

**Niagara Charter School  
Minutes of Board of Trustees Annual Meeting  
June 20, 2023 at 5:30 PM  
Niagara Charter School**

*Trustees in Attendance:* James C. Muffoletto, President, Amy Meshulam, Ricky Scott, Mary Scheeler, Judy DiCamillo, and Christine Smith-Koziel

*Staff in Attendance:* Dr. Darci Novak and Jill Keicher

*Others:*

*Excused Absence:*

*Unexcused Absence:* Lauren Howe-Nalls

The meeting was called to order at 6:49 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

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

CAO Report, Darci Novak

Dr. Novak's annual report of the school year:

As I reflect on this school year, I want to use the Leader in Me Habits to frame this year and all the hard work and accomplishments.

We started the year off strong with Habit 1 demonstrating a proactive mindset. We took responsibility for our own learning as staff CREW and we encouraged student leadership and our students worked toward becoming leaders of their own learning. We took initiative to focus on key priorities such as strengthening CREW, beginning to implement Restorative Practices, and student goal setting, supporting our students with setting Wildly Important Goals aka WIGS.

To lift these initiatives, we had to also practice Habit 2 - Begin with the end in mind. We made plans in advance with our EL coaches on how to improve our daily CREWs, putting in place a solid work plan. We thought about how our choices impact the future, and began shifting staff thinking about behavior management and discipline. Moving from a punitive mindset to a mindset of repairing harm and teaching replacement behaviors. And we set Wildly Important Goals (WIGS) for the school as a whole, focusing on growth on the NWEA.

As a staff we continued to practice Habit 3 - Put First Things First. We followed daily schedules, professional development calendars, and prioritized our daily, weekly, and monthly Big Rocks. At various times of the year we had to realign, making sure we stayed focused and organized as we entered the mid-year and came closer to the end of the year.

Throughout the year we experienced problems, and in times of challenge we had to practice Habit 4 - Think Win-Win. This included looking for solutions to problems (often skipping to

Habit 6 - Synergize, to ask for other people's ideas), and working collaboratively with one another. In order to overcome these problems, we also had to consider the feelings and needs of others, working on Habit 5 - Seek First to Understand Then to Be Understood. To do so we had to practice listening before speaking and to pause assumptions about others.

Continuing to practice and work towards the first 5 habits, we found ourselves more frequently practicing Habit 6 - Synergize. We know together is better, and we know we can accomplish more as a team than by ourselves. Grade level teams synergized throughout the year, and we all worked together to accomplish our goals.

Lastly, we had a lot of fun finding the necessary balance in our personal lives and the life of the school. We learned new things together, and we held our first Sharpen the Saw day, allowing students to choose their own adventure and learning for the day! As we enter the last few days of school, we go into summer with a balanced mind, with a focus on taking care of our bodies and finding some time for play. Before we know it, it will be August 28th, and we will all be back together.

Thank you to everyone for your hard work and dedication to NCS. I am looking forward to the 23/24 year.

Trustee Elections:

Mr. Muffoletto advised the Board that Parent Trustee Mrs. Smith-Koziel has agreed to serve another term on the Board.

A motion to nominate Mrs. Smith- Koziel for parent trustee was made by Mr. Muffoletto and seconded by Mrs. Meshulam. The motion was passed unanimously.

Mr. Muffoletto advised the board that at-large trustees Mr. Scott, Mrs. Scheeler, and Mrs. DiCamillo, have all agreed to serve another term on the Board.

A motion to elect Mr. Scott, Mrs. Scheeler, and Mrs. DiCamillo for at-large trustees was made by Mrs. Meshulam and seconded by Mrs. Lesh. The motion was passed unanimously.

The current Board Officers have all agreed to serve another term. A motion to elect the current slate of officers: James Muffoletto, President, Amy Meshulam, Vice President, Ricky Scott, Treasurer, and Mary Scheeler, Secretary, was made by Mr. Muffoletto and seconded by Mrs. Smith-Koziel. The motion was passed unanimously.

The meeting was adjourned at 7:00 PM upon motion made by Mrs. Smith-Koziel and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

*Mary J. Scheeler*

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Mary J. Scheeler, Secretary