

**Niagara Charter School
Minutes of Board of Trustees Regular Meeting
November 14, 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: Jill Keicher, Aimee Gonzalez, Andrea Hopkins, Jared Curren, Lillian Blatner, Theresa Boniface, Alex Filips, Kelsey Barnes, Rebecca Armstrong, Alanna Cecala

Others:

Excused Absence:

Unexcused Absence:

The meeting was called to order at 5:16 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. Howe-Nalls.

The minutes for the regular meeting of October 17, 2023 were approved on a motion made by Mr. Scott and seconded by Scheeler. The motion was passed with all in favor and no abstentions.

AAO Report, Jill Keicher

Leaders of the Month: Students demonstrated Habit 1: Be Proactive for the month of October. Crew 101-Michton L.; Crew 102-Rosalie P.; Crew 103-Kadiatou B.; Crew 104-My'Lajah H.; Crew 105-Rylee H.; Crew 106-Apollo W.; Crew 107-Jeter H.; Crew 108-Daya H.; Crew 114-Leah C.; Crew 115-Jude H.; Crew 116-Kaedon S.; Crew 117-Asiaya M.; Crew 118-Christopher K.; Crew 119-Essence R.; STEAM-King S.; Music-Shi'lease T.; Gym-Tre'Shawn P.; NCS support staff-Zoey K.; Mrs. Felmet-Laila R.

Abby Eschen, Physical Education Teacher, and Jared Curren, School Counselor, were nominated for Employee Leaders of the Month for the month of October.

Finance Committee: Ricky Scott

- Sara Menth from the EFRP Group presented a summary of the school's audit report for the year ended June 30, 2023.
- A motion to approve the audit report was made by Mrs. Meshulam and seconded by Mrs. Smith-Koziel. The motion was passed with all in favor and no abstentions.
- Jill Keicher will need signing authority on school accounts due to Dr. Novak's leave of absence. A motion to approve signing authority on school accounts to Jill Keicher was made by Mr. Muffoletto, and seconded by Mrs. Scheeler. The motion passed with all in favor and no abstentions.

- Mr. Scott reviewed financial statements for the period ended September 30, 2023.

CAO Report, Jill Keicher

Professional Development

- Erie 1 BOCES coordinators (Brian Blaszak, Nicole Kerner & Kristin Witowski) were at NCS for 6 days for technology integration, behavior management support, and ELA instruction support
- Michelle Flores from EL Education was at NCS for 2 days meeting with grade level teachers focusing on High Quality Work
- 3 staff members (Darci Novak, Jill Keicher & Dawn VeRost) attended the Special Education Law Seminar through Hodgson Russ
- Megan Corsaro attended the Early Childhood Symposium through the Niagara County Department of Mental Health
- 3 staff members (Dana Burwell, Dominique Borynski & Lily Blatner) attended workshops through O/N BOCES teacher center including, “Turn Your Classroom into a Personalized Learning Environment,” “Making Movie Trailers with Google Slides,” and a virtual book study on *The Mastery Learning Handbook*
- 2 staff members (Aimee Gonzalez and Jill Keicher) attended “Data in Action: Designing Structures for School Improvement” through Erie 1 BOCES
- Aimee Gonzalez attended Microsoft Excel Basics through Pryor Learning
- Jessica Ward attend an Educator Hour at the Herschell Carrousel Factory Museum through Erie 1 BOCES
- NCS profited a little over \$750 on the Cub Scouts popcorn fundraiser.
- The Challenge Island Family Night was held on October 26th
- Our 2nd annual Literacy Night run by Niagara University students was held on November 12th

General Updates:

- We’re applying for a capital project grant through SUNY for charter schools. The grant will cover our soft expenses paid, such as architect fees. Typically, the grant will be paid out in the summer to cover expenses/projects from the school year. The application will be submitted in May.
- We are applying for the Building Hope grant to cover the Leader in Me expenses for the year, which are approximately \$20,000. The grant can cover current programs, services and supplies, and does not need to be a new initiative. This application is due 11/30/23.
- June Carlson is looking for grants for facilities improvements that DO NOT require an increase in enrollment.
- We applied for the COPS school violence prevention grant with the Niagara County Sheriff as the lead applicant. Unfortunately, they did not receive the award, and therefore neither did NCS. This grant was to cover shatter proofing the exterior windows of the school and installing a sensor for gun fire/shots. This is an annual grant, so we will reapply the following year.

Academic Committee

Mrs. Mary Scheeler

- The growth scores and public published New York State assessment data are still not released. The school uses the state provided growth score as a measure for performance-based bonuses, so we are still waiting to award bonuses pending this information. In past years, we had all scores prior to Thanksgiving.
- The schedule for formal observations has been open for instructional staff. Teachers are signing up to complete their evaluations; the school continues to utilize the Danielson Teacher Evaluation Framework for the 60% observation score.
- We are still in need of substitute teachers. We budgeted for 5 full time people and after Nov. 17th we have 3 open spots. Administration and the leadership team are working on onboarding our student teachers into these open positions. We do have 3 part time subs, working mostly Monday, Wednesday, and Friday.

Governance Committee

There is no formal Governance Committee report

Facilities Committee

Mr. Ricky Scott

A meeting with the landlord is scheduled for Monday, November 27, 2023. The current building needs approximately 2 million dollars in improvements and updates and the committee will have a discussion with the landlord about possibly reducing the sale price of the building. A 2nd option would be for NCS to make the improvements and then recoup the costs with a reduction in future rents.

The meeting was adjourned at 6:13 PM upon motion made by Mrs. Howe-Nalls and seconded by Mrs. Smith-Kozziel. The motion was passed with all in favor and no abstentions.

Mary J. Scheeler

Mary J. Scheeler, Secretary