, in their own voice, authentically about them. The idea was to create a podcast that students would narrate, a dialogue that they would create about their lives. This would become part of the curriculum. The dialogue would be with their families, with older persons, and each other. It's a very personal approach for the students and directly integrates into the curriculum. For example,

one student, Adonis said, “I’m iffy today. I can talk about how I feel . . .” Unique says, “It’s been difficult for my parents.” Students in the 11th grade spoke about Dad being in jail for two years and its impact on the family. This student was able to share her thoughts with her teachers and other students. Next day she shared her thoughts while at Community Circle. All the Trustees commented on the positive value of this curriculum. The Founder stated that speaking is a strength of the students and being able to create a curriculum that moves to their strength is an excellent way of teaching. She said that ESSER monies will be used for the summer sessions. One reason it was funded was because OnTECH has always had summer sessions. Plus students will be able to earn money while in school as the school has been designated a worksite under the CNY Works initiative. Ms. Boerman is the worksite coordinator and Mr. Moran will be assisting with the students as well. Ms. Boerman’s husband has also donated support in helping to build a West Side garden initiative. A core project will be the planting of vegetables, creating a raised garden and then having a Farmers market right on Willis Ave next to OnTECH.

Students have been individually called to encourage them to attend the summer session. Educational Alchemy once again will be providing curriculum support. Students can benefit from a wide range of offerings. Those needing credit recovery will be able to accomplish that. There will be enrichment courses. Students can also earn exemption from the Regents. There is a fine arts piece, a literary piece and a performance piece to the program. OnTECH will be able to get additional grant funds to support the curriculum of Educational Alchemy. Trustee Sanford asked who will be eligible to earn the money? The Founder replied that all students will have that opportunity, but they have to show in their performance and attitude that they should be entitled to participate. Trustee Fluker asked for what period of time the summer session would run. The Founder said it would be from July 6th through August 12th. She further said that part of the learning process was to understand the mechanics of employment, how to sign up for a job, fill out a W-4 and how to sign up for direct deposit, all part of financial literacy.

#### **4. REPORT OF COMMUNITY AND CULTURE**

The Chairperson then called upon Mr. Morris, Head of Community and Culture, to report. He said that during Covid many students had sought jobs at local employers, for example at Walgreens, Applebys and Burlington Mills. He said that, on occasion, to make sure the students were performing their work acceptably and also to encourage them, he would show up on job sites. He said this week Ms. Eagen had come up with a commercial challenge for the students. She asked them to write out how they would promote OnTECH in their own words. The goal was to come up with a slogan and create a jingle that might be used as a promotional spot on radio.

At one of the Community Circles, Deputy Fire Chief, Elton Davis, came to the school to talk about Fire Safety. The students were all impacted by the devastating loss to the Starling family with the death of one of their children from a house fire. Chief Davis spoke to them about safety and provided everyone with a goodie bag with batteries, explaining how essential it was that their homes were protected by ceiling mounted fire alarms. The Founder also reported that students will be doing fire safety plans for their homes. Mr. Morris stated that the school had started a Go-Fund-me page for the Starling family.

Trustee Pastor Mitchell said that he reached out to elected officials to assist the Starling family in their stress and devastation from the fire. He said not one elected official reacted. He said that it took the action of our Founder, Ms. Eagen, to get any reaction from the city or elected officials. She spearheaded the effort and was able to get the Walsh Administration and Catholic Charities

to react. Trustee Mitchell reiterated that nothing would have been done without Ellen's intervention. Ms. Eagen said that she considers Pastor Mitchell's church an extension of the school.

The chairperson then reported that the Upstate Medical University Hospital Trauma Unit would be visiting OnTECH to teach students how to put on a tourniquet to stop bleeding. It is part of Gun Violence Awareness week and steps that can be taken to save lives if a person shot is bleeding. Renee from Upstate connected with Dean of Students, Ms. Graves, to arrange for the school presentation from 9:30 - 11:30 next week. As Pastor Mitchell and Mr. Morris stated, there is just too much gun violence.

The Founder stated that as part of our partnership with Upstate University Psychology Department, representatives from Upstate will be coming to the school to provide training for teachers.

Trustee Eagen was glad to report that, at the Rosamond Gifford Zoo annual meeting, OnTECH was singled out for the outstanding work of its students. Eleven students interviewed to become Zoo Guides and all were accepted. They presented themselves exceptionally professionally. The Founder continues to participate as the Education Leader on the CNY Regional Equity for Health Care.

The students also listened to a presentation by Central State University HBCU which was very inspiring. Those who graduate will have a direct path to college at Central State. Dr. Fluker from Central State University spoke to students about attending Central State. She said its curriculum is focused on urban planning and classes are small to enable individualized teaching. She explained that Central State could be an educational pipeline for OnTECH students.

## **5. FINANCIAL REPORT**

The Chairperson called upon the Board Treasurer to report on finances. He said that the revenue for the month was less than budgeted, but since the expenses were also less than budgeted, there was net positive income. He reported the SBA approved the school's request for loan forgiveness. Discussions with PNC for a mortgage to purchase the school buildings and property is proceeding favorably. A new budget for the next fiscal year is being prepared. The interim audit materials for the annual audit are almost complete except for a few items.

## **6. DIRECTOR OF OPERATIONS REPORT**

Keil White, Director of Buildings and Facilities reported that the hardware for the Annex Building (Church) has been ordered and is expected to be delivered within two weeks. It is needed to ensure compliance with State Facilities codes that require that doors can be opened from the inside at any time, in case of emergency. Mr. White reported that we have 40 applicants for the next year's incoming 9th grade class. As in past years, between this time and the start of school, the number of applicants usually doubles.

There being no further business before the meeting, a motion was made by and seconded to adjourn the meeting and was passed on unanimous consent.





CHART  
ER HIGH SCHOOL

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

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

**Present:**

Ellen Eagen, Founder & President  
Steve Kimatian,  
Secretary/Treasurer Karen Karen  
McMahon, Trustee  
Bill Sanford, Trustee  
Pastor Willie Mitchell  
Kwame Fluker,  
Trustee  
Fran Coudriet, Administrator  
Jana Rogers, Head of Academics  
Keil White, Director of Facilities  
Ta'Quell Morris, Head of Community &  
Culture Morgan Boerman, Teacher  
Omar Gonzalez, Teacher  
Dominique Elizabeth, Community Member

**1. WELCOME**

The meeting was called to order by the Founder and Chairperson of the meeting, Ellen Eagen. Ms. Eagen welcomed all attending, reminding them that all community members were always welcome.

**2. APPROVAL OF MINUTES TO PRIOR MEETING**

The Chairperson requested a motion for approval of minutes from the prior meeting of May 28, 2021, which were previously distributed. She asked whether there were any modifications or changes; there being none from the floor, she asked for a motion to approve the minutes as presented provided there were no substantive changes required. On motion by Trustee Fluker and seconded by Sanford, the minutes were approved.

**3. ACADEMIC REPORT AND END OF YEAR VIDEO**

The Chairperson said at the start of the meeting, since it was at the end of the traditional school year, she wanted to present an "End of the Year" video which highlighted the activities of the students as well as the End of the Year BBQ and Field Day held last Friday. The Founder stated the school's mantra that "Covid has nothing on us" as a reminder of a great year notwithstanding Covid. OnTECH had a very special year which included special digital arts programming and a number of community events, with the aim to motivate and inspire students.

She then called upon Jana Rogers for the Principal's report. Ms. Rogers stated that the school was proud to have its second graduation consisting of two students. They were students who did not fit into the traditional graduation path of the District as they were overage and



under-credited. However, through a customized program they were able to gain the credits at

OnTECH to graduate. Next year, OnTECH will have its first full graduating class in the 4th year.

To give the Board a snapshot of the community Ms. Rogers offered the following: One project by students was to create “toasts” and community ads about OnTECH which could later be used for promotion of the school. The Board had a chance to hear the student’s toast. A congratulations video was compiled by teacher Omar Gonzalez in which the teachers offered congratulations to all the students who graduated. The Board had a chance to watch this video as well.

Ms. Rogers explained to the Board that in order to gain the Regents exemption, you needed to pass the class so several students were attending summer school to pass the class to earn the waiver - which is a once in a lifetime opportunity. At the next board meeting she would have more accurate information as to how many students were getting credit recovery and arts credits during the summer.

Ms. Rogers also offered the school calendar and the bell schedule to the Board. Extensive discussion ensued. Important factors discussed include the fact that the summer session provided many additional days of learning for the students, even though those days do not calculate into the 180 day school calendar. The Founder stated that OnTECH basically follows the SCSD calendar with some exceptions. Ms. Rogers said that the District had started remote snow days where a snow day would be converted into remote learning. Trustee Fluker asked whether all snow days would be viewed as snow days. Ms. Rogers explained that some of the specifics would have to be worked out, particularly as to when the prospective snow day would be defined as such so that students could be expected to participate remotely in learning activities. The Founder then asked for approval of the calendar by the Board. On motion by Trustee McMahon and seconded by Trustee Kimatian, there being no further discussion, the Board unanimously voted to adopt the proposed school calendar.

The Founder then said there needed to be an adjustment in the Bell schedule which must be voted on by the Trustees. Currently, the day ends at 4:15 PM, which has turned out to be a bit late. The adjustment will be made to end at 3:30 PM, which allows students to have more time for jobs and extra-curricular activities. Students will be able to get to work earlier, to sports and other activities, but no instructional time will be lost as scheduled. The bus line will be a dedicated line, which will avoid the Bus Hub where a number of negative instances had occurred. A majority of students will have a direct line to the school, though some may still have to travel through the Hub. Trustee Fluker asked how the bus routes worked. Mr. White said the routes are adjusted to align with the addresses of the OnTECH students to the extent possible. Trustee Fluker asked whether there was another school district that could provide busses? Mr. White said he had checked other alternatives, but they were not available. Mr. Gonzalez, teacher, asked whether there would be two lunch periods, one for 9th and 10th and another for 11th and 12th. The response was in the affirmative. At the conclusion of the discussion on the Bell schedule, Founder Eagen asked for a motion approving the schedule pending approval of the Authorizer. Trustee McMahon moved to approve the schedule. Trustee Mitchell seconded that motion. There being no further discussion, on voting the motion was unanimously carried. Once the school gets confirmation from the Centro, the Founder will reach out to the Authorizer to request approval of the bell schedule change.

#### **4. REPORT OF HEAD OF COMMUNITY AND CULTURE**

The Head of Community and Culture, Ta'Quell Morris, was asked to report by the Chairperson. Mr. Morris said he would like to cite the examples of two students which illustrates how a patient and consistent approach can work. One student, Daniel, hit rock bottom in the Spring. He stopped talking, didn't come to school. Mr. Morris said we consistently called him, said we wanted him back, then on June 16th he returned to school. At the end of the June session, he expressed to Mr. Morris that he would miss him. Another student, Payton, had home issues. He was driven to school one day and would not get out of the car; we eventually created a plan to make him comfortable in school. Then one day he did return and when school ended, he was upset he had to leave. These are examples of how we serve long term absent students.

Mr. Morris reported that at Community Circle, OnTECH hosted guest speakers, Deputy Mayor, Sharon Owens, the Fire Commissioner and Pastor Mitchell, to name a few. Teacher, Mr. Gonzalez, said that Community Circle was a great opportunity for students to have a voice.

The Founder said that an illustration of how OnTECH students are held in high esteem occurred last month when the Zoo discussed our relationship at their annual meeting. In addition the zoo had camp opportunities for their summer camp for 14 -16 year olds. They had a few spots open and offered them to OnTECH students for free. The aim of this camp was to give students training in how to be a CIT. In addition 11 OnTECH students were named as Zoo Guides.

#### **5. BUILDINGS AND FACILITIES**

The Chairperson then called upon Keil White, Head of Buildings and Facilities. He reported that the cleaning services were making a special effort to go through the building with a thorough cleaning before the start of the summer session. He reported that the documents for gaining a CO for the Annex had been filed and that we were awaiting a response from State Education. With respect to enrollment, he said that there were 48 applicants for the incoming 9th grade and the expectation is that we would see a lot more over the next month. Trustee McMahan asked about the plans for a marketing campaign. The Founder said that we were using Facebook, Radio, Instagram and electronic billboards.

The Founder then explained that she had discussed enrollment numbers with the our charter liaison at the Charter School Office and depending on the number of enrollees for the upcoming year, the charter may have to be amended to a lower number to conform with charter requirements prior to BEDS day. Teacher, Omar Gonzalez, asked whether the Admin building was wired for Wi-Fi and had wireless AP. Mr. White said that it was fully operational with IT in preparation for future use.

#### **6. FINANCE REPORT**

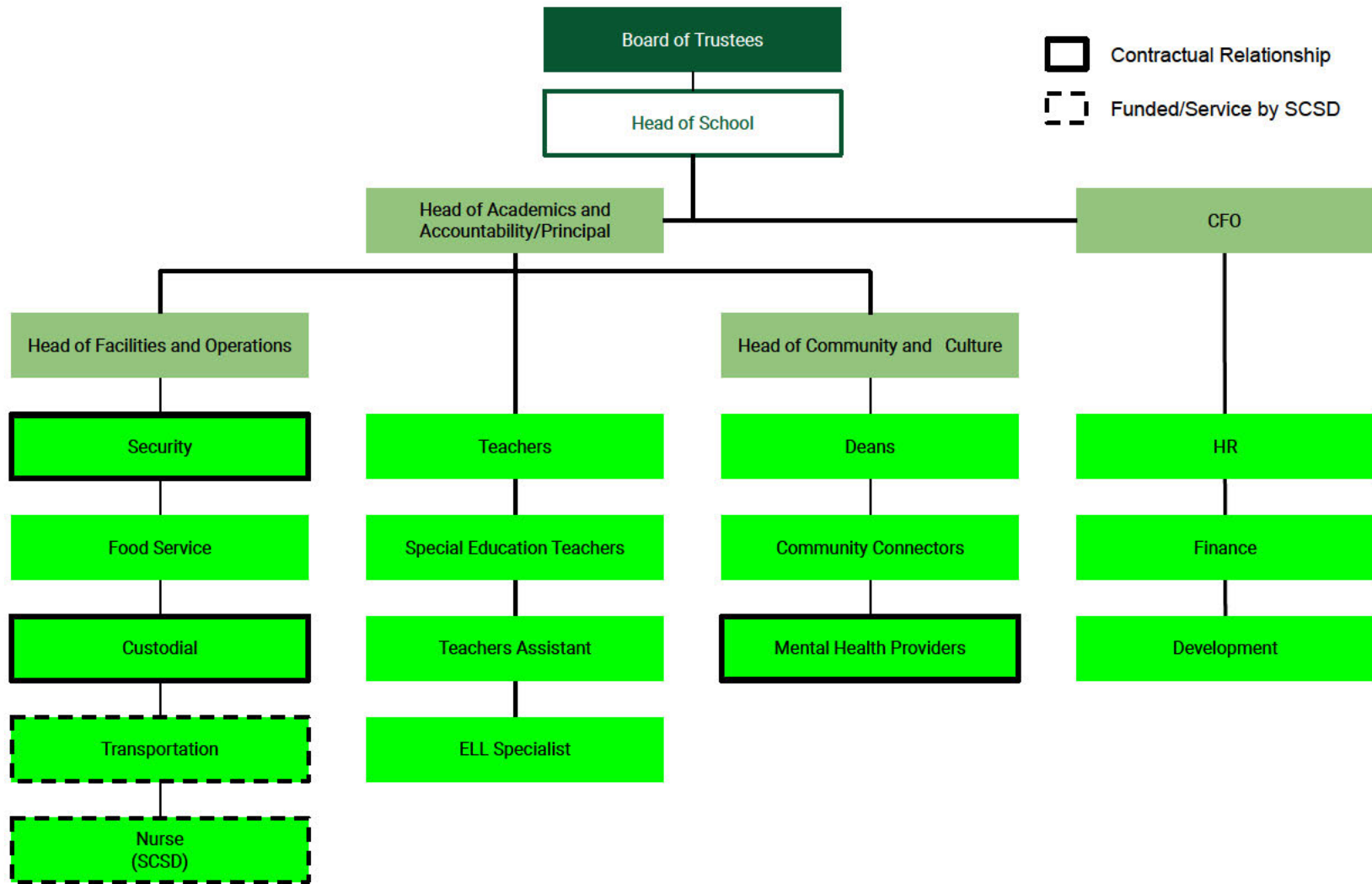
The Chairperson called upon the Treasurer to give the financial report. The Treasurer reported that the revenues had been under budget by 6% but that expenses had been under 19% which led to a positive net cash flow. He further reported that the annual audit was proceeding well and that the Interim phase was almost completed. Founder Eagen said that it was a credit to the whole OnTECH operation for the school to be in solid financial shape. She said that many schools starting out have faced financial challenges. She also said that we were working with CSBM to providing ongoing business support relating to the grants available to the school - ESSER 1 and 2 and ARPA. We were using these monies to support our summer programming and support SIOP PD amongst other items that will be discussed in the coming months.

## **7. GOVERNANCE**

The Founder then yielded the floor to Trustee Kimatian. He said that June was usually the annual meeting for the election of officers and for renewal of Trustee terms. He asked that the Board consider the election of officers for the July meeting to give more time for the slate to be formulated and sent to Trustees. He also said that Trustee Eagen's term was expiring and was up for renewal. Trustee Sanford said that he would move that the term of Trustee Eagen be renewed for three years. Trustee McMahon seconded the motion. There being no other discussion, the motion was carried by unanimous vote. With respect to election of officers, slate and board governance, the Board Chair said she would send a survey and board-reflection tool and the election of officers would take place at the July 2021 meeting.

## **8. ADJOURNMENT**

There being no further old or new business before the meeting, a motion was made and seconded to adjourn the meeting and was passed on unanimous consent.



OnTECH Charter High School  
School Calendar 2021-2022

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

September 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

102 Instructional Hours 17 days

October 2021				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

120 Instructional Hours 20 days

November 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

102 Instructional Hours, 17 days

December 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

102 Instructional Hours, 17 days

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

120 Instructional hours, 20 days

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

90 instructional hours, 15 days

**September**

1-3 Staff Days only  
6 Labor Day  
8 First day of classes

**October**

11 Indigenous People's Day/  
Columbus Day

**November**

2 Staff Day only  
11 Veteran's day  
24-26 Thanksgiving Holiday

**December**

24-31 December Recess

**January**

17 Dr. Martin Luther King Day  
25-28 Regents Exams, Staff  
Development

**February**

21-25 President's Day/ Winter  
Recess

**March**

18 - Break

**April**

11-15 Spring Recess

**May**

27-31 - Memorial Day Holiday

**June**

15-17 Regents Exams  
20 - Juneteenth Observed  
21-24 Regents Exams  
25 Graduation  
27-30 Holiday

**July**

1-4 Holiday  
5 - First day of summer session  
8, 15, 22, 29 - Holiday

**August**

5, 12 - Holiday  
16-17 Regents Exams  
18 - Staff development day

March 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

126 Instructional Hours, 21 days

April 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

96 Instructional Hours, 16 days

May 2022				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

114 Instructional Hours, 19 days

June 2022				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

102 Instructional Hours, 17 days  
Total Instructional Hours - 1,074

July 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15 - 60 instructional hours

August 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

12 ID - 48 instructional hours  
Total Instructional days summer - 108

## General Information and Fire/Life Safety History

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**Inspection Date:**

8/18/21

**1. Primary Use:**

INSTRUCTIONAL

**2. Fire Sprinkler System?**

No

**2a. Sprinkler alarm?**

No

**3. Fire Hydrant System?**

Yes

**3a. Hydrant Ownership:**

Public owned

**4. Building Ownership:**

Owned

**5. Leased To Others?:**

No

**6. Square footage:**

24700

**8a. Fire drill manuals distributed?**

Yes

**8d. Average evacuation time:**

1 minutes 30 seconds

**8e. Arson/Fire Prevention?**

Yes

**8f. Prevention/Evacuation Training?**

Yes

**9. Fire Dept. notified via alarm?**

N/A

**10. Any Fires?**

No

**10a. Number of fires:**

Not Applicable

**10b. Number of injuries:**

Not Applicable

**10c. Cost of Damage:**

Not Applicable

**Inspector Notified of previous fire report?**

Yes

**FIRE & EMERGENCY DRILLS**

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

**Insufficient Fire & Emergency Drills Reason**

- 

**Initial Inspector**

**Dennis Aguayo**

Phone #: (Phone Number)





Certification #: (Certification Number) [REDACTED]

Email: [REDACTED]

**Building Administrator**

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**Keil White**

Phone #: (Phone Number) [REDACTED]

**Building Overview**

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**ID:** [REDACTED]

**District Location:** ONTECH CHARTER HIGH SCHOOL

**Building Type:** INSTRUCTIONAL

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

**Inspection History**

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**Date Created:** Sep 3, 2021

**Created By:** peter.white

**Date Modified:** Sep 3, 2021

**Modified By:** jana.rogers

**Date Certified:** Sep 3, 2021

**Certified By:**

## Certificate History

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Certificate Type

Date Certified

Certified By

**Certificate of Occupancy**

Sep 3, 2021

jana.rogers

## Non-conformances

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

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University of the  
Education



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:** [REDACTED]

**Issuance Date:** September 03, 2021

**Effective Date:** September 01, 2021

**Expiration Date:** September 01, 2022

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED