

**Niagara Charter School
Minutes of Board of Trustees Regular Meeting
August 21, 2024 at 5:00 PM**

Trustees in Attendance: James C. Muffoletto, Amy Meshulam, Mary Scheeler, Ricky Scott, Christina Lesh, Lynn Kasper

Staff in Attendance: Dr. Darci Novak, Jill Keicher

Others: Jonathan Schechter, Attorney for NCS

Excused Absence: Judy DiCamillo

Unexcused Absence:

The meeting was called to order at 5:07 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.

The minutes for the regular meeting of June 18, 2024 were approved on a motion made by Mrs. Scheeler and seconded by Mrs. Meshulam. The motion was passed with all in favor and no abstentions.

The minutes for the annual meeting of June 18, 2024 were approved on a motion made by Mrs. Scheeler and seconded by Mrs. Meshulam. The motion was passed with all in favor and no abstentions.

CAO Report, Dr. Darci Novak

Professional Development

- Jared Curren, School Counselor, attended the NYSSCA Comprehensive Counseling plan workshop
- Darci Novak, Jill Keicher, Aimee Gonzalez, Sherrie Tracy & Christie Grant attended an EL work plan session with Michelle Flores from EL Education
- Darci Novak and Jill Keicher attended EL Education's Credentialed School Leaders Institute.

General Updates:

- Dr. Novak reported that some local area schools are purchasing supplies for all students. Ms. Armstrong, 1st Grade Teacher, started a School Supply Drive for Niagara Charter School students. Flyers were distributed to local businesses to solicit supplies for NCS students.
- The classrooms are fully staffed, including art. Two building-based substitute teachers resigned, and we are actively looking to fill these positions.
- Enrollment as of today is 345. Mrs. Corsaro has 5 registrations scheduled this week.
- Enrollment has been transient this summer. Dr. Novak developed an exit form to gather data as to why families are exiting.

- Preliminary New York State assessment test scores have been released, but they are embargoed until further notice.

Academic Committee

Mrs. Lynn Kasper

- Mrs. Meshulam, Mrs. Scheeler, and Mrs. Kasper met on August 20, 2024 to draft Dr. Novak's annual evaluation. They will schedule a meeting with Dr. Novak to review the draft.

Governance:

Mrs. Christina Lesh

- Angel Beiter, from Kirisits and Associates will conduct a fall retreat for all trustees. Trustees agreed on a potential date of September 28, 2024, 9:00-11:00. Dr. Novak will contact Angel to confirm the date and time.
- Mrs. Lesh is working on securing enough copies of the text *Board Structure* so trustees can participate in a book study.
- The Board is aiming for 100% trustee participation at school events by having a minimum of one trustee at every school event. Mrs. Lesh will send a sign-up sheet to all trustees, and asked each trustee to sign up for two events,
- The election of parent trustees is postponed until we have a pool of candidates.
- 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 Mrs. Lesh and seconded by Mrs. Kasper. The motion passed with all in favor and no abstentions.

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 was made by Mrs. Meshulam and seconded by Mrs. Kasper. The motion passed with all in favor and no abstentions.

A draft Inventory and Procurement policy was reviewed. A motion to approve the policy was made by Mrs. Scheeler and seconded by Mrs. Meshulam. The motion passed with all in favor and no abstentions.

Finance Committee

- Mr. Scott reviewed the initial draft financial statements for year ended June 30, 2024, with the Board of Trustees.

Facilities Committee

Executive Session

- A motion to go into Executive Session to discuss matters of attorney-client privilege was made at 5:38 PM by Mrs. Meshulam and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions
- A motion to exit Executive Session was made at 6:56 PM by Mrs. Kasper and seconded by Mrs. Lesh. The motion was passed with all in favor and no abstentions.

A motion to restrict two million dollars as designated net assets for improvements or renovations of the current facility or the acquisition of a new facility was made by Mr. Scott and seconded by Mr. Muffoletto. The motion passed with all in favor and no abstentions.

The meeting was adjourned at 6:57 PM upon motion made by Mrs. Lesh and seconded by Mrs. Kasper. The motion was passed with all in favor and no abstentions.

Mary J. Scheeler

Mary J. Scheeler, Secretary