

**Niagara Charter School
Minutes of Board of Trustees Regular Meeting
December 19, 2023 at 5:00 PM**

Trustees in Attendance: James C. Muffoletto, Amy Meshulam, Mary Scheeler, Ricky Scott, Christina Lesh, Lauren Howe-Nalls, Christine Smith-Koziel

Staff in Attendance: Darci Novak, Jill Keicher, Aimee Gonzalez, Lynn Kasper, Theresa Boniface, Jenna Keleher, Rebecca Armstrong

Others:

Excused Absence: Judy DiCamillo

Unexcused Absence:

The meeting was called to order at 5:10 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion made by Howe-Nalls and seconded by Mr. Scott.

The minutes for the regular meeting of November 14, 2023 were approved on a motion made by Mr. Scott 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 Habit 2: Begin with the End in Mind for the month of November.

Crew 101-Sayma J.; Crew 102-Legacy D.; Crew 103-Noah P.; Crew 104-Levi M.; Crew 105-Janiya J.; Crew 106-Kingsley P.; Crew 107-Karter P.; Crew 108-La'vante P.; Crew 114-Mohammed R.; Crew 115-Aden H.; Crew 116-Michelle S.; Crew 117-Noah H.; Crew 118-Theadius M.; Crew 119-Kaiden M.; STEAM-My'Lajah H.; Music-Hahj B.; Gym-Josiah B.; NCS support staff-TerraShea L.; Mrs. Felmet-Dandre P.

Lynn Kasper, Special Education Coordinator, was nominated for Employee Leader of the Month for the month of November.

CAO Report, Darci Novak

Professional Development

- Michelle Flores from EL Education was at NCS for 2 days: 1 day working with grades 3-6 on High Quality Work in the classroom and 1 day observing Student-Led Conferences
- Erie 1 BOCES coordinators (Nicole Kerner, Elizabeth Kraemer & Kristin Witkowski) were at NCS for 4 days including behavior specialist support, Math implementation support, and creating ELA final grade level assessments
- Aimee Gonzalez and Jill Keicher attended Data in Action: Designing Structures for School Improvement through Erie 1 BOCES

- Darci Novak and Jill Keicher attended 2023 National Summit on K-12 School Safety and Security through US Government's Cyber Security and Infrastructure Security Agency
- Kylie Zsebehazy attend National Fuel Energy Education Workshop
- Dana Burwell attended “Enhance your Reading Instruction-Practical Applications of the Science of Reading” through Institute for Educational Development
- Isaac Newman attended “Effective Strategies for Working Successfully with Difficult Students” through Bureau of Education and Research
- Sherrie Tracy attended “Instructional Coaches Conference: Maximize your Impact” through Bureau of Education and Research

General Updates:

- The draft Code of Code of Conduct will be discussed under New Business

Dashboard Review

- Mrs. Corsaro will report to the board at the January meeting
- Dr. Novak reported that enrollment was at 345.
- 185 students completed a student-led conferences on November 16-17, 2023.

Academic Committee

Mrs. Mary Scheeler

- The committee met on December 6, 2023.
- Dr. Novak will be on leave February 1, 2024-June 3,2024.
- The New York State Provided Growth scores were released. 8/30 staff scored Highly Effective and 20/30 scored Effective. 2/30 staff members scored Developing. Performance bonuses were distributed on December 8th

Governance Committee

Mrs. Lynn Kasper

- The Board Retreat took place on December 9, 2023. Lori DeCarlo presented on Restorative Practices.
- Mr. Muffoletto reported that Mrs. Kasper has agreed to serve on the board as an at-large member. A motion to fill the 9th open trustee position and nominate Lynn Kasper to be 9th trustee effective January 2, 2024 for a term not to exceed 3 years was made by Mr. Muffoletto, and seconded by Mrs. Smith-Koziel. The motion passed unanimously. The Motion is set forth as follows:
 - The Niagara Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Lynn Kasper as a member to its

Board of Trustees, with a term expiring on 6/30/26, pending approval by NYSED. The resolution approving Lynn Kasper is adopted upon NYSED's approval.

- Dr. Novak would like to engage the trustees in an asynchronous book study. She presented two texts: *Board Meetings: A Guide for Charter Schools* or the text *Board Structure*. Mr. Muffoletto requested that we order copies of the two texts for all trustees.

Facilities Committee

Mr. Ricky Scott

- There was no formal Facilities Committee meeting in November.
- Mr. Muffoletto, Mr. Scott, and Mr. Schechter met with the school's landlord on November 27, 2023. The landlord is interested in providing a proposal by the end of the month for the improvements and upgrades requested.

Finance Committee

Mr. Scott asked for input on whether trustees would like to receive monthly or quarterly financial reports. A discussion ensued, and trustees agreed that monthly internal financial reports via QuickBooks will be reviewed by Mr. Scott and quarterly financial reports will be reviewed at the monthly board meetings.

New Business

Trustees discussed the draft Code of Conduct. Mrs. Keicher will make the changes as discussed and email the updated draft to all trustees for final approval at our January meeting.

The meeting was adjourned at 6:28 PM upon motion made by Mrs. Howe-Nalls and seconded by Mrs. Smith-Koziel. The motion was passed with all in favor and no abstentions.

Mary J. Scheeler

Mary J. Scheeler, Secretary