

**Niagara Charter School  
Minutes of Board of Trustees Regular Meeting  
April 18, 2023 at 5:15 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, Kim Abrams, Jared Curren, Kelsey Ansec, Lillian Blatner, Jennifer Morgante, Abigail Eschen, Dominique Borynski, Rebecca Armstrong, Tim Hyland

*Others:* Jonathan Schechter

*Excused Absence:*

*Unexcused Absence:*

The meeting was called to order at 5:19 PM with Vice President, Amy Meshulam presiding.

Public Notice was confirmed.

The agenda was approved on a motion made by Mrs. Howe-Nalls and seconded by Mrs. DiCamillo.

The minutes for the regular meeting of March 21, 2023 were approved on a motion made by Mrs. Scheeler 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 6: Synergize for the month of March. Crew 101-Emil Z.; Crew 102-Norah T.; Crew 103-Zoey C.; Crew 104-London P.; Crew 105-Harrison L.; Crew 106-Percy H.; Crew 107-August R.; Crew 108-Joshua S.; Crew 114-Nevaeh S.; Crew 116-Kayonna M.; Crew 117-Kay'Dan L.; Crew 118-Marquan M.; Crew 119-Joshua M.; Music-Isaiah H.; Gym-Jorge V.; Health-Layleona P.; NCS Support Staff-; Mrs. Felmet-Alannah S.

Jamie Guerra, 4<sup>th</sup> grade teacher, Coach Eschen, Physical Education teacher, and Aimee Gonzalez, Achievement Lighthouse Coordinator, were nominated for Employee Leader of the Month for the month of March.

The following Niagara Charter School students were inducted into National Elementary Honor Society: Neven Markovich, Ellyana Ortiz, Aaron Barksdale, Sebastian McCreary.

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:

- 3 staff members (Sherrie Tracy, Aimee Gonzalez & Kim Abrams) attended workshops through Erie 1 BOCES including Instructional Coaching Consortium, District Data Coordinator meeting & Making a Difference-School Wellness Conference.
- 2 staff members (Darci Novak & Theresa Boniface) attended the 21st Century Annual Conference through NYS Network for Youth Success.
- 2 staff members (Sherrie Tracy & Sara Felmet) attended “Team Leadership Training for Implementing Restorative Justice Practices” through NYSED.
- 4 staff members (Jill Keicher, Theresa Boniface, Jared Curren & Sara Felmet) attended “Community Building Restorative Circle (Tier 1) through NYSED.
- Erie 1 BOCES coordinator Nicole Kerner was here for 2 days meeting with teachers on restorative circles and classroom observations.
- EL Education coordinators Michelle Flores and Staci Intriligator were here for 3 days for our mid-year review, and effective lesson planning.

## General Updates:

- NCS is working towards becoming a credentialed EL School. Our Credentialing application was accepted, and a team from EL Education will be at NCS May 8-9, 2023 to conduct a site visit. They will be conducting classroom observations, as well as meeting with student, teacher, and parent focus groups.
- The book vending machine arrived and we will be celebrating with a ribbon cutting ceremony this week.
- State testing begins April 19, 2023. Grades 3 and 4 will be completing computer-based testing for the first time.
- Mr. Scott asked about press releases, and getting the word out about the great things happening at NCS.
- The lottery was held on April 3, 2023. We currently have 40 of 50 kindergarten spots filled.
- Dr. Novak distributed the current waitlist. Mrs. Corsaro is continuously enrolling and working on filling seats.
- A review of the dashboard took place.
- Dr. Novak explained 6 exited students
- Mr. Muffoletto congratulated the extraordinary turnout for student-led conferences

- Mrs. Meshulam suggested reporting the percentage of student population in addition to the number of families for attendance at school events.

#### Academic Committee

Mrs. Mary Scheeler

- The draft 2023-2024 calendar was reviewed. Dr. Novak highlighted a few dates for the trustees.
- A motion to approve the 2023-2024 calendar as presented was made Mr. Scott, and seconded by Mrs. Howe-Nalls. The motion passed with all in favor and no abstentions.

#### Governance:

James C. Muffoletto

- The Governance Committee did not meet in April.
- The strategic plan is still a work in progress.
- A board retreat is scheduled for April 29, 2023 from 9:00 AM-12:00 PM. The topic will be the 7 Habits of Highly Effective People. Mrs. Kasper asked trustees to bring their Leader in Me booklets.
- An annual celebration dinner will be held for trustees and committee members on Wednesday, 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

#### Finance Committee

- Mr. Scott reviewed the investment safeguards from Morgan Stanley and M&T Bank.
- The school's 990 form has been prepared by our accountants and reviewed by the finance committee.
- A motion to authorize the president and/or treasurer to execute the 990 form as prepared by EFRP group was made by Mr. Muffoletto, and seconded by Mr. Scott. The motion passed with all in favor and no abstentions.
- A brief discussion about the Business Manager position took place.

#### Facilities Committee

- The Facilities Committee continues to explore options for facilities. Mr. Scott asked trustees if they had any questions or discussion regarding the facilities options.
- The Finance Committee received a proposal from Carmina Wood. The committee will review the proposal and present to the Facilities Committee for input
- The committee is still in the process of speaking with landlord about purchasing current facility.

The meeting was adjourned at 6:52 PM upon motion made by Mr. Muffoletto, and seconded by Mrs. DiCamillo. The motion was passed with all in favor and no abstentions.

*Mary J. Scheeler*

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Mary J. Scheeler, Secretary