

**Niagara Charter School  
Minutes of Board of Trustees Regular Meeting  
June 20, 2023 at 5:00 PM**

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

*Staff in Attendance:* Darci Novak, Jill Keicher, Lynn Kasper, Aimee Gonzalez, Theresa Boniface, Alanna Cecala, Andrea Hopkins, Jamie Guerra, Dominique Borynski

*Others:*

*Excused Absence:*

*Unexcused Absence:* Lauren Howe-Nalls

The meeting was called to order at 5:11 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda for the regular meeting was approved on a motion made by Mr. Scott and seconded by Mrs. Smith-Koziel.

The minutes for the regular meeting of May 16, 2023 were approved on a motion made by Mrs. Meshulam and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

AAO Report, Jill Keicher

Leaders of the Month: Students demonstrated all 7 Habits of Highly Effective People for the month of May.

Crew 101-Rashaun D.; Crew 102-Karter L.; Crew 103-Hunter G.; Crew 104-Sebastian C.; Crew 105-Ahmad B.; Crew 106-Terren P.; Crew 107-Sa’Niyah H.; Crew 108-Nyla R.; Crew 114-Destiny M.; Crew 116-Nolan K.; Crew 117-Vincent P.; Crew 118-Nevaeh H.; Crew 119-Heaven M.; Music-Layleona P.; Gym-Jameir V.; Health-Kendell C.; NCS Support Staff-My’Shay N; Mrs. Felmet-Zyionna M.

Dr. Novak and Mrs. Keicher were nominated for Employee Leader of the Month for the month of May.

CAO Report, Dr. Darci Novak

Professional Development:

- The Restorative Practices Team (Darci Novak, Jill Keicher, Christie Grant, Sara Felmet, Jared Curren, Theresa Boniface, & Sherrie Tracy) had their monthly coaching meeting with Lori DeCarlo to continue with restorative practices implementation.
- Erie 1 BOCES coordinators (Nicole Kerner, Susan Cryulik & Elizabeth Kraemer) were at NCS for 3 days including Math mapping, behavior management support, and implementation of Science curriculum.
- Barb Lindtner from Franklin Covey provided a 1-day virtual Leader in Me coaching day.

- Staci Intriligator from EL Education was at NCS for 1 day to meet with the leadership team to complete EL Education's end of year Implementation Review.
- The EL Education Credentialing site visit took place on May 8-9, 2023

General Updates:

- Successful 6<sup>th</sup> grade and Kindergarten graduations were held last week. A school-wide Field Day will be held on June 21, 2023.
- A review of the dashboard took place. Dr. Novak pointed out that 5 parents attended the EL Education Credentialing parent focus group.
- Niagara Charter School has earned the EL Education School Pathway Credential in two Dimensions: Character and Mastery of Knowledge and Skills. The Pathway Credential is valid for three years. Over the next three years, we will work with EL Education coaches to support continuous improvement to demonstrate Credential-level impact in High Quality Work, so that we can earn the full Credential.

Academic Committee

Mrs. Mary Scheeler

- There is no formal Academic Committee report.
- Mrs. Scheeler congratulated the NCS staff on earning the EL Education School Pathway Credential.

Governance:

Lynn Kasper

- The Governance Committee met on June 13, 2023.
- The committee will review and discuss the draft strategic plan at the August committee meeting. The draft plan will be presented to all trustees at the August board meeting.
- There will be no board meeting in July.
- Mrs. Kasper thanked all who attended the annual celebration dinner.
- The board self-assessment tool will be sent out to all trustees. The committee is asking all trustees to complete the assessment by June 30<sup>th</sup>. The results will be presented at the August meeting.
- The next Governance Committee meeting will be August 7, 2023 at 12:00 PM.

Facilities Committee

- The Facilities Committee met on June 13, 2023. Jonathan from Carmina Woods attended the meeting to review the revised draft proposal.
- The committee is seeking bids from construction management companies to gather cost estimates. Mr. Muffoletto received emails from three of the firms and will share the information with all trustees via email.

Finance Committee

- Mr. Scott reviewed the 2022-2023 budget vs. actual report and the proposed amended 2022-2023 budget.
- A motion to accept the proposed amended 2022-2023 budget was made by Mr. Muffoletto and seconded by Mrs., DiCamillo. The motion was passed with all in favor and no abstentions.

- Mr. Scott presented the draft 2023-2024 budget. A motion to approve the 2023-2024 budget as presented was made by Mr. Muffoletto and seconded by Mrs. Meshulam. The motion was passed with all in favor and no abstentions.
- Mr. Scott thanked Mr. Hyland for his hard work, dedication, and invaluable knowledge.

Executive Session

- A motion to go into Executive Session to discuss matters of attorney-client privilege was made at 6:18 PM by Mrs. Meshulam 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 6:36 PM by Mr. Scott and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

A motion to accept the proposal from Kirisits & Associates to provide outsourced accounting, CFO, and consulting services July 1, 2023-June 30, 2026 was made Mrs. Meshulam and seconded by Mrs. Lesh. The motion was passed with all in favor and no abstentions.

A motion to accept the revised proposal from Carmina Wood for Architectural and Design Services was made by Mrs. Meshulam and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

The meeting was adjourned at 6:41 PM upon motion made by Mrs. Meshulam 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