

**Niagara Charter School  
Minutes of Board of Trustees Regular Meeting  
March 21, 2023 at 5:00 PM**

*Trustees in Attendance:* James C. Muffoletto, Amy Meshulam, Mary Scheeler, Ricky Scott, Christina Lesh, Judy DiCamillo, Lauren Howe-Nalls, Christine Smith-Koziel

*Staff in Attendance:* Dr. Darci Novak, Jill Keicher, Aimee Gonzalez, Theresa Boniface, Megan Ackerman, Alanna Cecala, Andrea Hopkins, Alex Filips, Rebecca Armstrong, Kylie Zsebehazy, Jenna Keleher, Rebecca Armstrong, Kim Abrams, Tim Hyland, Isaac Newman

*Others:* Jonathan Schechter

*Excused Absence:* Amy Meshulam

*Unexcused Absence:*

The meeting was called to order at 5:07 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion made by Mrs. DiCamillo and seconded by Mrs. Scheeler.

The minutes for the regular meeting of February 9, 2023 were approved on a motion made by Mr. Scott and seconded by Mrs. Smith-Koziel. The motion was passed with all in favor and no abstentions.

AAO Report, Jill Keicher

Leaders of the Month: Students demonstrated Habit 5: Seek First to Understand, then to Be Understood for the month of February.

Crew 101-Aubrey M.; Crew 102-Winter-Snow G.; Crew 103-Alhaji B.; Crew 104-A'mari W.; Crew 105-Ella K.; Crew 106-Elijah M.; Crew 107-Aurys S.; Crew 108-Ashton M.; Crew 114-Miking D.; Crew 116-Bailey C.; Crew 117-Eric N.; Crew 118-Miaelis C.; Crew 119-Burke H.; Music-Paisley M.; Gym-Khaleef C.; Health-Learys S.; NCS Support Staff-Clarissa H.; Mrs. Felmet-Anyeriel C.

Kylie Zsebehazy, Building-based Substitute Teacher, was nominated for Employee Leader of the Month for the month of February.

Executive Session

- A motion to go into Executive Session to discuss matters of attorney-client privilege was made at 5:18 PM by Mrs. Howe-Nalls and seconded by Mr. Scott. The motion was passed with all in favor and no abstentions.
- A motion to exit Executive Session was made at 6:04 PM by Mrs. DiCamillo and seconded by Mr. Scott. The motion was passed with all in favor and no abstentions.

A motion to approve the purchase and sale agreement presented at the meeting, subject to such non-substantive modifications as may be approved by the Executive Committee, was made by Mrs. Howe-Nalls, seconded by Mrs. DiCamillo. The motion was passed with all in favor and no abstentions.

### CAO Report, Dr. Darci Novak

#### Professional Development:

- Erie 1 BOCES Coordinators (Nicole Kerner, Susan Cyruklik, Elizabeth Kraemer & Mary Jo Casilio) were at NCS for a total of 5 days. Their work included behavior management observations, Math curriculum pacing, Amplify Science curriculum training and ELA observations, feedback and planning
- 3 staff members (Aimee Gonzalez, Theresa Boniface & Linnea DuFour) attended the Adaptive Schools Foundation Seminar at Erie 1 BOCES
- Kim Abrams attended the ENL Share Group through the Orleans Niagara BOCES Teacher Center
- 3 staff members (Aimee Gonzalez, Dawn VeRost & Chris Stoianoff) attended the Computer Based Testing (CBT) Training through NYSED
- Mariannina Tallarico attended “Administration of the NYSITELL” through RBERN.
- 4 staff members (Jill Keicher, Jared Curren, Sara Felmet, Theresa Boniface) attended “Community Building Restorative Circle” training through NYSED
- Theresa Boniface attended an “After School & Summer Programs” presentation through the Leader in Me-Franklin Covey

#### General Updates:

- Dr. Novak reported that the school reached our fundraising goal for this year. Niagara Charter has a custom book vending machine ordered.
- The School had a successful book fair and students purchased \$6,500 in books. Niagara Charter school will receive 50% of proceeds to use in books and materials for the library
- Students participated in a “Living Museum” for a Black History Month Celebration for all students, families and community members to attend.
- A draft 2023-2024 calendar will be presented at the April meeting.
- Dr. Novak is collaborating with the school’s grant writer regarding available safety grants
- Dr. Novak, Mrs. Keicher and Mrs. Lesh met to work on the draft strategic plan. A second meeting is scheduled in April.
- A review of the dashboard took place.

### Academic Committee

#### Mrs. Mary Scheeler

- Mrs. Scheeler and Dr. Novak met on March 8, 2023 at 4:00 PM. Dr. Novak reviewed her 15 Marzano personal professional goals for the year. Hard copies were provided to all trustees.
- As in past years, Dr. Novak will self-assess on these goals created, and the Academic Committee will review her assessment, evidence she provides, and her end of year reflection statement. Most notable thus far, Dr. Novak has done tremendous work on the 21st century grant programs, and her work with the facilities committee on our large and on-going facilities project.

- The Academic Committee anticipates presenting the CAO evaluation at our August or September meeting.

Governance:

James C. Muffoletto

- The Governance Committee met on the March 14, 2023.
- A board retreat is scheduled for 9:00 AM-12:00 PM on April 29, 2023. The topic will be The 7 Habits of Highly Effective People.
- An annual celebration dinner will be held for staff and trustees on June 14, 2023 at 5:30 PM at the Polish Nook.
- The next Governance Committee meeting will be May 9, 2023 at 4:00 PM.

Facilities Committee

- The Facilities Committee report which included matters of attorney client privilege was presented in Executive Session.

Finance Committee

- Mr. Scott reviewed the financial statements ending February 28, 2023 with the board.

The meeting was adjourned at 6:37 PM upon motion made by Mrs. Scheeler and seconded by Mrs. Howe-Nalls. The motion was passed with all in favor and no abstentions.

*Mary J. Scheeler*

---

Mary J. Scheeler, Secretary