

**Niagara Charter School  
Minutes of Board of Trustees Regular Meeting  
August 15, 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, Megan Corsaro, Lynn Kasper, Aimee Gonzalez, Theresa Boniface

*Others:*

*Excused Absence:*

*Unexcused Absence:*

The meeting was called to order at 5:13 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the regular meeting of June 20, 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.

The minutes for the annual meeting of June 20, 2023 were approved on a motion made by Mrs. DiCamillo and seconded by Mr. Scott. The motion was passed with all in favor and no abstentions.

CAO Report, Dr. Darci Novak

General Updates:

- Teachers and staff return on August 28, 2023. The school is fully staffed. Kylie Zsebehazy has been promoted to STEAM teacher.
- The school has partnered with the UB Language Lab to conduct a study with students in grades K-2.
- Dr. Novak and Mrs. Boniface are getting the 21<sup>st</sup> century grant programs set up for this school year.
- Dr. Novak updated the trustees on student transportation. The bus company notified Dr. Novak that our pickup time will be 4:10 PM. Teachers will be implementing a Closing Circle at the end of the day and parent pick time will be adjusted by 10 minutes.

Community Liaison Report, Megan Corsaro

- Mrs. Corsaro updated the trustees on enrollment. We are fully enrolled with 350 students.
- Mrs. Corsaro distributed a flyer for Kindergarten Orientation.
- Trustees were invited to Open House on September 20, 2023 5:00-7:00

Academic Committee

Mrs. Mary Scheeler

- There is no formal Academic Committee report.

Governance:

Lynn Kasper

- The Governance Committee met on the August 7, 2023.
- The draft Strategic Plan was presented for feedback and suggestions. Trustees should email Mrs. Kasper with any feedback and/or suggestions. An updated draft will be placed in the September board packet for adoption.
- There was 100% completion of the Board Assessment Tool. The results will be reviewed at the September board meeting.

Facilities Committee

- The Facilities Committee met on August 7, 2023.
- Carmina Wood has assigned lead architect Wendy Ferrie. to work with NCS.
- The committee selected LeChase as the general contractor for the project. LeChase will work with architect to determine cost estimates for both projects. The board will then have the information needed to determine the best scenario for our school and to investigate available finance options.
- Dr. Novak reported that Wendy Ferrie visited NCS twice to look at needs and spaces. LeChase did a thorough walk through of the school as well, and will prepare a menu of options so the committee can determine next steps.

Finance Committee

- There is no formal Finance Committee report.
- Dr. Novak reported that we are still in the onboarding phase with Kirisits and Associates. The team is collaborative and responsive and Dr. Novak is confident in their services.

Unfinished Business

Mrs. Howe-Nalls has agreed to continue to serve as Parent Trustee. A motion to nominate Mrs. Howe-Nalls for parent trustee was made by Mr. Muffoletto and seconded by Mr. Scott. The motion was passed unanimously.

New Business

The School's Comprehensive District-Wide School Safety Plan was updated. The plan was posted for public comments and none were received. A motion was made to approve the Comprehensive District-Wide School Safety Plan by Mrs. Meshulam and seconded by Mrs. Scheeler. The motion passed with all in favor and no abstentions.

The meeting was adjourned at 5:58 PM upon motion made by Mrs. DiCamillo and seconded by Mrs. Howe-Nalls. The motion was passed with all in favor and no abstentions.

*Mary J. Scheeler*

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Mary J. Scheeler, Secretary