

Application: Niagara Charter School

Novak Darci - darcinovak@niagaracharter.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jan 14 2022

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

NIAGARA CHARTER SCHOOL 400701860890

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

NIAGARA-WHEATFIELD CSD

d. DATE OF INITIAL CHARTER

8/2005

e. DATE FIRST OPENED FOR INSTRUCTION

8/2006

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Niagara Charter School strives to develop each student's character through engaging and challenging academic work. Our school believes that academic success is built on strong character qualities of collaboration, perseverance, responsibility, and compassion.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1

EL Education's five Core Practices:

1. Curriculum

Academically rigorous learning expeditions, case studies, projects, fieldwork, and service learning inspire students to think and work as professional do, contributing high quality work to authentic audiences beyond the classroom.

2. Instruction

Our classrooms are alive with discovery, inquiry, and critical thinking, problem solving, and collaboration. Teachers talk less. Students talk and think more.

3. Assessment

Our leaders, teachers, and student embrace the power of student engaged assessment practices to build student ownership of learning, focus students on reaching standards based learning targets, and drive achievement.

4. Culture & Character

Our school builds a culture of respect, responsibility, courage, and kindness, where students and adults are committed to quality work

	<p>and citizenship.</p> <p>5. Leadership</p> <p>School leaders build a cohesive school vision focused on student achievement and continuous improvement.</p>
KDE 2	<p>Habits of Scholarship:</p> <p>Niagara Charter School's Habits of Scholarship name the specific characteristics that support student achievement. They aid students in developing study skills, time management skills, persistence, self awareness, and the ability to seek feedback and assistance.</p> <p>The Habits of Scholarship are described using the acronym PRIDE:</p> <p>Perseverance: I keep trying Respect: I value myself and others Integrity: I am honest with myself and others Dedication: I am committed to our PRIDE values Excellence: I push myself to do more than I thought possible</p>
KDE 3	<p>Niagara Charter School offers an extended school day:</p> <p>The school day is 7 hours in length, with students arriving at 8:55 am and dismissing at 4:00 pm.</p>
KDE 4	<p>Enrichment and Remediation time:</p> <p>Niagara Charter School offers enrichment and remediation programs for students. Through remediation, teachers give students extra instruction that is meant to help increase their proficiency in specific content areas.</p> <p>Enrichment work is directed to creative and critical thinking skills in ELA and technology. The extended school day allows for an hour of enrichment and remediation each day.</p>
KDE 5	(No response)
KDE 6	(No response)

KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.niagaracharter.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

350

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

337

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6
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I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2077 Lockport Road	7162974520	Niagara-Wheatfield	K-6	NO

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Darci Novak	716-297-4520		darcinovak@niagaracharter.org
Operational Leader	Darci Novak			
Compliance Contact	Darci Novak			
Complaint Contact	James C. Muffoletto	716-856-3700		muffoletto@msn.com
DASA Coordinator	Christie Grant	716-297-4520		christiegrant@niagaracharter.org
Phone Contact for After Hours Emergencies	Darci Novak			

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[NCS Operating Permit.pdf](#)

Filename: NCS Operating Permit.pdf **Size:** 13.8 kB

Site 1 Fire Inspection Report

[NCS Fire and Safety Inspection.pdf](#)

Filename: NCS Fire and Safety Inspection.pdf **Size:** 18.7 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in schedule/calendar	Shortened school year to match district of residence		
2	Change in mission, vision or philosophy	Realigned mission and vision statements		
3				
4				
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

(No response)

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Darci Novak
Position	Chief Academic Officer
Phone/Extension	716-297-4520-7224
Email	darcinovak@niagaracharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 28 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Jan 14 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing,

surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				n/a
Academic Goal 2				n/a
Academic Goal 3				n/a
Academic Goal 4				n/a
Academic Goal 5				n/a
Academic Goal 6				n/a
Academic Goal 7				n/a
Academic Goal 8				n/a
Academic Goal 9				n/a
Academic Goal 10				n/.a

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				n/a
Org Goal 2				n/a
Org Goal 3				n/a
Org Goal 4				n/a
Org Goal 5				n/a
Org Goal 6				n/a
Org Goal 7				n/a
Org Goal 8				n/a
Org Goal 9				n/a
Org Goal 10				n/a
Org Goal 11				n/a
Org Goal 12				n/a
Org Goal 13				n/a
Org Goal 14				n/a
Org Goal 15				n/a
Org Goal 16				n/a
Org Goal 17				n/a
Org Goal 18				n/a
Org Goal 19				n/a
Org Goal 20				n/a

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				n/a
Financial Goal 2				n/a
Financial Goal 3				n/a
Financial Goal 4				n/a
Financial Goal 5				n/a

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 30 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor’s report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection

are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Audited Statements 2020-21 FY\(Niagara Charter School Final\)](#)

Filename: Audited Statements 2020 21 FYNiagar 8WCrcj2.pdf **Size:** 342.5 kB

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Jan 14 2022

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Niagara CS BEDS-400701860890_2020-21](#)

Filename: Niagara CS BEDS 400701860890 2020 21.xlsx **Size:** 75.3 kB

Entry 4c - Additional Financial Documents

Completed Jan 14 2022

[Instructions - Regents, NYCDOE and Buffalo BOE authorized schools](#) must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Annual Report to NYS 2020-21 Entry 4c info \(Niagara Charter Schl\)](#)

Filename: Annual Report to NYS 2020 21 Entry KWcVKIM.docx **Size:** 13.2 kB

Entry 4d - Financial Services Contact Information

Completed Jan 14 2022

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Timothy Hyland	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	EFPR Group, LLP	[REDACTED]	[REDACTED]	6

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jan 14 2022

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021.**

The assumptions column should be completed for all revenue and expense items unless the item is self-

explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[BudgetTemplate 2021-22 for NYS \(1\)](#)

Filename: BudgetTemplate 2021 22 for NYS 1.xlsx **Size:** 37.6 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jan 14 2022

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[DOC011422-01142022100610](#)

Filename: DOC011422 01142022100610.pdf **Size:** 634.8 kB

Entry 7 BOT Membership Table

Completed Jan 14 2022

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	James Muffoletto		Chair	Executive Finance Governance	Yes	6	07/01/2019	06/30/2022	12
2	Amy Meshulam		Vice Chair	Academic	Yes	2	07/01/2019	06/30/2022	11
3	Ricky Scott		Treasurer	Executive Finance Governance	Yes	5	07/01/2020	06/30/2023	11
4	Mary Scheele		Secretary	Executive Academic	Yes	5	07/01/2020	06/30/2023	12

5	Judith DiCamillo		Trustee/Member	Academic	Yes	2	07/01/2020	06/30/2023	9
6	Lauren Howe Nalls		Parent Rep		Yes	3	07/01/2021	06/30/2022	12
7	Christine Smith-Koziel		Parent Rep		Yes	2	07/01/2021	06/30/2022	12
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	7
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jan 14 2022

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

[NCS 2020-2021 board meeting minutes](#)

Filename: NCS 2020 2021 board meeting minutes.pdf Size: 1.4 MB

Entry 9 Enrollment & Retention

Completed Jan 14 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment	NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include: -Distribution of brochures and school information to parents and outside businesses and

Economically Disadvantaged

plans include:
-Distribution of brochures and school information to parents and outside businesses and agencies
-Scheduled meetings with local Pre-K and Head Start programs
-Building tours available throughout the school year; virtual tour are also available
-Announcements and advertisements in local papers such as the Niagara Gazette, Lockport Union Sun & Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, WNY Family Magazine, and The Challenger
-Radio advertisements and bus bench advertisements
-Applications are easily accessible to parents via the school's website; applications can be completed online and are sent directly to the school's Community Liaison
-All recruitment efforts target special populations, including economically disadvantaged families

agencies
-Scheduled meetings with local Pre-K and Head Start programs
-Building tours available throughout the school year; virtual tour are also available
-Announcements and advertisements in local papers such as the Niagara Gazette, Lockport Union Sun & Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, WNY Family Magazine, and The Challenger
-Radio advertisements and bus bench advertisements
-Applications are easily accessible to parents via the school's website; applications can be completed online and are sent directly to the school's Community Liaison
-All recruitment efforts target special populations, including economically disadvantaged families
-The Community Liaison will attend various community events , and distribute information about the school to local health agencies
-New promotional materials will be purchased in the 21/22 school year

NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:
-Distribution of brochures and school information to parents and outside businesses and

NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:
-Distribution of brochures and school information to parents and outside businesses and agencies
-Scheduled meetings with local Pre-K and Head Start programs
-Building tours available

English Language Learners

agencies
-Scheduled meetings with local Pre-K and Head Start programs
-Building tours available throughout the school year; virtual tour are also available
-Announcements and advertisements in local papers such as the Niagara Gazette, Lockport Union Sun & Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, WNY Family Magazine, and The Challenger
-Radio advertisements and bus bench advertisements
-Applications are easily accessible to parents via the school's website; applications can be completed online and are sent directly to the school's Community Liaison
-All recruitment efforts target special populations including ELL students
-All recruitment materials are available in the student's home language

throughout the school year; virtual tour are also available
-Announcements and advertisements in local papers such as the Niagara Gazette, Lockport Union Sun & Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, WNY Family Magazine, and The Challenger
-Radio advertisements and bus bench advertisements
-Applications are easily accessible to parents via the school's website; applications can be completed online and are sent directly to the school's Community Liaison
-All recruitment efforts target special populations including ELL students
-All recruitment materials are available in the student's home language
-The Community Liaison will attend various community events , and distribute information about the school to local health agencies
-New promotional materials will be purchased in the 21/22 school year

NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:
-Distribution of brochures and school information to parents and outside businesses and agencies
-Scheduled meetings with local Pre-K and Head Start programs
-Building tours available throughout the school year; virtual tour are also available

NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:
-Distribution of brochures and school information to parents and outside businesses and agencies
-Scheduled meetings with local Pre-K and Head Start programs
-Building tours available throughout the school year;

Students with Disabilities	<ul style="list-style-type: none"> -Announcements and advertisements in local papers such as the Niagara Gazette, Lockport Union Sun & Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, WNY Family Magazine, and The Challenger -Radio advertisements and bus bench advertisements -Applications are easily accessible to parents via the school's website; applications can be completed online and are sent directly to the school's Community Liaison -All recruitment efforts target special populations, including students with disabilities -Speech screenings are administered for all new kindergarteners are administered; an initial referral for special education services is sent to the district CSE for any students not passing the screening 	<ul style="list-style-type: none"> virtual tour are also available -Announcements and advertisements in local papers such as the Niagara Gazette, Lockport Union Sun & Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, WNY Family Magazine, and The Challenger -Radio advertisements and bus bench advertisements -Applications are easily accessible to parents via the school's website; applications can be completed online and are sent directly to the school's Community Liaison -All recruitment efforts target special populations -The Community Liaison will attend various community events , and distribute information about the school to local health agencies -New promotional materials will be purchased in the 21/22 school year
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year. In</p>	<p>The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year. In addition,</p> <ul style="list-style-type: none"> -Transportation is provided to all students at no cost to our

<p>Economically Disadvantaged</p>	<p>addition, -Transportation is provided to all students at no cost to our families -Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies -All students receive free breakfast, lunch, and snack daily -Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools -Every NCS teacher receives a classroom budget to purchase materials and resources for students -All NCS students received a 1:1 Chromebook device, and hotspots were provided to families in need of internet service. -NCS employs two full time counselors and a school nurse</p> <p>The school maintains relationships with community agencies and social service agencies to support students and families</p> <p>The School began implementation of the Leader in Me to teach students 21st century leadership and life skills, and to create a culture of student empowerment based on the idea that every child can be a leader.</p>	<p>families -Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies -All students receive free breakfast, lunch, and snack daily -Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools -Every NCS teacher receives a classroom budget to purchase materials and resources for students -All NCS students received a 1:1 Chromebook device, and hotspots were provided to families in need of internet service. -NCS employs two full time counselors and a school nurse</p> <p>The school maintains relationships with community agencies and social service agencies to support students and families</p> <p>The School will continue the implementation of the Leader in Me to teach students 21st century leadership and life skills, and to create a culture of student empowerment based on the idea that every child can be a leader.</p> <p>In the 21/22 school year, the school will participate in Primary Project to meet the social-emotional and behavioral needs of students.</p>
		<p>The Community Liaison position</p>

English Language Learners

The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year. In addition,

-Transportation is provided to all students at no cost to our families

-Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies

-All students receive free breakfast, lunch, and snack daily

-Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools

-Every NCS teacher receives a classroom budget to purchase materials and resources for students

-All NCS students received a 1:1 Chromebook device, and hotspots were provided to families in need of internet service.

-NCS employs two full time counselors and a school nurse

All school services are available in the student's home language.

The school maintains relationship with the local BOCES, community agencies, and social service agencies to support students and families' ELL needs.

is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year. In addition,

-Transportation is provided to all students at no cost to our families

-Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies

-All students receive free breakfast, lunch, and snack daily

-Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools

-Every NCS teacher receives a classroom budget to purchase materials and resources for students

-All NCS students received a 1:1 Chromebook device, and hotspots were provided to families in need of internet service.

-NCS employs two full time counselors and a school nurse

All school services are available in the student's home language.

The school maintains relationship with the local BOCES, community agencies, and social service agencies to support students and families' ELL needs.

In the 21/22 school year, the school will employ a part-time

		<p>ELL teacher to support the needs of students.</p>
<p>Students with Disabilities</p>	<p>The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year. In addition,</p> <ul style="list-style-type: none"> -Transportation is provided to all students at no cost to our families -Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies -All students receive free breakfast, lunch, and snack daily -Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools -Every NCS teacher receives a classroom budget to purchase materials and resources for students -All NCS students received a 1:1 Chromebook device, and hotspots were provided to families in need of internet service. -NCS employs two full time counselors and a school nurse <p>All school services are available on the student's home language.</p>	<p>The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year. In addition,</p> <ul style="list-style-type: none"> -Transportation is provided to all students at no cost to our families -Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies -All students receive free breakfast, lunch, and snack daily -Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools -Every NCS teacher receives a classroom budget to purchase materials and resources for students -All NCS students received a 1:1 Chromebook device, and hotspots were provided to families in need of internet service. -NCS employs two full time counselors and a school nurse <p>All school services are available on the student's home language.</p> <p>The school maintains relationship with the local BOCES, community agencies, and social service</p>

	<p>The school maintains relationship with the local BOCES, community agencies, and social service agencies to support students and families.</p> <p>Online trainings and workshops are provided through EPIC (Every Person Influences Children)</p> <p>NCS employs two full-time special education teachers and AIS support staff to support the needs of students with disabilities. The school conducts monthly Response to Intervention team meetings.</p>	<p>agencies to support students and families.</p> <p>Online trainings and workshops are provided through EPIC (Every Person Influences Children)</p> <p>NCS employs two full-time special education teachers and AIS support staff to support the needs of students with disabilities. In the 21/22 school year, the school will add two new positions-Reading Specialist and Intervention Teacher- to support the needs of student with disabilities.</p> <p>In addition, the school will continue to hold monthly Response to Intervention team meetings</p>
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Entry 10 - Teacher and Administrator Attrition

Completed Jan 14 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Jan 14 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	0.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	19

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	19



Thank you.

Entry 12 Organization Chart

Completed Jan 14 2022

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Org Charter 2019-2020](#)

Filename: Org Charter 2019 2020.pdf **Size:** 212.2 kB

Entry 13 School Calendar

Completed Jan 14 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Copy of 20-21 one page calendar with Instructional Days](#)

Filename: Copy of 20 21 one page calendar wit lerwWoI.pdf Size: 87.4 kB

Entry 14 Links to Critical Documents on School Website

Completed Jan 14 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: **Niagara Charter School**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	http://www.niagaracharterschool.org/wp-content/uploads/2021/06/NCS-Annual-Report-2019-2020.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	http://www.niagaracharterschool.org/meeting-announcement/
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://www.niagaracharterschool.org/virtual-board-meetings/
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?instid=800000058977&year=2020&createreport=1&OverallStatus=1&section_1003=1&EMStatus=1
4. Lottery Notice announcing date of lottery	http://www.niagaracharterschool.org/enrollment-lottery/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	http://www.niagaracharterschool.org/wp-content/uploads/2021/04/NIAGARA-CHARTER-SCHOOL-POLICY-ADDENDUM-MANUAL.pdf
6. District-wide Safety Plan	https://docs.google.com/document/d/1ABGKBE2civ_rT8R-ijt9f6RsAqHu8oe7KcpR7O8IVU-k/edit?usp=sharing
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.niagaracharterschool.org/wp-content/uploads/2020/07/DOCS-796013-v1-Niagara_Charter_School_-_Student_Code_of_Conduct.pdf
7. Authorizer-Approved FOIL Policy	http://www.niagaracharterschool.org/wp-content/uploads/2021/04/FOIL-Request-for-Niagara-Charter-School.pdf
8. Subject matter list of FOIL records	http://www.niagaracharterschool.org/wp-content/uploads/2021/04/NIAGARA-CHARTER-SCHOOL-POLICY-ADDENDUM-MANUAL.pdf

Thank you.



Entry 15 Staff Roster

Completed Jan 14 2022

[INSTRUCTIONS](#)

Required of Regents-Authorized Charter Schools ONLY

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

[AnnualReportBoRStaffRoster 20-21 Niagara updated 1-13-22](#)

Filename: AnnualReportBoRStaffRoster 20 21 Cp8zlKd.xlsx **Size:** 44.5 kB

NIAGARA CHARTER SCHOOL

Annual Report Entry 4c – Additional Financial Documents

- 1.) Advisory/Management Letter attached in File**
- 2.) Federal Single Audit – Not required for Fiscal Year 2020-21 as Niagara Charter School Grants did not meet \$750,000 threshold**
- 3.) CSP Agreed-Upon Procedure Report – Not Applicable/Required for FY 2020-21**
- 4.) Evidence of Required Escrow Account - Attached in File is a copy of our Balance Sheet Page 1 on 10/28/21 per our Financial Records maintained in QuickBooks. The Escrow account is circled showing a balance of \$100,000.60**
- 5.) Corrective Action Plan for Audit Finding reported in Confidential Report to Board from our auditors – Corrective Action Plan is attached in file**

NIAGARA CHARTER SCHOOL
Financial Statements
June 30, 2021 and 2020
(With Independent Auditors' Report Thereon)

NIAGARA CHARTER SCHOOL

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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Niagara Charter School:

Report on the Financial Statements

We have audited the accompanying financial statements of Niagara Charter School (the School) which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Niagara Charter School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 27, 2021, on our consideration of Niagara Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Niagara Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the School's internal control over financial reporting and compliance.

EFPR Group, CPAs, PLLC

Williamsville, New York
October 27, 2021

NIAGARA CHARTER SCHOOL
 Statements of Financial Position
 June 30, 2021 and 2020

	<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets:			
Cash		\$ 2,090,295	2,963,129
Receivables		569,976	136,881
Prepaid expenses		44,744	60,065
Total current assets		<u>2,705,015</u>	<u>3,160,075</u>
Property and equipment, at cost		825,022	825,022
Less accumulated depreciation and amortization		<u>(403,148)</u>	<u>(346,842)</u>
Net property and equipment		<u>421,874</u>	<u>478,180</u>
Total assets		<u>\$ 3,126,889</u>	<u>3,638,255</u>
<u>Liabilities and Net Assets</u>			
Current liabilities:			
Accounts payable		27,738	43,490
Accrued expenses:			
Payroll and payroll taxes		205,330	175,458
Pension		244,044	208,510
Total accrued expenses		<u>449,374</u>	<u>383,968</u>
Total current liabilities		477,112	427,458
Promissory note - paycheck protection program		<u>-</u>	<u>530,085</u>
Total liabilities		<u>477,112</u>	<u>957,543</u>
Net assets without donor restrictions		2,649,777	2,680,712
Commitments and contingency (notes 6 and 7)		<u> </u>	<u> </u>
Total liabilities and net assets		<u>\$ 3,126,889</u>	<u>3,638,255</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
 Statements of Activities
 Years ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Revenue:		
Public School Districts:		
Resident student enrollment	\$ 3,973,669	4,251,110
Students with disabilities	261,488	287,669
Other revenue from public school districts	48,403	49,691
Grant income	659,466	183,326
Grant income - paycheck protection program	530,085	-
Contributions	7,657	18,443
Other	<u>18,502</u>	<u>27,803</u>
Total revenue	<u>5,499,270</u>	<u>4,818,042</u>
Expenses:		
Program services:		
Regular education	4,989,912	4,087,785
Special education	<u>349,014</u>	<u>264,622</u>
Total program services	5,338,926	4,352,407
Management and general	<u>191,279</u>	<u>150,824</u>
Total expenses	<u>5,530,205</u>	<u>4,503,231</u>
Change in net assets without donor restrictions	(30,935)	314,811
Net assets without donor restrictions at beginning of year	<u>2,680,712</u>	<u>2,365,901</u>
Net assets without donor restrictions at end of year	<u>\$ 2,649,777</u>	<u>2,680,712</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
Statement of Functional Expenses
Year ended June 30, 2021
with comparative totals for 2020

	Program Services			Management and general	Total		
	No. of positions	Regular education	Special education		Total	2021	2020
Personnel services costs:							
Instructional personnel	41	\$ 1,494,653	103,281	1,597,934	62,664	1,660,598	1,442,875
Administrative personnel	2	507,465	35,066	542,531	21,276	563,807	422,243
Non-instructional personnel	10	86,421	5,972	92,393	3,623	96,016	107,137
Total salaries	53	2,088,539	144,319	2,232,858	87,563	2,320,421	1,972,255
Fringe and payroll taxes		743,776	51,395	795,171	31,183	826,354	723,562
Office expense		17,225	1,190	18,415	722	19,137	15,424
Printing and production		15,696	1,085	16,781	658	17,439	22,537
Purchased services		111,663	7,716	119,379	4,682	124,061	-
Telephone		6,802	470	7,272	285	7,557	11,176
Meetings and travel		2,664	184	2,848	112	2,960	10,166
Consulting fees		110,371	7,627	117,998	4,627	122,625	82,764
Supplies		270,834	18,715	289,549	11,355	300,904	71,101
Interest expense		83	6	89	3	92	55
Professional fees		129,896	8,976	138,872	5,446	144,318	101,849
Advertising		16,963	1,172	18,135	711	18,846	19,715
Dues and subscriptions		4,952	342	5,294	208	5,502	2,816
Insurance		26,291	1,817	28,108	1,102	29,210	45,705
Licenses and permits		378	26	404	16	420	1,186
Legal fees		23,928	1,653	25,581	1,004	26,585	28,793
Occupancy		526,773	36,400	563,173	22,085	585,258	581,828
Repairs and maintenance		248,440	17,167	265,607	10,416	276,023	213,513
Staff development		99,561	6,880	106,441	4,174	110,615	98,719
Utilities		27,645	1,910	29,555	1,159	30,714	41,241
Garbage collection		18,841	1,302	20,143	790	20,933	20,426
Health center		4,780	377	5,157	-	5,157	8,339
Security		14,910	1,030	15,940	625	16,565	17,992
Student transportation		248,977	19,656	268,633	-	268,633	252,231
Depreciation		50,679	3,502	54,181	2,125	56,306	64,329
Student activities and field trips		16,007	1,264	17,271	-	17,271	35,028
Uncollectible aid from School Districts		157,795	12,457	170,252	-	170,252	59,898
Miscellaneous		5,443	376	5,819	228	6,047	583
Total expenses		\$ 4,989,912	349,014	5,338,926	191,279	5,530,205	4,503,231

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
Statement of Functional Expenses
Year ended June 30, 2020

	No. of <u>positions</u>	<u>Program Services</u>			Management and <u>general</u>	<u>Total</u>
		<u>Regular education</u>	<u>Special education</u>	<u>Total</u>		
Personnel services costs:						
Instructional personnel	44	\$ 1,306,786	83,621	1,390,407	52,468	1,442,875
Administrative personnel	2	382,418	24,471	406,889	15,354	422,243
Non-instructional personnel	9	97,032	6,209	103,241	3,896	107,137
Total salaries	<u>55</u>	<u>1,786,236</u>	<u>114,301</u>	<u>1,900,537</u>	<u>71,718</u>	<u>1,972,255</u>
Fringe and payroll taxes		655,317	41,934	697,251	26,311	723,562
Office expense		13,969	894	14,863	561	15,424
Printing and production		20,411	1,306	21,717	820	22,537
Telephone		10,122	648	10,770	406	11,176
Meetings and travel		9,207	589	9,796	370	10,166
Consulting fees		74,958	4,797	79,755	3,009	82,764
Supplies		64,395	4,121	68,516	2,585	71,101
Interest expense		50	3	53	2	55
Professional fees		92,243	5,903	98,146	3,703	101,849
Advertising		17,856	1,143	18,999	716	19,715
Dues and subscriptions		2,550	163	2,713	103	2,816
Insurance		41,394	2,649	44,043	1,662	45,705
Licenses and permits		1,074	69	1,143	43	1,186
Legal fees		26,077	1,669	27,746	1,047	28,793
Occupancy		526,951	33,720	560,671	21,157	581,828
Repairs and maintenance		193,375	12,374	205,749	7,764	213,513
Staff development		89,408	5,721	95,129	3,590	98,719
Utilities		37,351	2,390	39,741	1,500	41,241
Garbage collection		18,499	1,184	19,683	743	20,426
Health center		7,770	569	8,339	-	8,339
Security		16,295	1,043	17,338	654	17,992
Student transportation		235,033	17,198	252,231	-	252,231
Depreciation		58,262	3,728	61,990	2,339	64,329
Student activities and field trips		32,640	2,388	35,028	-	35,028
Uncollectible aid from School Districts		55,814	4,084	59,898	-	59,898
Miscellaneous		528	34	562	21	583
Total expenses		<u>\$ 4,087,785</u>	<u>264,622</u>	<u>4,352,407</u>	<u>150,824</u>	<u>4,503,231</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
 Statements of Cash Flows
 Years ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities:		
Change in net assets without donor restrictions	\$ (30,935)	314,811
Adjustments to reconcile change in net assets without donor restrictions to net cash provided by (used in) operating activities:		
Depreciation and amortization	56,306	64,329
Grant income - paycheck protection program	(530,085)	-
Changes in:		
Receivables	(433,095)	131,002
Prepaid expenses	15,321	(4,989)
Accounts payable	(15,752)	(127,830)
Accrued expenses	<u>65,406</u>	<u>(49,288)</u>
Net cash provided by (used in) operating activities	(872,834)	328,035
Cash flows from investing activities - additions to property and equipment	-	(44,858)
Cash flows from financing activities - proceeds from promissory note	<u>-</u>	<u>530,085</u>
Net change in cash	(872,834)	813,262
Cash at beginning of year	<u>2,963,129</u>	<u>2,149,867</u>
Cash at end of year	<u><u>\$ 2,090,295</u></u>	<u><u>2,963,129</u></u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL

Notes to Financial Statements

June 30, 2021 and 2020

(1) Summary of Significant Accounting Policies

(a) Nature of Activities

Niagara Charter School (the School) was chartered by the Board of Regents of the University at the State of New York on July 21, 2005 for a term of five years pursuant to Article 56 of the New York State Education Law. The School has received a renewal of their charter which will expire on June 30, 2026. The School is a K-6 public school primarily funded through the Board of Education of the City School District of Niagara Falls.

Charter schools receive state and Federal public-school funding and must meet all the same state and federal testing and learning requirements as public schools, yet they operate independently of the local school district, serving as their own local education agency.

(b) Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

(c) Basis of Presentation

The School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. The School does not have any net assets with donor restrictions as of June 30, 2021 and 2020. Accordingly, net assets of the School and changes therein are classified and reported as follows:

Net assets without donor restrictions - Net assets that are not subject to donor-imposed stipulations and may be used for any purpose designated by the School's Board of Trustees.

(d) Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(e) Cash

For purposes of the statements of cash flows, the School considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

(f) Concentration of Credit Risk

Financial instruments that potentially subject the School to concentration of credit risk consist principally of cash accounts in financial institutions. Although the accounts exceed the federally insured deposit amount, management does not anticipate nonperformance by the financial institutions.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(1) Summary of Significant Accounting Policies, Continued

(g) Receivables

The School uses the allowance method to account for uncollectible receivables. There was no allowance for doubtful accounts at June 30, 2021 and 2020.

(h) Capitalization, Depreciation and Amortization

Property and equipment are recorded at cost or fair market value at the date of the gift in the case of donated property and equipment. If donors stipulate how long the assets must be used, the contributions are recorded as net assets with donor restrictions. In the absence of such stipulations, contributions of property and equipment are recorded as net assets without donor restrictions.

Depreciation and amortization are provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using the straight-line method. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property and equipment, the appropriate property and equipment accounts are reduced by the related costs and accumulated depreciation or amortization. The resulting gains and losses are reflected in the statements of activities.

(i) Public School District Revenue

The School receives per pupil aid which is passed through several School Districts predominantly in Niagara County. The majority of this comes from the Niagara Falls City School District. New York State Education Department mandates the rate per pupil. For the years ended June 30, 2021 and 2020, the per pupil rate was \$11,931 and \$12,371, respectively, for the Niagara Falls City School District.

(j) Deferred Revenue and Revenue Recognition

Grant awards accounted for as exchange transactions are recorded as revenue when expenditures have been incurred in compliance with the grant restrictions. Amounts unspent are recorded in the statements of financial position as deferred revenue.

(k) Donated Equipment, Materials, Supplies and Personnel Services

Donated equipment, materials and supplies are reflected in the financial statements based on the fair market value at the time of donation.

Donated personnel services meeting the requirements for recognition in the financial statements were not material and have not been recorded. However, many individuals volunteer their time and perform a variety of tasks that assist the School.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(1) Summary of Significant Accounting Policies, Continued

(l) Promises to Give

Contributions are recognized when the donor makes an unconditional promise to give to the School. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

(m) Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities and in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Program related expenses and management and general expenses are allocated based on level of assistance by teachers and employees.

(n) Subsequent Events

The School has evaluated subsequent events through the date of the report which is the date the financial statements were available to be issued.

(o) Risks and Uncertainties

The United States is presently in the midst of a national health emergency related to the COVID-19 virus. The overall consequences of the COVID-19 on a national, regional and local level are unknown, but has the potential to result in a significant economic impact. The impact of this situation on the School and its future results and financial position is not presently determinable.

(p) Income Taxes

The School is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code (the Code), therefore, no provision for income taxes is reflected in the financial statements. The School has been classified as a publicly supported organization that is not a private foundation under Section 509(a) of the Code. The School presently discloses or recognizes income tax positions based on management's estimate of whether it is reasonably possible or probable that a liability has been incurred for unrecognized income taxes. Management has concluded that the School has taken no uncertain tax positions that require adjustment in its financial statements. U.S. Forms 990 filed by the School are subject to examination by taxing authorities.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(2) Liquidity

The School has \$2,660,271 of financial assets available within one year of the statement of financial position date consisting of \$2,090,295 of cash and equivalents and \$569,976 of receivables. None of these financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditures within one year of the statement of financial position date.

(3) Property and Equipment

Property and equipment are recorded at cost. A summary of property and equipment at June 30, 2021 and 2020 is as follows:

	<u>2021</u>	<u>2020</u>
Leasehold improvements	\$ 566,046	566,046
Furniture and equipment	<u>258,976</u>	<u>258,976</u>
	825,022	825,022
Less accumulated depreciation and amortization	<u>(403,148)</u>	<u>(346,842)</u>
Net property and equipment	\$ <u>421,874</u>	<u>478,180</u>

(4) Promissory Note - Paycheck Protection Program

On May 20, 2020, the School received a Small Business Administration (SBA) loan under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) in the amount of \$530,085 with a 1% interest rate.

Pursuant to the terms of the CARES Act rules and regulations, the School applied for the loan to be forgiven by the SBA. On February 11, 2021, the School was notified by the SBA that the original loan has been forgiven in its entirety and, accordingly, has recorded loan forgiveness/grant income of \$530,085 for the year ended June 30, 2021.

(5) Pension Plans

The School participates in the New York State Teachers' Retirement System (NYSTRS), which is a cost-sharing multiple employer, public employees retirement system. NYSTRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(5) Pension Plans, Continued

NYSTRS is administered by the New York State Teachers' Retirement Board and provides retirement, disability, withdrawal and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. NYSTRS issues a publicly available financial report that contains financial statements and required supplementary information. The report may be obtained by writing to NYSTRS, 10 Corporate Woods Drive, Albany, New York 12211-2395.

NYSTRS is noncontributory, except for employees who joined the System after July 27, 1976 and prior to January 1, 2010, who contribute 3% of their salary, except that employees in NYSTRS more than ten years are no longer required to contribute. Those joining NYSTRS on or after January 1, 2010 are required to contribute 3.5% of their salary throughout their active membership. Pursuant to Article 11 of the Education Law, the New York State Teachers' Retirement Board establishes rates annually for NYSTRS.

The School is required to contribute an actuarially determined rate. The rates for NYSTRS were 9.53% and 8.86% of the annual covered payroll as of June 30, 2021 and 2020, respectively. Required annual contributions of \$174,004 and \$142,157 were paid to NYSTRS by the School for the years ended June 30, 2021 and 2020, respectively.

(6) Commitments

(a) Lease Obligations

The School leases its facility under an operating lease which expires in July 2026 subject to annual increases in the consumer price index for the Northeast Region over 2008 as the base year. The School has the option to extend the term of this lease for one five year interval. The lease will terminate on expiration or non-renewal of the School's charter. In addition, the School leases a copier under a lease agreement expiring in July 2026. Rent expense amounted to \$585,258 and \$581,828 for the years ended June 30, 2021 and 2020, respectively.

Minimum future payments for the five years following June 30, 2021 and thereafter are as follows:

2022	\$	577,358
2023		577,358
2024		577,358
2025		577,358
2026		577,358
Thereafter		<u>571,679</u>
		<u>\$ 3,458,469</u>

(b) Transportation Services Obligations

The School has an agreement for bus transportation with a private carrier for its students. The agreement expired on June 30, 2021 and is currently under renegotiation.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(7) Contingency

The School has received grants which are subject to audit by agencies of the state and Federal government. Such audits may result in disallowances and a request for a return of funds. Based on prior years' experience, the School's administration believes that disallowances, if any will be immaterial.

(8) Escrow Account

As set forth in its charter, the School established an escrow account in September 2013 in the amount of \$75,000 for the purpose of funding legal and audit fees in the event of dissolution. The amount in escrow was \$77,647 and \$77,564 as of June 30, 2021 and 2020, respectively.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Board of Trustees
Niagara Charter School:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Niagara Charter School (the School), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to financial statements, and have issued our report thereon dated October 27, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Niagara Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

EFPR Group, CPAs, PLLC

Williamsville, New York
October 27, 2021

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2021-2022 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Niagara Charter School

PROJECTED BUDGET FOR 2021-2022

Assumptions

July 1, 2021 to June 30, 2022

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,176,814	318,000	-	13,300	-	5,508,114
Total Expenses	4,777,672	590,605	-	8,300	174,778	5,551,255
Net Income	399,142	(272,605)	-	5,000	(174,778)	(43,141)
Actual Student Enrollment	309	38	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Therapists & Counselors	1.50	64,802	4,533	-	2,484	71,819	Counselors
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	38	1,300,622	270,256		49,859	1,620,737	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	1.00	46,107	3,225	-	1,768	51,100	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	3.00	95,163	6,656	-	3,648	105,467	Cafeteria Manager and 2 Workers
TOTAL NON-INSTRUCTIONAL	4	141,270	9,881		5,416	156,567	
SUBTOTAL PERSONNEL SERVICE COSTS	51	2,027,282	321,080		77,716	2,426,078	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		164,210	26,007	-	6,295	196,512	Social Security/Medicare + FUTA
Fringe / Employee Benefits		537,960	37,627	-	20,623	596,210	Medical, Dental, NYSUI, Disability & W.C.
Retirement / Pension		172,870	10,790	-	6,471	190,131	NYSTRS
TOTAL PAYROLL TAXES AND BENEFITS		875,040	74,424		33,389	982,853	
TOTAL PERSONNEL SERVICE COSTS		2,902,322	395,504		111,105	3,408,931	
CONTRACTED SERVICES							
Accounting / Audit		25,716	1,798	-	986	28,500	Accounting Services + Independent Audit
Legal		29,325	2,051	-	1,124	32,500	Estimated Legal Expenses for the year
Management Company Fee		-	-	-	-	-	
Nurse Services		4,060	284	-	156	4,500	Per Diem Nursing Services as needed
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		39,701	2,777	-	1,522	44,000	Payroll + HR PEO Services
Special Ed Services		-	60,000	-	-	60,000	Buffalo Hearing & Speech
Titlment Services (i.e. Title I)		9,023	692	-	346	10,061	Purchased services in Entitlement Grants
Other Purchased / Professional / Consulting		75,928	5,311	-	2,911	84,150	BOCES/WNYRIC services, Landscaping/Plowing, Trash Pick-Up, Student Hearings
TOTAL CONTRACTED SERVICES		183,753	72,913		7,045	263,711	
SCHOOL OPERATIONS							
Board Expenses		361	25	-	14	400	Board Meetings
Classroom / Teaching Supplies & Materials		174,968	-	-	-	174,968	Instructional Materials & Supplies
Special Ed Supplies & Materials		-	15,422	-	-	15,422	Special ED materials and supplies
Textbooks / Workbooks		-	-	-	-	-	
Supplies & Materials other		20,978	1,467	-	804	23,249	Office, Health Office and Counselor Supplies/Materials
Equipment / Furniture		13,524	946	-	518	14,988	Cafeteria and Classroom Furniture
Telephone		9,023	631	-	346	10,000	Phone/Internet
Technology		64,795	4,532	-	2,484	71,811	Lease costs for computers + Software Costs
Student Testing & Assessment		8,391	609	-	-	9,000	Testing and student assessment costs
Field Trips		21,137	1,863	-	-	23,000	Field Trips
Transportation (student)		331,601	23,193	-	12,712	367,506	Busing costs
Student Services - other		9,934	876	-	-	10,810	Uniforms, Graduation Ceremonies, Yearbooks
Office Expense		31,310	2,190	-	1,200	34,700	Copier costs, Postage, Fingerprinting and other misc. office costs
Staff Development		156,362	10,937	-	5,994	173,293	Various Staff Developments & Annual Contract for EL training
Staff Recruitment		4,963	347	-	190	5,500	Estimate to advertise for staff positions
Student Recruitment / Marketing		14,888	1,041	-	571	16,500	Estimate to advertise for student recruitment
School Meals / Lunch		-	-	-	-	-	
Travel (Staff)		7,771	544	-	298	8,613	Conference + Travel + Mileage costs
Fundraising		-	-	-	8,300	8,300	Estimated costs for fundraisers
Other		-	-	-	-	-	
TOTAL SCHOOL OPERATIONS		870,006	64,623		8,300	25,131	968,060
FACILITY OPERATION & MAINTENANCE							
Insurance		25,716	1,799	-	985	28,500	Liability, D&O + Property Insurance
Janitorial		126,908	8,876	-	4,866	140,650	Cleaning Services contracted for the year

Niagara Charter School

PROJECTED BUDGET FOR 2021-2022

Assumptions

July 1, 2021 to June 30, 2022

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,176,814	318,000	-	13,300	-	5,508,114
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Net Income	399,142	(272,505)	-	5,000	(174,778)	(43,141)
Actual Student Enrollment	309	38	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES SUPPORT SERVICES

REGULAR EDUCATION SPECIAL EDUCATION OTHER FUNDRAISING MANAGEMENT & GENERAL TOTAL

Building and Land Rent / Lease	537,541	37,597	-	-	20,607	595,745	Building Rent costs
Repairs & Maintenance	22,440	1,570	-	-	860	24,870	Estimated cost for repairs
Equipment / Furniture	902	63	-	-	35	1,000	Maintenance equipment/replacements
Security	34,998	2,448	-	-	1,342	38,788	Video, Alarm & Fire Security Systems Monitoring costs
Utilities	32,483	2,272	-	-	1,245	36,000	Gas, electric, solar and water/sewer
TOTAL FACILITY OPERATION & MAINTENANCE	780,988	54,625			29,940	865,553	
DEPRECIATION & AMORTIZATION	40,603	2,840			1,557	45,000	Depreciation cost on assets for the year
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-			-	-	placed under Cash Flow Adjustment in the renewal application.
TOTAL EXPENSES	4,777,672	590,505		8,300	174,778	5,551,255	
NET INCOME	399,142	(272,505)		5,000	(174,778)	(43,141)	

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Niagara Falls City School District	279	33	312
Lockport City School District	15	3	18
Niagara-Wheatfield School District	11	2	13
North Tonawanda School District	1	-	1
Tonawanda School District	1	-	1
Buffalo City School District	2	-	2
TOTAL ENROLLMENT	309	38	347
REVENUE PER PUPIL	16,753	8,368	-
EXPENSES PER PUPIL	15,462	15,540	-



2021-2022 School Calendar

Calendar subject to change

<p><u>AUGUST</u> 30th- Teachers Report</p> <p><u>SEPTEMBER</u> (18 instructional days) 7th- First Day of School</p> <p><u>OCTOBER</u> (20 instructional days) 8th- NO SCHOOL (Superintendent's Day) 11th- NO SCHOOL (Columbus Day) 29th- ½ Day 12PM Dismissal</p> <p><u>NOVEMBER</u> (18 instructional days) 11th- NO SCHOOL (Veterans Day) 19th- ½ Day 12PM Dismissal Parent Teacher Conferences (1-4pm) 24th- 26th- NO SCHOOL (Fall Break)</p> <p><u>DECEMBER</u> (16 instructional days) 10th- ½ Day 12pm Dismissal 23rd-31st- NO SCHOOL (Winter Break)</p> <p><u>JANUARY</u> (20 instructional days) 3rd- School Resumes 17th- NO SCHOOL (Martin Luther King Day)</p>	<p><u>FEBRUARY</u> (18 instructional days) 11th- ½ Day 12PM Dismissal 21st- NO SCHOOL (President's Day) 22nd- NO SCHOOL</p> <p><u>MARCH</u> (23 instructional days) 3rd- ½ Day 12PM Dismissal 4th- NO SCHOOL (Superintendent's Day) 25th- ½ Day 12PM Dismissal</p> <p><u>APRIL</u> (11 instructional days) 11th-22nd- NO SCHOOL (Spring Break) 25th- School Resumes</p> <p><u>MAY</u> (21 instructional days) 27th- ½ Day 12PM Dismissal 31st- NO SCHOOL (Memorial Day)</p> <p><u>JUNE</u> (15 instructional days) 3rd- NO SCHOOL (Superintendent's Day) 16th- ½ Day 12PM Dismissal 17th- ½ Day 12PM Dismissal 20th- NO SCHOOL (Juneteenth) 21st- ½ Day 12 PM Dismissal 22nd- ½ Day 12 PM Dismissal/Tentative Last Day of School</p>
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*Please refer to the monthly calendar for school events to be announced.

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: JAMES C MUFFOLETTO

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Niagara Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

President

2. Are you an employee of any school operated by the education corporation?
 Yes ✓ No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write 'None' if applicable. Do not leave this space blank</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

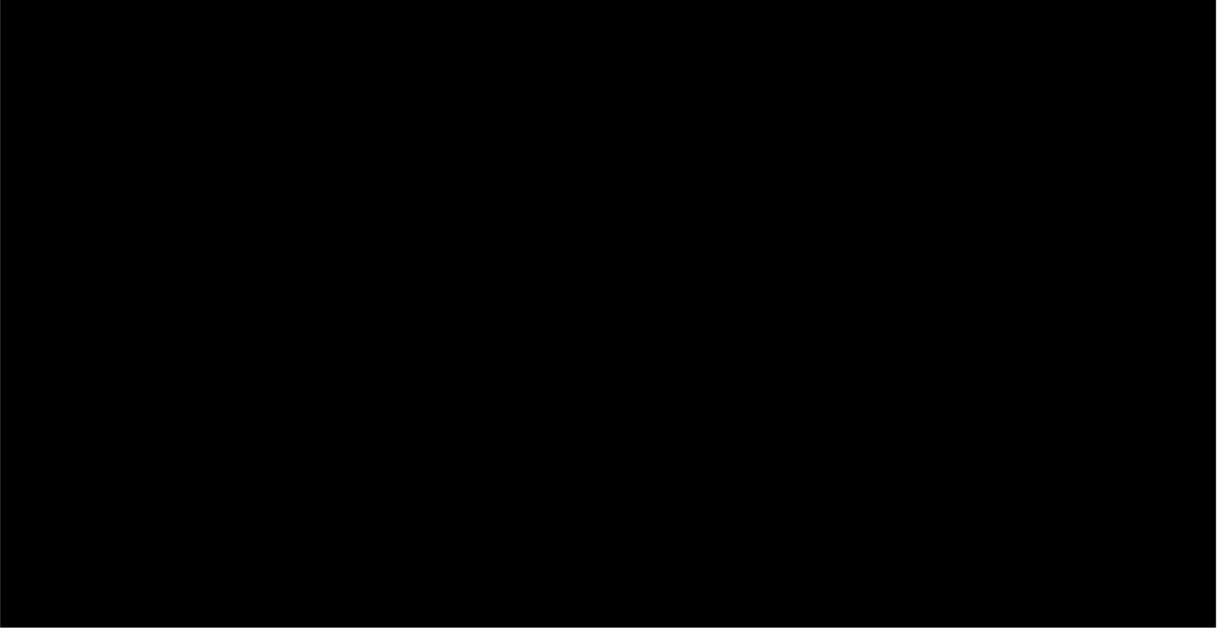
NONE

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature *Janet Clafferty* Date *6/28/21*

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Amy Meshulam

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Niagara Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice President, Academic Committee

2. Are you an employee of any school operated by the education corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? *ND*

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? *NO*

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *ND*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Past employee, Teacher and TOSA 8/2006 → 8/2018

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

MWB

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Amy Grubbs
Signature

6/28/21
Date

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2
3
4



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Ricky Scott

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

NIAGARA CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation. **NO**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

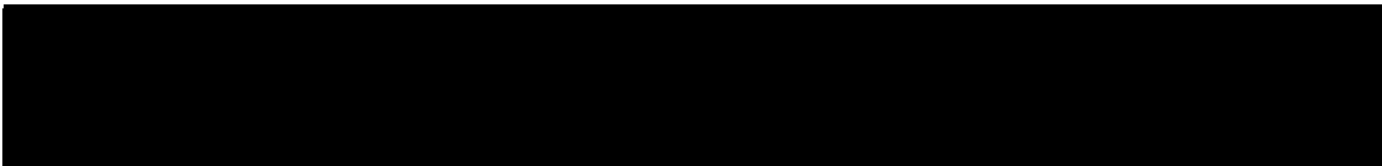
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if appropriate. NONE Do not leave this space blank.</p>				

Bucky Scott
Signature

6/28/2021
Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

MARY SCHEELER

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Niagara Charter

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write	None	Do not leave	to's source blank

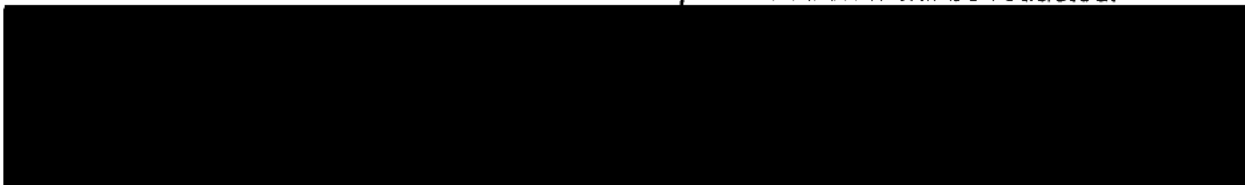
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;"><i>None</i></p>				

Mary J. Schuler
 Signature

6/28/21
 Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Judith E. DiCamillo

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Niagara Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

member-at-large

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *NO*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

AIS assistant - working with small groups of at risk students (K-6) \$20,000.00, Sept. 2009

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

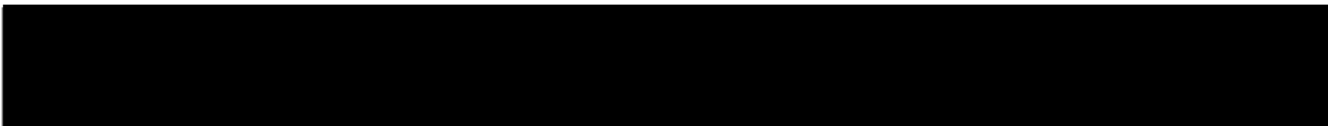
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write None if applicable. Do not leave this table blank</i>			

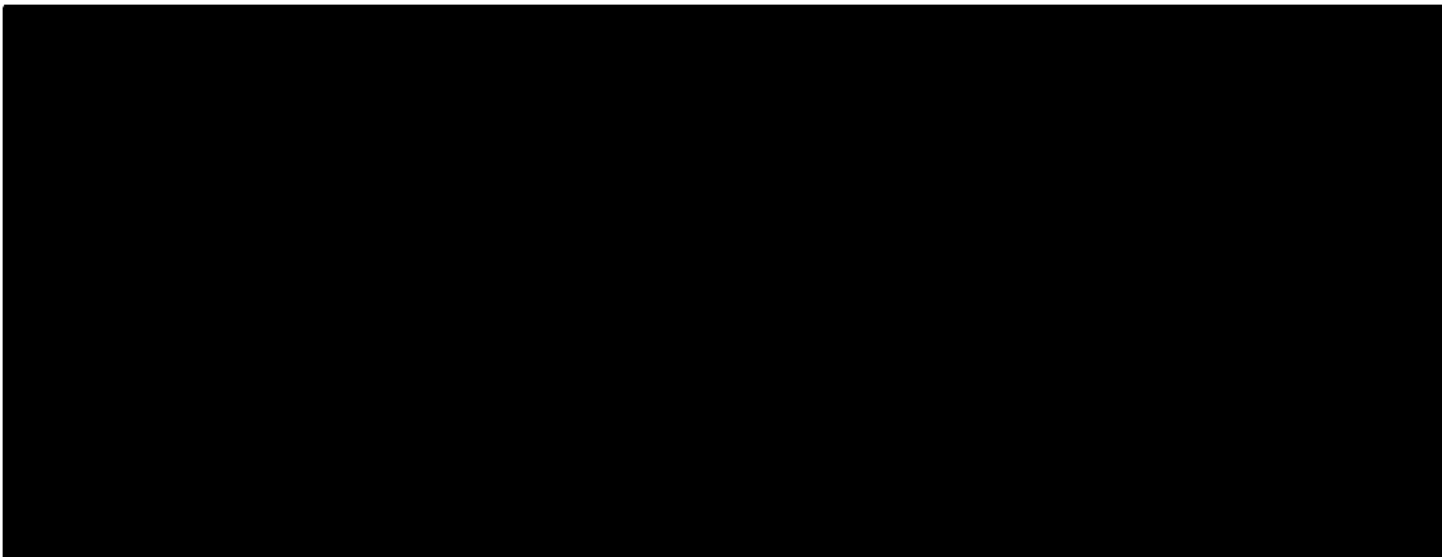
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; font-weight: bold;">— none</p>				

Judith E. DiCarillo
 Signature Date 6/23/21

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Christin M. Smith-Koziel

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Niagara Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Parent

2. Are you an employee of any school operated by the education corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

3. Are you related, by blood or marriage, to any person employed by the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? Yes

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

The mother of 2 students enrolled, one that graduated 6 yrs ago

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation. *N/A*

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

was employed by a private contractor for security work for the opening of a charter school EDISON over 10 years ago

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>20-21</i>	<i>N/A</i>	<i>None</i>	<i>None</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

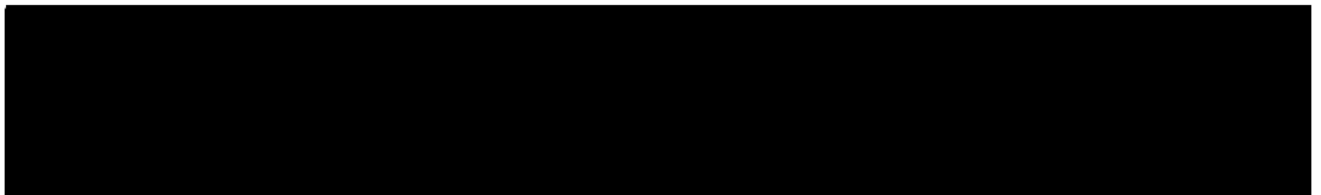
NONE

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>NIC</i>				

Please write "None" if applicable. Do not leave this space blank

Ken M. S. [Signature] _____ *4/28/21* _____
 Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Lauren E. Howe Nalls

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Niagara Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Parent Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

Yes - Parent to Giana and Frankie Nalls -> actively interested in the success and longevity of NCS.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write</i>	<i>None if applicable</i>	<i>Do not leave this space blank</i>	

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Please write "None" if applicable. Do not leave this space blank.

Jamie Hall

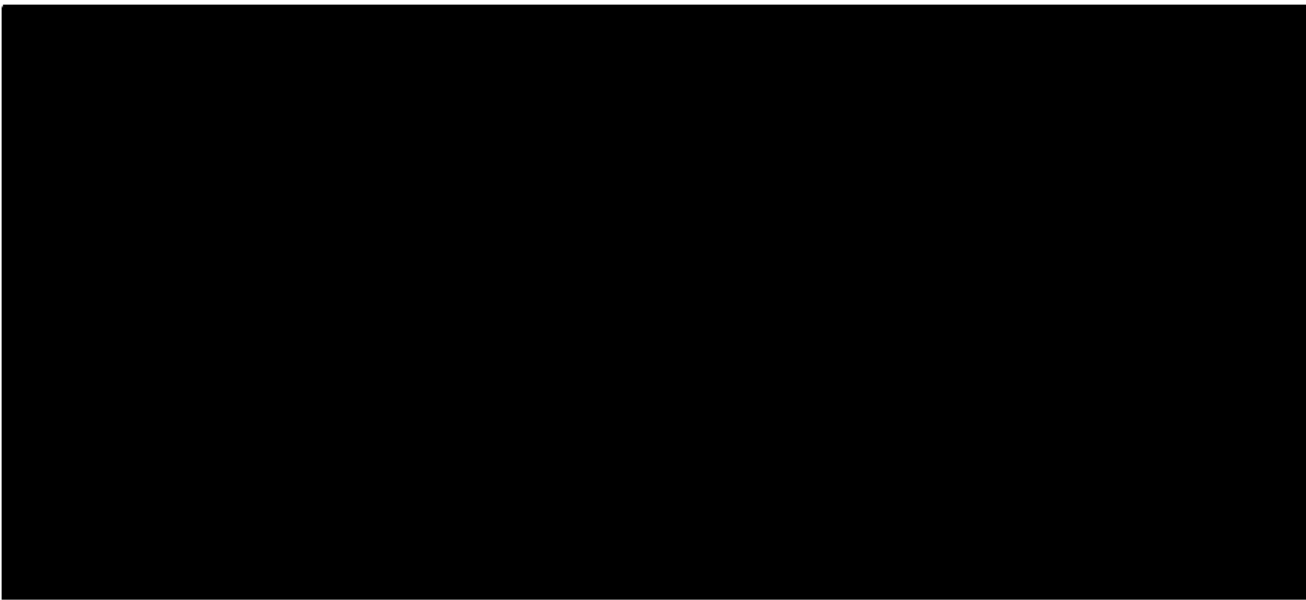
 Signature

6/28/21

 Date

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**TOWN OF WHEATFIELD
Office of the Fire/Safety
Inspector Brian Fineberg**

2800 Church Road, North Tonawanda, NY 14120
Phone: (716) 694-1026 x40 Fax: (716) 694-1800
www.wheatfield.ny.us

Fire/Safety Inspection - Educational

Inspection Date: 7/23/2021

Result: Pass

Inspector: Brian Fineberg

Inspection Location: Niagara Charter School 2077 Lockport Rd

Contact: Wheatfield Development II LLC Phone: Email:

FIRE/SAFETY INSPECTION:

NO SIGNIFICANT VIOLATIONS WERE FOUND THAT REQUIRED ATTENTION AT THE TIME OF INSPECTION. THE PURPOSE OF THIS INSPECTION IS TO ELIMINATE ANY VIOLATION/S OF THE NYS FIRE CODE PREVENTION AND BUILDING CODE TITLE 9 NYCRR, AND PLACING THE PREMISES AND IT'S OCCUPANTS IN A MORE FIRE SAFE CONDITION. KEEP THIS NOTICE FOR YOUR RECORDS.



**OPERATING PERMIT
ISSUED TO:**

**Niagara Charter
School**

2077 Lockport Rd.,
Niagara Falls, NY 14304

Date Issued: July 27, 2021

Permit Number: 14500

Permit Expires: July 27, 2022

Brian Lineberg
Code Enforcement Officer

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
July 21, 2020 at 5:04 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy DiMaggio; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, Judy DiCamillo and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Darci Novak, Ms. Abrams, Ms. Gonzalez, Ms. Cecala, Ms. Demski, Ms. Hopkins, Ms. Granto, Ms. Doronio, Ms. Burwel, Ms. Armstrong, Ms. Boniface

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:04 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion made by Ricky Scott and seconded by Mrs. Howe-Nalls. The agenda for the meeting was approved.

The minutes for the regular meeting of June 23, 2020 were approved on motion made by Ms. DiMaggio and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

The minutes for the annual meeting of June 23, 2020 were approved on a motion made by Mr. Scott and seconded by Mrs. DiCamillo, the minutes were approved with all in favor and no abstentions.

CAO Report, Darci Novak

Ms. Novak reported and reviewed the Dashboard.

Ms. Novak reported that the following individuals attended professional development:

- Theresa Boniface attended Reading and Writing Remotely through Erie 1 BOCES
- Jenna Schratz and Katlin Smith attended Math Distance Learning workshop through Erie 1 BOCES
- Lynn Kasper and Linnea DuFour attended SPED Distance Learning workshop through Erie 1 BOCES
- Linnea DuFour attended Dyslexia Workshop through Bureau of Education and Research
- Megan Ackerman attended Lesson Structure and Design for Math through Greg Tang workshops
- Aimee Gonzalez and Sherrie Tracy attended a virtual PD with BOCES coordinator Elizabeth Kraemer on instructional reports in the data warehouse

- Nicole Kerner from Erie 1 BOCES held 2 virtual trainings for all of Niagara Charter staff on Social Emotional Learning
- Julie LoRusso from Erie 1 BOCES held 2 virtual trainings with grades 3-5 and one virtual trainings with K-2 on implementation of the writing units of study

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Mrs. Scheeler reported that Dr. Bowen’s report for the 2019-2020 school year for the valuation of Ms. Novak will be given at the September, 2020 Board meeting so that the school can get reopened during the pandemic.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- Report given by attorney Jonathan Schechter. Mr. Schechter reported that the Freedom of Information Law policy and Dignity for All Students Act policy required updating so that the same could be submitted with the school’s annual report. Upon motion duly made by Mr. Scott and seconded by Mrs. Scheeler, the FOIL policy was approved. On motion duly made by Mrs. DiMaggio and seconded by Mrs. Howe-Nalls, the DASA policy was approved.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Mr. Scott presented some issues under the CARES Funding Act and indicated that there could be federal money available to the school. Upon motion made by Mr. Scott and seconded by Mrs. Scheeler, Ms. Novak and Mr. Hyland are requested to move forward to pursue any CARES Act funding that the school could provide. The motion was passed with all in favor and no abstentions.
- Next presented at the meeting was a review of the Austin Air purifier systems and purchase of such units for all classrooms and other parts of the building for an approximate purchase price of \$16,500.00. There was a discussion and review of purchasing same in connection with the health of the students in the school. The following motion was made by Mr. Scott and seconded by Mrs. DiCamillo to purchase 25 Austin Air purifiers as presented at this meeting. The resolution was approved by individual vote of the Board of Trustees. The following trustees approved: Mrs. Scheeler, Mrs. DiCamillo, Mr. Scott, Mrs. Howe-Nalls, and Ms. DiMaggio. Mr. James C. Muffoletto abstained.

Unfinished Business: Next there was a discussion of the review and approval of Schools renewal application for the next charter term: Upon Motion Duly Made by Mr. Muffoletto and Seconded by Ms. DiMaggio it was:

RESOLVED: That the Niagara Charter School’s Application for Charter Renewal for the Term July 1, 2021 –June 30, 2026 presented and reviewed at this meeting is approved and the President of the Board of Trustees and the Chief Academic Officer is authorized to finalize same and submit to the New York State Education Department in substantially the form as presented at this meeting subject to such modifications as determined by the President in his sole discretion.

New Business:

- Ms. Novak presented the Niagara Charter School draft reopening plan. It was a very detailed plan put together by Ms. Novak and Mrs. Grant. After review of the plan, a motion was made by Mr. Scott and seconded by Mrs. DiCamillo to approve the plan and to file the plan with the State Education Department and post on the school's website in accordance with the terms of the State Education Department's requirements.

The meeting was adjourned at 7:01 P.M. upon motion made by Mr. Scott and seconded by Mrs. Howe-Nalls.

Mary J. Scheeler

Mary J. Scheeler, Secretary

Doc #798641.1

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
August 18, 2020 at 5:04 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy DiMaggio; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Darci Novak, Ms. Gonzalez, Ms. Hopkins, , Mrs. Grant, Ms. Shratz, Ms. Kasper, Ms. Boniface, Mr. Gerard (last name unknown – new counselor), and Mr. Christopher S. (last name unknown)

Others: Attorney Jonathan D. Schechter

Excused Absence: Judy DiCamillo

Unexcused Absence: None

The meeting was called to order at 5:04 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved made by Ricky Scott and seconded by Mrs. Howe-Nalls.

The minutes for the regular meeting of July 21, 2020 were approved on motion made by Ms. Howe-Nalls and seconded by Mr. Scott. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

Ms. Novak reported on a laundry list of updates since the last meeting including but not limited to the submission of the Charter Renewal Application, the school's reopening plan, and grant applications.

After her update there were comments by James C. Muffoletto, Board President:

Mr. Muffoletto stated that there was no Student Pride Spotlight for August but that he wished to recognize an employee for August and beyond.

He nominated and awarded the "**Employee of the Charter Term**" to Darci Novak. Ms. Novak has put all individual and personal academic responsibilities aside and has concentrated all her efforts, way above and beyond the "Call of Duty", for our charter renewal, staff recruitment and education as well as reopening Niagara Charter School under the most difficult of circumstances. She has not flinched at any of the extraordinary SED demands with respect to covid compliance and reopening protocols. She is a true leader and the embodiment of everything needed for a caring educator. We are extremely grateful for her service to our children and NCS families. We owe her a great debt of gratitude for her devotion to Niagara Charter School and her exemplary school leadership.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Mrs. Scheeler reported that Dr. Bowen's report for the 2019-2020 school year for the valuation of Ms. Novak will be given at the September, 2020 Board meeting so that the school can get reopened during the pandemic.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- No Report for this month.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- No Report for this month.

Unfinished Business: None

New Business: None

The meeting was adjourned at 5:34 P.M. upon motion made by Ms. DiMaggio and seconded by Ms. Hall-Nalls with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
September 15, 2020 at 5:04 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Judy DiCamillo; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Ms. Hartman, Ms., Gonzalez, Ms. Demski, Ms. Hopkins, Ms. McCabe, Ms. Grant, Ms. Guerra, Ms. Schratz, Ms. Smith, Ms. Kasper, Ms. Ackerman, Ms. Cecala, Ms. VeRost, Ms. Armstrong, and Mr. Curren.

Others: Attorney Jonathan D. Schechter

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:04 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved made by Mrs. Scheeler and seconded by Mrs. Howe-Nalls.

The minutes for the regular meeting of August 18, 2020 were approved on motion made by Mrs. Meshulam and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

Ms. Novak reported on the following:

- 5 Staff members (Megan Ackerman, Theresa Boniface, Alanna Cecala, Andrea Hopkins & Jen Smith) participated in virtual PD through Niagara Orleans Teacher Center. The workshops included The Writing Strategies Course and *Know Better, Do Better* book study
- Chris Stoianoff and Darci Novak attended a google certified training through NYSCATE
- NCS staff attended a 2-day training from Leader in Me: *7 Habits of Highly Effective People*
- Cindy Rice and Staci Intriligator from EL education work with the staff for one day on EL Education Flex materials for hybrid learning and accountable talk and conversation cues
- Brian Blaszak from Erie 1 BOCES held google classroom training for all instructional staff

- ESC held their annual non-harassment training for the staff
- 7 staff members (Jamie Guerra, Kayla DiPronio, Megan Ackerman, Allyson Demski, Katlin Smith, Ashley McCabe & Christie Granto) attended EL workshops including, Introduction to EL Education, Behavior Management in the Active Classroom and Crew

Ms. Novak also reported on the school's COVID update. School is with a hybrid model and all is going well with the students and teachers.

Ms. Novak then announced that the employee of the month is Sherrie Tracy. She has been the right hand woman of Ms. Novak and instructional coach, assisting with the school closing and reopening and has been the right hand of administration to get the school reopened.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Mrs. Scheeler reported that Dr. Bowen's report would be given later in the meeting.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- Mrs. Kasper reported that on October 7, 2020, the Committee would be meeting to review the community outreach list distributed over the summer.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Mr. Scott reviewed the financial for July 1, 2019, June 30, 2020 at length. Mr. Scott reviewed the Profit/Loss Reports and the Balance Sheets with the Board of Trustees. The Board of Trustees and Mr. Scott have had lengthy discussions regarding same.

Executive Session:

- Following, at approximately 5:25 p.m., there was a motion made by Mr. Scott, seconded by Mrs. Scheeler to go into executive session to review Dr. Bowen's Report of the Chief Academic Office, Ms. Novak. The motion passed with all in favor. At approximately 5:52 p.m., upon motion made by Mrs. Meshulam and seconded by Ms. Howe-Nalls, and unanimously approved, the Trustees came out of the executive session with no resolutions to be passed.

The meeting was adjourned at 5:53 P.M. upon motion made by Mr. Scott and seconded by Ms. DiCamillo with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
October 20, 2020 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Judy DiCamillo; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Ms. Novak, Mrs. Keicher, Mrs. Gonzalez, Mrs. Kasper, Mrs. Corsaro, Mr. Hyland, Ms. Demski, Ms. Hopkins, Ms. McCabe, Ms. Granto, Ms. Smith, Mrs. Ackerman, Mrs. Cecala, Ms. VeRost, Ms. Armstrong, Ms. Killian, Mrs. Boniface, Mrs. Hartman, Ms. Ansec, Mr. Stoianoff, Mrs. DuFour, and Mr. Curren.

Others: Attorney Jonathan D. Schechter, Julian Rodriguez, Monique Lewis, Taniyah Pryor

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:09 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved made by Mrs. Meshulam and seconded by Mr. Scott.

The minutes for the regular meeting of September 15, 2020 were approved on motion made by Mr. Scott and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

PRIDE Spotlight: Perseverance: I keep trying.

Crew 101-Julian R., Crew 102-Za’Nyiah C., Crew 103-Giavanna J., Crew 104: Aden H., Crew 105-Nolan T., Crew 106-Averyonna M., Crew 107-Kaiden M., Crew 108-Chance S., Crew 114-Ta’Niyah P., Crew 115-Jaiden M., Crew 116-Jaleanah M., Crew 117-Princess J., Crew 118-Storm G., Crew 119-Cayenne N., Music-Rachel L., Art-Da’traevyon W., Gym-Leah C., Nominated by Mrs. DuFour-Ashton M., Nominated by Mrs. Kasper-Heaven M.

Employee of the Month: Theresa Killian, Music Teacher, was nominated by Mrs. Smith-Koziel for Employee of the Month for the month of September.

Ms. Novak reported on the following:

Professional Development:

- 29 families attended Niagara Charter School’s virtual open house

- NCS partnered with Buffalo State and each NCS teacher is mentoring a junior participant (teacher candidate) who is working with students virtually
- Instructional staff had a one-hour learning training on Learning A-Z
- Grades 3-6 participated in a Newsela training session for online learning
- BOCES Social Studies coordinator Jessica Karnes conducted a one-day virtual training with building subs on standards and learning our Social Studies curriculum "Social Studies Alive"
- Staci Intriligaor from EL Education conducted a one-day virtual PD working with grades 4 & 5 on EL Education module content
- The Leader in Me Lighthouse Team (Darci Novak, Sherrie Tracy, Aimee Gonzalez, Jared Curren, Kelsey Hartman, Theresa Boniface, Jen Smith, Sara Felmet, Megan Corsaro, Christie Grant) attended the Leader in Me Lighthouse Training
- Julie LoRusso from BOCES conducted a 2-day virtual PD with Rebecca Armstrong, Katlin Smith & Jamie Guerra-one day on "Writing Workshop Bootcamp," and one day working with grades 1st, 3rd, 4th & 5th on Norming in writing
- Aimee Gonzalez attended "New District Data Coordinator" Training through Erie 1 BOCES
- Darci Novak attended "Technology Integration for Leaders Series: Best Practice in Blended Learning: Danielson Domain 2" through Erie 1 BOCES

A review of the dashboard took place. Open House took place virtually, giving options for parents with children in multiple grade levels. Mr. Scott asked about attendance for virtual students, and Ms. Novak explained that virtual students need to log on and submit an assignment in order to be marked present.

The District-wide Safety Plan is posted to the school's website. Every July, the safety plan needs to be reviewed at the board meeting to be approved and posted on the school's website by September 15th.

Ms. Novak introduced Kelsey Hartman and Jared Curren, NCS School Counselors, who presented on the Niagara Charter School Attendance Initiative.

Community Liaison, Megan Corsaro
Enrollment:

- Kindergarten homerooms have 15 students in each classroom. Of the students on the waitlist, 8 declined, and several of the students have enrolled with Catholic Academy, who is offering in-school classes every day. Currently there are four open registrations, and Mrs. Corsaro is waiting on required paper work. The School is considering allowing all kindergarten students to attend four days per week in second quarter.
- Mrs. Gonzlaez and Ms. Grant) created a recruitment flyer.

- Advertisements have been placed in the Niagara Gazette, Lockport Union Sun, Niagara Wheatfield Tribune, and the Lewiston-Porter Sentinel.
- Kiss 98.5 and WBLK are currently running radio advertisements for the School.
- Mrs. Corsaro went through declined applications and contacted families to see if they have changed their mind about enrolling students at NCS.
- Next steps for recruitment and advertisements are lawn signs and bus benches.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- The Academic Committee met virtually on October 14, 2020
- The School is currently fully staffed.
- The Charlotte Danielson Framework for Teaching Evaluation Instrument has been updated to include remote learning. The new components are geared towards student equity and access, parent communication, and building relationships.
- Ms. Novak shared her goals for the 20-21 school year with the committee. The goals will be shared with trustees at the November meeting.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- There is no formal report from the Governance Committee.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- There is no formal report from the Finance Committee

New Business:

The NYSED Charter School Office will be conducting a Remote Renewal Site Visit December 7-8, 2020. Trustees reviewed the Charter School Board of Trustees Meeting Checklist provided by the Charter School Office.

Executive Session:

Next at approximately 6:15 PM upon motion duly made by Mrs. Meshulam and seconded by Mr. Scott with all in approval, the Board went into executive session to discuss matters of human resources.

Next, at approximately 6:43 PM, upon motion made by Mrs. Scheeler and seconded by Mrs. Nalls with all in favor, the Board came out of Executive Session.

Next, upon motion duly made by Mr. Scott and seconded by Mrs. Meshulam with all in favor, the following resolutions were approved regarding the human resource matter of Chief Academic Officer, Darci M. Novak, discussed in executive session:

RESOLVED, that the Amended and Restated Contract of Employment for Chief Academic Officer Darci M. Novak, expiring June 30, 2021 is amended to provide that the base salary for the period July 1, 2020 and ending June 30, 2021 shall be \$150,000; and it is

RESOLVED, that, upon acceptance of the School's Renewal Charter commencing June 1, 2021, that the School shall enter into a Contract of Employment with Darci M. Novak as Chief Operating Officer, for the Charter Renewal Term commencing July 1, 2021 with a base salary of \$153,000 increasing two percent (2%) at the commencement of each school year during the Charter Renewal Term (the "Renewal Employment Agreement"); and it is further

RESOLVED, the School enter into a Retention Agreement with Darci M. Novak to remain as Chief Operating Officer, for the balance of the School's current Charter Term and agree to remain as Chief Operating Officer during the Charter Renewal Term pursuant to the terms of the Renewal Employment Agreement and that upon execution such Retention Agreement, Darci M. Novak shall be paid the sum of \$25,000 payable one-half (1/2) by December 31, 2020 and one-half (1/2) by January 31, 2021; and it is further

RESOLVED, that any officer of the Board of Trustees is hereby authorized to execute any and all documents to consummate the foregoing resolutions.

The meeting was adjourned at 6:52 PM upon motion made by Mrs. DiCamillo and seconded by Mrs. Scheeler with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
November 17, 2020 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Judy DiCamillo; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Ms. Novak, Mrs. Keicher, Mrs. Gonzalez, Mrs. Kasper, Ms. Schratz, Ms. VeRost, Ms. Hopkins, Mrs. Hartman, Ms. K. Smith, Ms. Demski, Mrs. Cecala, Ms. J. Smith, Ms. Audino, Ms. Guerra, Ms. House, Mr. Curren, Mrs. Boniface, Ms. Grant, Mrs. Ackerman, Mrs. McCabe, Mrs. Abrams, Mrs. DuFour

Others: Attorney Jonathan D. Schechter, Donavin Herbert, Valeriw Swain, Jornellys Vidal

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:08 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved made by Mrs. Scheeler and seconded by Mr. Scott.

The minutes for the regular meeting of October 20, 2020 were approved on motion made by Mr. Scott and seconded by Mrs. Nalls. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

PRIDE Spotlight: Respect: I value myself and others.

Crew 101-Valerie S., Crew 102-Jayla A., Crew 103-Cholie S., Crew 104-Aniyah J., Crew 105-Quincey M., Crew 106-Aaliyah C., Crew 107-Quai-Shawn J., Crew 108-Josiah B., Crew 114-Joshua M., Crew 115-Gabriel D., Crew 116-Elijah W., Crew 117-Howard P., Crew 118-Jaiden M., Crew 119-Ty'Dre C., Music-Donavin H., Art-Namariah L., Gym-Miaelis C., Nominated by Mrs. DuFour-Raeshawn G., Nominated by Mrs. Kasper-Jornellys V.

Employee of the Month: Allyson Demski, Art Teacher, was nominated by Mrs. Felmet for Employee of the Month for the month of October.

Ms. Novak reported on the following:

Professional Development:

- Erie 1 BOCES coordinators (Nicole Kerner, Susan Cyrulik, Elizabeth Kraemer and Julie LoRusso) were at NCS or held virtual meetings 4 days. Topics include behavior management for building subs, Science Standards and Curriculum with building subs,

Math instruction for remote learning for grades K, 4 & 6 and observations on writing and phonics instruction for all grades.

- All instructional staff attended a 1-day Leader in Me-Core 1 training through Franklin Covey.
- Staci Intiligator from EL Education worked with grades K, 1 & 6 on EL Education module content planning.
- Classroom teachers & leadership team attended a session with NWEA on reading reports.
- Darci Novak, Sherrie Tracy, Megan Corsaro & Rebecca Armstrong attended EL Education's National Summit.
- 5 staff members (Linnea DuFour, Andrea Hopkins, Ashley McCabe, Lauren Nowicki & Katlin Smith) attended workshops through Niagara Orleans Teacher Center including Understanding Dyslexia and How to Create a Positive Environment and Power of Movement.
- 2 staff members (Aimee Gonzalez & Kim Abrams) attended workshops through Erie 1 BOCES including BEDS Enrollment SIRS reports, Data Warehouse-Instructional Reports & Physical Education Teacher Consortium.
- 2 staff members (Linnea DuFour & Theresa Killian) attended workshops through the Bureau of Education and Research including Reading Interventions and Distance Learning: Strengthening your Online Music Program.
- Kelsey Hartman and Jared Curren attended a Bully Prevention Workshop through the Alberti Center.
- 8 staff members (Stephanie DeVantier, Brooke Smith, Jill Keicher, Christie Grant, Kelsey Ansec, Jamie Guerra, Theresa Killian, Katlin Smith) attended Motivating Engaging & Inspiring Hard to Reach & Uninterested Students in the Covid Era through the Teacher Learning Center.
- Allyson Demski attended Virtual Educator's Workshop: Who's Afraid of Contemporary Art? Spotlight on Betsy Casanas through the Albright Knox art gallery.

General Updates:

Ms. Novak thanked Ricky Scott for his generous donation to the school's holiday book program.

Ms. Novak updated the trustees on the COVID-19 Micro clusters. Niagara County is Tier 2, and would need a 3% percent positivity rate for a seven-day rolling average to be in a designated Yellow Zone. If Niagara County becomes a Yellow Zone, the school will be required to test 20% of our staff and students who come on campus. Currently NCS has 332 students and 43 staff, and 20% would be approximately 55 individuals. The local health departments do not have

the capacity to assist all schools with testing. NYCSA is working with vendors to acquire pricing for a partnership with various agencies. The school sent out a list of available test sites to families. The Erie County Health Department is encouraging schools to apply to become a testing lab, but schools need a medical director to co-sign the application. Mr. Scott asked if the school nurse can serve as a medical director; Ms. Novak will look into this further. NCS would need parent consent to test students.

The order of additional Chromebooks arrived, and families are being contacted to pick up devices. We will have one-to-one devices if we need to go all virtual

Ms. Novak applied for T-Mobile's Project 10 Million, and NCS was awarded 50 hotspot devices. We are gathering data to determine which families do not have internet service. The devices are free and the school will pay per month per device for data plans. 35 devices will go on the unlimited plan and 15 will go on the lowest data plan. T-Mobile will provide usage reports and the school receive support from an Implementation Specialist.

Ms. Novak provided trustees with a preview of a newly created virtual tour of NCS

The NCS Renewal Visit is scheduled for December 7-8. The CSO team would like to schedule a Board of Trustees focus group on one of the two days. The trustees agreed on Tuesday, December 8th at 4:30 PM.

A review of the dashboard took place.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- The CAO Personal Professional Goals will be the basis of The CAO Evaluation at the end of the school year. Ms. Novak will provide evidence for each goal, as well as a written reflection for the year.
- The Academic Committee will meet formally each quarter with email updates in between as needed. The next meeting will be Tuesday, November 24, 2020.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- The Governance Committee will be meeting November 18, 2020 at 11:30.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Mr. Scott reviewed the final audited version of the financial statements of the 2019-2020 school year.

The meeting was adjourned at 6:06 PM upon motion made by Mrs. Scheeler and seconded by Mr. Scott with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
December 8, 2020 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Judy DiCamillo; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Dr. Novak, Mrs. Keicher, Mrs. Gonzalez, Mrs. Kasper, Mrs. Boniface, Mrs. Cecala, Mr. Stoianoff, Ms. Ansec, Ms. K. Smith, Ms. Guerra, Ms. Hopkins, Mr. Hyland, Ms. J. Smith, Ms. Demski, Ms. House, and Mrs. Ackerman

Others: Attorney Jonathan D. Schechter, Stephan Long, Aiden Dier, Anazja Smith, Ella Kent, Aiden Houseman, Andrea Campbell, Teneisha Guerrant, Rita Amofah, Monique Lewis, Tammy Jones

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:35 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved made by Mr. Scott and seconded by Mrs. DiCamillo.

The minutes for the regular meeting of November 17, 2020 were approved on motion made by Mrs. Scheeler and seconded by Mrs. Nalls. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

PRIDE Spotlight: Integrity: I am honest with myself and others.

Crew 101-Ella K., Crew 102-Olivia K., Crew 103-Aiden D., Crew 104-Hermione G., Crew 105-Sebastian M., Crew 106-Santino G., Crew 107-Dariona T., Crew 108-Andre C., Crew 114-Stephan L., Crew 115-De'Zyre P., Crew 116-Jadrian C., Crew 117-Mikel G., Crew 118-Anazja S., Crew 119-La'Miya F., Music-Jacob M., Art-LaMeirah G., Gym-Elnathan A., Nominated by Mrs. DuFour-Aden H., Nominated by Mrs. Kasper-Zander K.

Employee of the Month: Mrs. Tracy, Instructional Coach, was nominated by Mrs. Boniface and Ms. Smith for Employee of the Month for the month of November.

Dr. Novak reported on the following:

Professional Development:

- Katlin Smith attended Lucy Calkins Office Hours for Units of Study

- Classroom teachers had grade level meetings with Brian Blaszak for Google classroom and Kami training
- Alanna Cecala is participating in Strategies for ELL students (self-paced) through Bureau of Education and Research
- Kim Abrams attended the PE Teacher Consortium through Bureau of Education and Research
- Christie Grant attended K-12 School Infrastructure Security Best Practices through Homeland Security
- Julie LoRusso from Erie 1 BOCES was at NCS for 1 day working with grade level teachers on writing and phonics curriculum observations and feedback
- Nicole Kerner from Erie 1 BOCES was at NCS 1 day conducting observations and giving feedback on behavior management
- Grades 1, 2, 3, 4 & 5 met with Elizabeth Kraemer for BOCES Math meetings on virtual tools for Math instruction
- Cindy Rice from EL Education was at 1 day working with grade levels on equity and inclusion

General Updates:

NCS transitioned to 100% remote learning effective November 30, 2020. We were able to give families a ten-day notice before the transition took place. NCS is not officially in the Yellow Zone of Niagara County, but the school is physically located next to Walmore Road, where the Yellow Zone begins. Since we are in such close proximity to the Yellow Zone, we are continuing to provide students with instruction remotely, especially since the number of COVID-19 cases continues to rise in Niagara County. NCS is on day 7 of remote learning and attendance in virtual classrooms has been very good. During informal observations, most classrooms had 18-20 students present at a given time.

Dr. Novak received an updated guidance document from The New York State Department of Health and The New York State Education Department on December 4, 2020. The guidance is specific to areas designated in Red and Orange Zones and clarifies testing options for students and staff. Schools can request written test results from family health care providers. Schools can have students, faculty and staff go to a testing site run by The New York State Department of Health. Schools can also establish partnerships with entities who are authorized to perform testing. NCS can apply for a Limited-Service Lab (LSL) license but would need a Medical Director to co-sign the application. Next week, the leadership team will survey staff and families to determine if we have at least 20% of staff and families agreeable to COVID-19 testing in order to move forward with one of these testing options. NCS will continue to provide remote learning until we gather more information on testing, as we are trying to avoid re-opening school and then having to close again without notice.

Day 2 has concluded of our site renewal visit. Dr. Novak feels positive after spending two days with Susan Gibbons and the consultant. The CSO team was not able to give specific information regarding the decision, but Susan Gibbons stated that she did not see any red flags. Dr. Novak and Mrs. Keicher were very impressed with staff and students during the site visit.

A review of the dashboard took place. Dr. Novak is very optimistic that the average daily attendance rate will increase moving forward.

Dr. Novak would like to honor a parent of the month at monthly board meetings. Teachers and staff will have the opportunity to nominate a family to receive the recognition. The first parent of the month nomination came from Mrs. Kasper, who nominated Mrs. Christine Smith-Koziel. Dr. Novak congratulated Mrs. Smith-Koziel for being the first recipient of the Parent of the Month award.

Dr. Novak successfully defended her dissertation on November 23, 2020. She thanked the trustees for their support, and for amending her agreement to provide her time off to pursue her studies. Dr. Novak presented an overview of dissertation “The Practices of Exemplary Leadership: A Collective Case Study of Charter School Leadership.” The Board congratulated Dr. Novak on her achievement.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Mrs. Scheeler congratulated Dr. Novak on receiving her doctorate.
- The school transitioned to all remote instruction effective November 30, 2020. Lessons are taking place live with synchronous instruction. Building substitute teachers will contact students in real time if they have not joined the live lessons scheduled.
- Asynchronous lessons will still be available to students who are unable to attend synchronous lessons.
- In order to be marked present, students must complete at least one assignment or exit ticket prior to 4:00 PM. Daily attendance will close at 4:15 PM each day.
- All Chromebooks have been deployed to students. T-Mobile Hotspots will be distributed as soon as the school receives them. We expect them to be delivered to all families in January.
- Dr. Novak began adding evidence to her personal professional goals. She will provide the Academic Committee with a portfolio at the end of the school year.
- The next Academic Committee will be in the third quarter, with a specific date and time to be announced.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- The Governance Committee will be hosting a public virtual tour of NCS on December 17, 2020 at 3:00 PM. Invitations were sent to community businesses and officials to invite them to the tour. During the tour, Mr. Muffoletto will invite attendees to participate in our board through committees or trusteeship.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Mr. Scott reviewed the October 31, 2020 financial reports.
- The school has applied for forgiveness of The Cares Act loan.

The meeting was adjourned at 6:26 PM upon motion made by Mrs. Meshulam and seconded by Mr. Scott with all in favor.

Mary J Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
January 19, 2021 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Ricky Scott; Mary Scheeler; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Dr. Novak, Mrs. Keicher, Mrs. Gonzalez, Mrs. Kasper, Ms. Demski, Ms. Schratz, Ms. Audino, Ms. VeRost, Ms. Hopkins, Ms. House, Ms. Armstrong, Ms. K. Smith, Mr. Curren, Mrs. Hartman, Mr. Stoianoff, Ms. Paonessa, Mrs. Boniface, Ms. J. Smith, Mrs. Cecala, Ms. Guerra, Mrs. DuFour, Ms. Ansec, Ms. Grant

Others: Carolyn DeVaughn, Attorney for NCS, Celeste Scarbrough, Leonardo Rios, Stacey Markovich, Neven Markovich, Karmello Fishburne, Tracy Dean, Philip Dean, Natalee Dean, William Canning, Jaxon'James Bradley, Shardae Shavers

Excused Absence: Amy Meshulam, Judy DiCamillo

Unexcused Absence: None

The meeting was called to order at 5:08 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved made by Mr. Scott and seconded by Mrs. Nalls.

The minutes for the regular meeting of December 8, 2020 were approved on motion made by Mr. Scott and seconded by Mrs. Nalls. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

PRIDE Spotlight: Dedication: I am committed to our PRIDE values.

Crew 101-Elnathan A., Crew 102-Dafne C., Crew 103-Celeste S., Crew 104-Viviana T., Crew 105-Natalee D., Crew 106-Jaxon'James B., Crew 107-Essence R., Crew 108-Giavonna B., Crew 114-Mason T., Crew 115-Najea M., Crew 116-Ty'Enah E., Crew 117-Samuel R., Crew 118-Jaydyn G., Crew 119-De'Shawn S., Music-William C., Art-Rachel L., Gym-Neven M., Nominated by Mrs. DuFour-Karmello F., Nominated by Mrs. Kasper-Santino G.

Employee of the Month: Ms. DiPronio, Building-based Substitute Teacher, was nominated by Mrs. Smith-Koziel for Employee of the Month for the month of December.

Parents of the Month: Mrs. Tracy Dean and Mr. Phillip Dean were nominated by Ms. J. Smith, Ms. Audino, and Ms. Schratz for Parents of the Month for the month of December.

Dr. Novak reported on the following:

Professional Development:

- 3 staff members (Aimee Gonzalez, Allyson Demski & Theresa Killian) attended workshops through Erie 1 BOCES including BEDS Free & Reduced-Price Lunch SIRS Reports, Google Tools for Music Teachers & Google Tools for Art Teachers.
- 8 staff members (Allyson Demski, Theresa Killian, Katlin Smith, Genny Audino, Jamie Guerra, Stephanie DeVantier & Brooke Smith) attended “Engagement in the Remote Setting” through the Teacher Learning Center.
- Cindy Rice was at NCS for 2 days meeting with grade level teachers on Equity in Crew & High-Quality Work Protocol.
- Kim Abrams became certified to teach the First Tee DRIVE by completing The First Tee National School Program 2.0 three-hour online training & The First Tee DRIVE online training session.
- Elizabeth Kraemer from Erie 1 BOCES observed 1st, 5th and 6th grades to provide feedback on virtual Math lessons and engagement.
- Nicole Kerner (Erie 1 BOCES behavior specialist) was at NCS for 1 day observing virtual lessons for grades K-6 and providing feedback to teachers.
- Julie LoRusso was at NCS for 2 days meeting with grade level teachers in Implementing Writing & Phonics Units of Study-looking closer at writing assessments.
- Darci Novak attended Making Best Use of Google Classroom and Free Google Tools to Accelerate Student Learning through Bureau of Education & Research

General Updates:

- Niagara Charter School was granted a Limited Service Laboratory (LSL) license from New York State, and is now approved for on-site COVID-19 testing. Dr. Mark Costanza, from Healthworks WNY, has agree to be the Medical Director for NCS.
- The Leadership Team will be trained by Healthworks WNY on how to administer the testing. As soon as the tests arrive at NCS, families will be notified about students returning to campus.
- Staff will be returning to campus on Monday January 25th. We will begin live streaming from the classrooms. Dr. Novak asked families to bear with us as the school will have 43 staff members on the bandwidth at the same time.
- T-Mobile hotspot devices have been deployed to NCS families. Dr. Novak thanked Mrs. Gonzalez and Ms. Grant for getting the devices set up and delivered to families.
- A review of the dashboard took place. Dr. Novak noted that the average daily attendance rate is increasing. Student participation in synchronous instruction is improving. 8 parents participated in the December FSA meeting. 65 families s participated in the school’s Virtual Exhibition Night.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Dr. Novak and Mrs. Keicher have begun formal observations of instructional staff. The goal is to have all observations completed by March.

- The second round of NWEA testing is scheduled for February. Teachers will participate in a Results Meeting Protocol to analyze student growth.
- Teachers will also participate in a Looking at Student Work protocol to analyze math and writing, with a focus on student voice and real-world application.
- The next Academic Committee meeting will be February 17, 2021.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- The Governance Committee hosted a public virtual tour of NCS on December 17, 2020 at 3:00 PM. Invitations were sent to community businesses and officials to invite them to the tour. Unfortunately, no community members were able to attend.
- The Governance Committee will schedule a second virtual tour of NCS in the future.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- The Finance Committee did not meet last month.
- The M&T bank loan received from the CARES Act PPP Loan Program has been forgiven by the SBA.
- The Finance Committee will meet prior to the next board meeting.

The meeting was adjourned at 5:28PM upon motion made by Mrs. Scheeler and seconded by Mrs. Nalls with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
February 23, 2021 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Ricky Scott; Mary Scheeler; Judy DiCamillo; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Dr. Novak, Mrs. Keicher, Mrs. Gonzalez, Mrs. Kasper, Ms. Demski, Ms. Schratz, Ms. Audino, Ms. VeRost, Ms. Hopkins, Ms. House, Ms. Armstrong, Ms. K. Smith, Mr. Curren, Mrs. Hartman, Mrs. Boniface, Ms. J. Smith, Mrs. Cecala, Ms. Guerra, Mrs. DuFour, Ms. Granto, Mrs. Abrams, Mr. Hyland

Others: Barb Jeffords, Staci Markovich, Anna Smith, Nolan Kudela, Dyllyn Harrison, Ashley Colon, Sabrina Tavaréz

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:01 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 Mr. Scott.

The minutes for the regular meeting of January 19, 2021 were approved on motion made by Mr. Scott and seconded by Mrs. Scheeler. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

PRIDE Spotlight: Excellence: I am committed to our PRIDE values.

Crew 101-Harrison B., Crew 102-Alannah S., Crew 103-Deverin H., Crew 104-August R., Crew 105-Laila R., Crew 106-Layla C., Crew 107-Nolan K., Crew 108-Brayden J., Crew 114-Izabella F., Crew 115-Anailymar C., Crew 116-Kriag L., Crew 117-Addisyn G., Crew 118-Storm G., Crew 119-Mariela R., Music-Jaydyn G., Art-Ysella N., Gym-Reinier M., Nominated by Mrs. DuFour-Hermione G., Nominated by Mrs. Kasper-Gia H.

Employee of the Month: Ms. Granto, Dean of Students, was nominated by Mrs. Hartman for Employee of the Month for the month of January.

Parents of the Month: Mrs. Staci Markovich were nominated by Mrs. Hartman, Ms. Armstrong, and Ms. Smith for Parent of the Month for the month of January.

Dr. Novak reported on the following:

Professional Development:

- 7 Staff Members (Lynn Kasper, Kim Abrams, Megan Corsaro, Kayla DiPronio, Jared Curren, Jessica Ward, Mackenzie Reinard) attended The Zen Educator through Buffalo State Professional Development Schools.
- Andrea Hopkins attended Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques through the Bureau of Education and Research.
- Erie 1 BOCES coordinators were at NCS for 4 days. BOCES Math (Elizabeth Kraemer) observed grades K, 2, 3 & 4 to provide feedback on virtual engagement in Math. Julie LoRusso for ELA was here for 2 days focusing on Units of Study implementation for grades K-6 and Jessica Karnes for Social Studies met with Building Based Substitutes on the S.S curriculum.
- EL Education (Cindy Rice and Staci Intriligator) were at NCS for 3 days including mid-year review observations, annual mid-year review meeting and grade level meetings with teachers focusing on EL Education's enchanted curriculum.
- Katlin Smith attended Teach Your Heart Out (reading engagement strategies for upper elementary, anti-bias teaching, STEAM).
- 2 staff members (Theresa Boniface & Jennifer Smith) attended professional development through O/N BOCES Teacher Center including See it To Learn It & Book Creator Isn't Just for Creating Books and Mindfulness in the Classroom.
- 2 staff members (Jamie Guerra & Sherrie Tracy) attended Units of Study office hours with Lucy Calkins through Heinemann.
- 3 staff members (Jamie Guerra, Aimee Gonzalez and Christie Grant) attended workshops through Erie 1 BOCES including, *She Persisted: Harriet Tubman & Loretta Little Looks Back: Three Voices Go Tell It--* An evening with author Andrea Davis Pinkney & illustrator Brian Pinkney, *Fundamentals of Equity: Exploring Equity and Cultural Responsiveness and Enacting Culturally Relevant Sustaining Teaching in Today's Classroom*
- Sherrie Tracy attended Engaging Students Remotely-Virtual Field Trips through NYS Community Schools Technical Assistance Center

General Updates:

- A review of the dashboard took place.
- Mrs. Meshulam noted the increase in the average daily attendance.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- The Academic Committee met on February 17, 2021.
- To increase attendance and participation, the school is offering 4 days of instruction to all Kindergarten and first grade students. COVID guidelines will be followed when adding to the class rosters. Grades 2-6 will continue to be hybrid, although some students have been approved for 4 days based on individual needs.
- The second round of NWEA assessments have been completed and teachers will be completing a Results Meeting Protocol to analyze student data.

- The AAO evaluation will be conducted using Marzano rubric. Mrs. Keicher provided Dr. Novak with goals and will add artifacts to a digital portfolio. Mrs. Keicher will submit an end of the year reflection.
- Dr. Novak and Mrs. Keicher are continuing to conduct formal observations of instructional staff.
- Susan Gibbons from the Charter School Office notified Dr. Novak that the NCS renewal will be on the agenda for the April Board of Regents meeting.

Governance:

Mrs. Lynn Kasper, Governance Committee Chair

- There is no formal report.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- The Finance Committee met last week to adjust the 2020-2021 budget.
- A review of the financial statements took place.
- A fully revised budget will be presented to the board at the April meeting after the March 31st quarterly statement is completed.

The meeting was adjourned at 5:25PM upon motion made by Mr. Scott and seconded by Mrs. Meshulam with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
March 16, 2021 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Mary Scheeler; Judy DiCamillo; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Dr. Darci Novak, Jill Keicher, Aimee Gonzalez, Jared Curren, Kiana Gordon, Kelsey House, Jamie Guerra, Katlin Smith, Andrea Hopkins, Megan Ackerman, Rebecca Armstrong, Chris Stoianoff, Alanna Cecala, Christie Grant, Jenna Schratz, Jennifer Smith, Kelsey Hartman, Genevieve Audino, Theresa Boniface

Others: Jonathan Schechter, Attorney for NCS, Sharon Daniels, Samuel Reid, Stacey Markovich, Tiffany, Aaliyah, Kamryn, Eric J. Robin J.

Excused Absence: Ricky Scott

Unexcused Absence: None

The meeting was called to order at 5:03 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. Meshulam.

The minutes for the regular meeting of February 23, 2021 were approved on motion made by Mrs. Meshulam and seconded by Mrs. Nalls. The motion was passed with all in favor and no abstentions.

CAO Report, Darci Novak

PRIDE Spotlight: Perseverance: I keep trying.

Crew 101-Liberty C., Crew 102-Kamryn W., Crew 103-Julee D., Crew 104-Loreeonna H., Crew 105-Laila R., Crew 106-Layla C., Crew 107-Nolan K., Crew 108-Brayden J., Crew 114-Izabella F., Crew 115-Anailymar C., Crew 116-Kriag L., Crew 117-Addisyn G., Crew 118-Storm G., Crew 119-Mariela R., Music-Jaydyn G., Art-Ysella N., Gym-Reinier M., Nominated by Mrs. DuFour-Hermione G., Nominated by Mrs. Kasper-Gia H.

Parents of the Month: Ms. Sharon Daniels were nominated by Mrs. Felmet for Parent of the Month for the month of January.

Dr. Novak reported on the following:

Professional Development:

- 7 Staff Members (Lynn Kasper, Kim Abrams, Megan Corsaro, Kayla DiPronio, Jared Curren, Jessica Ward, Mackenzie Reinard) attended The Zen Educator through Buffalo State Professional Development Schools.

- Andrea Hopkins attended Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques through the Bureau of Education and Research.
- Erie 1 BOCES coordinators were at NCS for 4 days. BOCES Math (Elizabeth Kraemer) observed grades K, 2, 3 & 4 to provide feedback on virtual engagement in Math. Julie LoRusso for ELA was here for 2 days focusing on Units of Study implementation for grades K-6 and Jessica Karnes for Social Studies met with Building Based Substitutes on the S.S curriculum.
- EL Education (Cindy Rice and Staci Intriligator) were at NCS for 3 days including mid-year review observations, annual mid-year review meeting and grade level meetings with teachers focusing on EL Education's enchanted curriculum.
- Katlin Smith attended Teach Your Heart Out (reading engagement strategies for upper elementary, anti-bias teaching, STEAM).
- 2 staff members (Theresa Boniface & Jennifer Smith) attended professional development through O/N BOCES Teacher Center including See it To Learn It & Book Creator Isn't Just for Creating Books and Mindfulness in the Classroom.
- 2 staff members (Jamie Guerra & Sherrie Tracy) attended Units of Study office hours with Lucy Calkins through Heinemann.
- 3 staff members (Jamie Guerra, Aimee Gonzalez and Christie Granto) attended workshops through Erie 1 BOCES including, *She Persisted: Harriet Tubman & Loretta Little Looks Back: Three Voices Go Tell It--* An evening with author Andrea Davis Pinkney & illustrator Brian Pinkney, *Fundamentals of Equity: Exploring Equity and Cultural Responsiveness and Enacting Culturally Relevant Sustaining Teaching in Today's Classroom*
- Sherrie Tracy attended Engaging Students Remotely-Virtual Field Trips through NYS Community Schools Technical Assistance Center

General Updates:

- The New York State Education Department released guidance regarding ELA and Math 3-8 assessments. NYS applied for a waiver to cancel the assessments, but a response to the waiver has not been issued. NCS is planning ahead, assuming the assessments will take place. The guidance states that students will only be required to take the multiple choice session 1 of each test. The Science performance test has been canceled.
- Dr. Novak and Mrs. Keicher attended a virtual Town Hall Meeting hosted by the Charter School Office. The CSO launched a new initiative called the Local Assessment Initiative. The CSO will be asking charter schools to submit regular data on local assessments no later than one month after the administration.
- NCS received a very favorable draft renewal report; however, there were several clarifications and corrections we sent to the CSO and are waiting for a response. The NCS renewal should be on agenda for the April Board of Regents meeting.
- A review of the dashboard took place. Mrs. Scheeler asked about Kindergarten students on waitlist. Mrs. Corsaro, Community Liaison, will present to the trustees on enrollment at the April meeting. Mr. Muffoletto congratulated NCS on the continued increase in daily attendance.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- There is no formal report.

Governance:

Mr. James C. Muffoletto, Governance Committee Chair

- As part of the renewal process, the School needs to revise the current fingerprint policy. New employees need to receive fingerprint clearance prior to starting at NCS. No emergency conditional appointments will be granted.
- The draft policy was approved by Charter School Office.
- A motion to approve the new fingerprint policy was made by Mrs. Meshulam, seconded by Mrs. Scheeler. The motion passed unanimously.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Updated financial statements and budget will be presented at the April meeting.

The meeting was adjourned at 5:23 PM upon motion made by Mrs. Scheeler and seconded by Mrs. Nalls with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
April 20, 2021 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Mary Scheeler; Ricky Scott; Judy DiCamillo; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Dr. Darci Novak, Jill Keicher, Lynn Kasper, Aimee Gonzalez, Kiki Gordon, Jared Curren, Sara Felmet, Allyson Demski, Megan Ackerman, Alanna Cecala, Mackenzie Reinard, Andrea Hopkins, Dawn VeRost, Megan Corsaro, Katlin Youker, Chris Stoianoff, Jenna Schratz, Kelsey Hartman, Jamie Guerra, Jennifer Smith, Rebecca Armstrong, Theresa Boniface

Others: Jonathan Schechter, Attorney for NCS, Javonna Johnson, Nadine, William Canning, Donavin Herbert, Elijah Wallace, Santino Groom, Samuel Reid, Jhurden Thompson, Malya B.

Excused Absence:

Unexcused Absence: None

The meeting was called to order at 5:03 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the regular meeting of March 16, 2021 were approved on motion made by Mrs. Scheeler and seconded by Mr. Scott. The motion was passed with all in favor and no abstentions.

AAO Report, Jill Keicher

Mrs. Felmet and Mrs. Gonzalez provided an overview of the National Elementary Honor Society. The following students were inducted into the NCS National Elementary Honor Society for the 2020-2021 school year: William Canning, Ricardo Groom, Addisyn Guidotti, Samuel Reid, Kraig Long III, Iyanah Searight, Elijah Wallace, Storm Groom, Jaydyn Grant, Trinity Pryor, Aubrie Carmona, LaMiya Felix, Donavin Herbert, Deshawn Smith

PRIDE Spotlight: Respect: I value myself and others.

Crew 101-La'vante P., Crew 102-Olivia K., Crew 103-Paisley B., Crew 104-Dandre P., Crew 105-Kaedon S., Crew 106-Makenzi N., Crew 107-Amirra S., Crew 108-Giana N., Crew 114-Layleona P., Crew 115-Alison C., Crew 116-Emmalee S., Crew 117-Jackalyhna M., Crew 118-Jakyia S., Crew 119-Amirah B., Music-Ysella N., Gym-Miking D., Nominated by Mrs. DuFour-Gia H., Nominated by Mrs. Kasper-Samuel R.

Employee of the Month: Ms. Schratz. First Grade Teacher, was nominated by Ms. Armstrong for Employee of the Month.

Parents of the Month: Ms. Chessarae Gipps was nominated by Mrs. Boniface and Mrs. Cecala for Parent of the Month for the month of January.

CAO Report, Darci Novak

Dr. Novak reported on the following:

Professional Development:

- BOCES coordinators (Nicole Kerner, Julie LoRusso and Brian Blaszak were on site or held virtual meetings for 5 days including behavior specialist support, writing units of study support and technology integration.
- Cindy Rice from EL Education was at NCS for 1 day working on accountable teams.
- Allyson Demski attended 2 workshops through the O/N BOCES Teacher Center titled *Teaching to Empower: Taking Action to Foster Student Agency, Self-Confidence, and Collaboration* and *Student Voices and Coalitions: Bridging the Racial Divide Webinar*
- 2 staff members (Kim Abrams & Jamie Guerra) attended workshops through Erie 1 BOCES including *The Academy for Human Rights: Building Civic Engagement Through Literacy-Erie 1 BOCES* and *Physical & Health Education Directors Consortium*.
- 3 staff members (Jenna Schratz, Jennifer Smith & Rebecca Armstrong) attended workshops through the Bureau of Education & Research *Distance Learning: Strengthening Your Online Math Instruction* and *Distance Learning: Strengthening our Online Instruction with 1st Grade*.
- 6 staff members (Sherrie Tracy, Theresa Boniface, Brooke Smith, Allyson Demski, Katlin Smith, Christie Grant) attended *Addressing Trauma in Your School: How are you Coping?* through LIM-Muriel Summers & School Administrator Association.
- 2 staff members (Darci Novak & Jill Keicher) attended *Hiring Practices to Ensure Diversity and Inclusion* through Fred Pryor.
- Aimee Gonzalez attended NWEA & Newsela through NYSCATE.
- 3 staff members (Darci Novak, Christie Grant and Jill Keicher) attended *Emergency Response Training* through The Center for School Safety.
- 2 staff members (Brooke Smith & Mackenzie Reinard) attended *Science & Language Integration* through NYSED.
- 2 staff members (Jared Curren & Kelsey Hartman) attended: *Engaging Elementary Students in Person or Remotely* through NYS School Counseling Association.

General Updates:

- Dr. Novak proudly announced that Niagara Charter School was unanimously approved for a full five-year charter at the Board of Regents Meeting on April 12, 2021.
- NCS staff are working diligently to plan for students to come on campus at full capacity. The current guidelines require three feet social distance in classrooms and six feet social distance while eating meals. Dr. Novak is procuring quotes to add a temporary structure to allow 100 students to eat lunch while maintaining 6 feet social distance. The goal is to have all students back on campus for four days of in-person instruction, leaving Wednesdays closed for sanitation. Students who choose to remain all virtual will still have access to live instruction via Google Meet.

- Niagara Charter School held the Scholastic Book Fair and raised almost \$3,000, which provides the school with \$1,500 in new books for the library.
- Student-Led Conferences were held virtually for 2 days.
- A review of the dashboard took place
- Dr. Novak presented trustees with a draft 2021-2022 calendar. As part of the charter renewal, a calendar modification to reduce instructional days to 185 was approved.
- A motion to approve the 2021-2022 calendar was made by Ms. Nalls, seconded by Mrs. Meshulam. The motion was passed with all in favor and no abstentions.

Community Liaison Report, Megan Corsaro

Recruitment and Enrollment

- Mrs. Corsaro conducted a virtual parent meeting and provided flyers to Head Start on February 24, 2021.
- A full-page advertisement was placed in the Niagara Gazette on December 30, 2020.
- Radio commercials ran on WBLK and Kiss 98.5 in October, 2020.
- An advertisement was placed in Western NY Family Magazine's Exploring Education section in December, 2020.
- The bus bench advertisements were updated in December, 2020.
- The front page of website was changed to recruit new students.
- The lottery was held April 1st. 30 kindergarten applications were received, and 10 students have already been registered.
- Next steps include brainstorming ideas to encourage families to spread the word about Niagara Charter School.
- Mr. Scott asked if any grades in particular have been difficult to fill this year. Mrs. Corsaro said Kindergarten has been the most difficult to enroll students.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Mrs. Scheeler congratulated staff and administration on the five-year renewal.
- Aimee Gonzalez, Data Coordinator, will present the NWEA data to the academic committee prior to the May meeting date. She will provide the trustees with a dashboard by grade level showing how the school is monitoring benchmark data. The charter school office will start requiring all charter schools to submit local assessments into the CSO portal in the very near future.
- The school has seen a great improvement with student attendance across the grade levels, but there are still students we have not heard from or seen this year. The attendance committee has made great efforts to reach each family, unfortunately, not every student story is a successful one. The administrative team will be meeting with teachers throughout the next week. The discussion will focus on individual students and data that pertains to them. A collective discussion about each student will determine if retention is deemed necessary and appropriate.
- The school's technology infrastructure needs an update, as most the internal equipment is 15 years old. Mr. Stoianoff is working with our IT company, iEvolue, to procure a quote for the overhaul. This information will be presented to the finance committee and the rest of the board at the May meeting.

Governance:

Lynn Kasper, Governance Committee Chair

- There is no formal report

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair

- An updated budget will be presented at the May meeting

The meeting was adjourned at 5:43 PM upon motion made by Mr. Scott and seconded by Mrs. DiCamillo with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Monthly Meeting
May 18, 2021 at 5:00 PM
Video Conference**

Trustees in Attendance via Zoom: James C. Muffoletto, President; Amy Meshulam; Mary Scheeler; Ricky Scott; Lauren Howe-Nalls, and Christine Smith-Koziel (pending SED approval)

Staff in Attendance via Zoom: Dr. Darci Novak, Jill Keicher, Lynn Kasper, Aimee Gonzalez, Lauren Nowicki, Genevieve Audino, Kelsey House, Andrea Hopkins, Elanda Harris, Jen Smith, Kaitlin Youker, Jenna Schratz, Jamie Guerra, Megan Ackerman, Theresa Boniface, Alanna Cecala, Chris Stoianoff, Dawn VeRost, Kiki Gordon, Linnea DuFour, Tim Hyland

Others: Jonathan Schechter, Attorney for NCS, Rita Amofah, Zachary Shipley, Vera Swain, Shanice, Teneisha Guerrant

Excused Absence: Judy DiCamillo

Unexcused Absence: None

The meeting was called to order at 5:02 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion made by Mr. Scott and seconded by Mrs. Meshulam.

The minutes for the regular meeting of April 20, 2021 were approved on motion made by Mrs. Scheeler and seconded by Mrs. Nalls. The motion was passed with all in favor and no abstentions.

AAO Report, Jill Keicher

The Office of the New York State Attorney General recognizes students for their courage, commitment, and character through the “Triple C” award. The following Niagara Charter School students were presented with the “Triple C” award: Ta’Karia O., Valerie S., Layla C., Taheya C., Storm G., Trinity P.

PRIDE Spotlight: Integrity: I am honest with myself and others.

Crew 101-Liliana N., Crew 102-Ameena R., Crew 103-Josiah B., Crew 104-Leah C., Crew 105-De’Shayah P., Crew 106-Karmello F., Crew 107-Elijah N., Crew 108-Eric N., Crew 114-Howard P., Crew 115-Navi R., Crew 116-Amiya G., Crew 117-Ricardo G., Crew 118-Namar B., Crew 119-Cayenne N., Music-MaRaya C., Gym-Ta’Karia O., Art-Amarie C., Nominated by Mrs. DuFour-A’marionna F., Nominated by Mrs. Kasper-Zachary S.

Employee of the Month: Ms. Hopkins. Third Grade Teacher, was nominated by Ms. House and Mrs. Cecala for Employee of the Month.

Parents of the Month: Ms. Vera Swain and Ms. Rita Amofah were nominated by Ms. Nowicki for the Parent of the Month award.

Mr. Schechter, Attorney for NCS

- Upon reviewing the updated New York State COVID guidance for schools, Mr. Schechter announced that the board can hold in-person board meetings in the temporary structure outside of the school.
- Committee meetings can take place in the school as long as committee members wear masks and maintain social distance.
- Mr. Schechter reviewed the school's building lease agreement. The lease expires at the end of July, 2026, with the option to renew for a 5-year term. The trustees need to consider whether to stay in the current building or look for a new building.
- Mrs. Meshulam inquired if there is an option to buy the current building. Mr. Schechter stated that there is no option to purchase our building in the current lease. If the board determines, we could begin negotiations with the owner to acquire the building.
- Mr. Muffoletto stated that the board would formulate a plan to analyze our current facilities and future needs.

CAO Report, Darci Novak

Dr. Novak reported on the following:

Professional Development:

- Erie 1 BOCES coordinators (Nicole Kerner, Elizabeth Kraemer & Julie LoRusso) were at NCS for 3 days. Their work included classroom observations, NYS Next Generation Standards ELA training and Math spiral review training.
- EL Education school designers (Staci Intriligator & Cindy Rice) were at NCS working with teachers on EL module implementation and critical thinking.
- Alanna Cecala attended Reading & Writing Strategies for the Online and In-Person Classroom through Heinemann
- 5 staff members (Darci Novak, Jill Keicher, Aimee Gonzalez, Sherrie Tracy & Christie Grant) attended A.B. Combs Global Leadership Day.
- Aimee Gonzalez attended WNYRIC Applicant Tracking through Erie 1 BOCES.

General Updates:

- In honor of EL Education's Better World Day, a group of Niagara Charter School staff and students participated in Beautify Niagara to clean neighborhoods in Niagara Falls on Saturday May 8th. Dr. Novak thanked Aimee Gonzalez and Megan Corsaro for organizing the school's participation in the event. Dr. Novak thanked the following staff for participating and representing NCS at the event: Aimee Gonzalez, Megan Corsaro, Maranda Paonessa, Jill Keicher, Jared Curren, and Christie Grant.
- We have successfully established a large structure in the back of the building which provides an outdoor eating and learning space for students. The structure can accommodate up to 80 students while maintaining social distance.
- Out of 333 currently enrolled students, there are currently 75 students who are all virtual.
- Kindergarten and 6th grade graduations will take place on Wednesday, June 16th. Kindergarten graduation will run from 10:00 AM-12:00 PM and sixth grade graduation

will run from 1:00 PM-3:00 PM. We will continue to implement a drive through celebration as we did last year.

- Dr. Novak updated trustees on technology infrastructure. We have one quote to update switches and access points, and are working on getting additional quotes. Dr. Novak will review all quotes and submit a proposal for the June board meeting.
- Each year ESC works with NCS and an insurance broker to secure health insurance options for NCS employees. For the new enrollment period, NCS was required to switch from a large group plan to a small group plan. There were changes in coverage in the new plan that were not disclosed to Dr. Novak. Because the new plan coverage was insufficient, Dr. Novak negotiated a secondary health insurance plan for employees who need coverage in areas not included in the new plan.
- Mrs. Meshulam would like trustees to be invited to participate in next year's Better World Day.
- Mrs. Corsaro, Community Liaison, is actively working on Kindergarten enrollment.
- A review of the dashboard took place.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

The Academic Committee met on Wednesday, May 12th to review NWEA assessments and Leader in Me implementation.

NWEA Assessments:

- The third and final NWEA assessment is currently being conducted in classrooms and will conclude at the end of May. Immediately following each assessment, families are provided with a family report that presents all key information pertaining to their child's test results.
- Teachers have been formally trained on how to navigate the NWEA reports and data, and are provided with a detailed grade report, class report, and student goal setting sheets after each assessment.
- Teachers completed a Student Learning Objective (SLO) after assessment 1 to indicate a growth goal for each student. After assessment 2, teachers completed and presented a Results Meeting Protocol to the leadership team. Teachers will be provided with an end of the year completed SLO report after the assessment concludes.
- Aimee Gonzalez will prepare a final report for the June board meeting to discuss NWEA, student growth, and NYS proficiency projections.

Leader in Me:

- Staff members have been separated into 4 action teams, under the direction of the members of the Lighthouse Team. Each team has been working diligently since the start of the year on initiatives around leadership and culture.
- The MRA (Measurable Results Assessment) is currently being given to all staff, all families, and students grades 4-6. The purpose of the MRA is to collect, analyze, and report staff and school level outcomes related to the Leader in Me's focus on leadership, culture and academics.
- Aimee Gonzalez will prepare a final report for the June board meeting to discuss the progress NCS has made with Leader in Me, and the results of the MRA with the trustees.

Governance:

Jim Muffoletto, Board President

- The Board will resume in-person meetings based on NYS guidance. The Governance Committee will meet before the next board meeting to discuss in-person board meetings.
- There are no open at-large trustee seats for the upcoming year. Parent trustees are elected annually. Mr. Muffoletto encouraged Mrs. Nalls and Mrs. Smith-Koziel to stay on another year. The Governance Committee will continue their outreach to elicit parent participation in trusteeship and/or committee work.
- The New York State Charter Schools Association will be hosting a webinar titled “Implications of COVID-19 Relief Funding” on May 19, 2021 from 4:00-5:00. Mr. Muffoletto encouraged all trustees to attend to understand what financial assistance will be available to schools.
- Mr. Muffoletto requested a change to the June board meeting date to Mr. Hyland and Dr. Novak time to assess all of the financial information, and to give Mr. Hyland time to develop the 2021-2022 budget. The budget needs to be adopted in June for the July 1 fiscal year.
- All trustees agreed to change the June meeting to Monday, June 28, 2021 at 5:30 PM.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair

- Mr. Scott reviewed the financial statements from March 31, 2021.
- My Hyland noted that NCS enrollment is down 17 students, which is approximately \$190,000 in loss of revenue.
- Several years ago, the funding formula for special education students was changed, however the billing process was not changed. The Niagara Falls City School District went back through five years of billing, and based on the new formula, sent NCS a bill for \$170,000, which is being paid in increments.
- In return, NCS will be providing the Niagara Falls City School District with a bill for services that are supposed to be paid by the district, including library and software monies, and speech and physical therapy services. The finance committee supports pursuing these funds from the Niagara Falls City School District.
- NCS will receive monies through the ESSER grant and the COVID relief fund. Mr. Hyland and Dr. Novak will be working together to determine how these funds will be used over the next few years.
- Mr. Scott would like trustees to consider options for relocating the school to the city of Niagara Falls since the school’s students are predominantly from the city. After much board discussion, it was determined that Mr. Muffoletto will organize a board committee to begin the process of assessing our current facilities and future facilities needs.
- Mrs. Nalls inquired about mapping to see where the majority of NCS students are living.

The meeting was adjourned at 6:23 PM upon motion made by Mrs. Scheeler and seconded by Mr. Scott with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Regular Meeting
June 28, 2021 at 5:30 PM**

Trustees in Attendance: James C. Muffoletto, President; Amy Meshulam; Mary Scheeler; Ricky Scott; Judy DiCamillo; Lauren Howe-Nalls, and Christine Smith-Koziel

Staff in Attendance: Dr. Darci Novak, Jill Keicher, Lynn Kasper, Aimee Gonzalez, Theresa Boniface, Christie Grant

Others: Jonathan Schechter, Attorney for NCS, Frankie Nalls, Nicole Hayes, Olivia Carpenter, Anyeriel Collazo-Santiago, Xavier Lewis, Lauren Molina, Alannah Smith, Reinier Markovich, Heaven Merchant, Faith Williams, Karmello Fishburne, Jacob McCreary, Joshua McCreary, Sebastian McCreary

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 5:32 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion made by Mrs. Smith-Koziel and seconded by Mrs. DiCamillo.

The minutes for the regular meeting of May 18, 2021 were approved on 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

PRIDE Spotlight: Dedication: I can do more than I thought possible.

Crew 101-Frankie N., Crew 102-Ameena R., Crew 103-Lariah H., Crew 104-Aaron S., Crew 105-Julian E., Crew 106-Romeo C., Crew 107-Olivia C., Crew 108-Anyeriel C., Crew 114-Dajea W., Crew 115-La'Meirah G., Crew 116-Zander K., Crew 117-La'Zhane B., Crew 118-Rachel L., Crew 119-Xavier L., Music-Emmalee S., Gym-Lauren M., Art-Jackalyhna M., Nominated by Mrs. DuFour-Zoey K., Nominated by Mrs. Kasper-Jaxon'James B.

PRIDE Spotlight: Excellence: I am committed to our PRIDE values.

Crew 101-Kenniya M., Crew 102-Alannah S., Crew 103-Isaiah H., Crew 104-Reinier M., Crew 105-Michelle S., Crew 106-Miking D., Crew 107-Zionna C., Crew 108-Da'Shanti H., Crew 114-Mason T., Crew 115-Heaven M., Crew 116-Aiyanna C., Crew 117-Durelle C., Crew 118-Jaydyn G., Crew 119-Faith W., Music-Jacob M., Gym-Joshua M., Art-Karmello F., Nominated by Mrs. DuFour-Hermione G., Nominated by Mrs. Kasper-Isyss D.

Employee of the Month: Mrs. Gonzalez, Achievement Lighthouse Coordinator, was nominated by Mrs. Felmet for Employee of the Month.

Parents of the Month: Mr. and Mrs. Collazo-Santiago were nominated by Ms. House, Mrs. Drozek was nominated by Ms. VeRost, and Mr. and Mrs. Campbell were nominated by Mrs. Burwell.

CAO Report, Darci Novak

Dr. Novak reported on the following:

Professional Development:

- Jenna Schratz attended Guided Reading: Practical Strategies to Differentiate Using Small Group Instruction (Grades K-2) through the Bureau of Education & Research.
- Sherrie Tracy & Sara Felmet attended Fountas & Pinnell Leveled Literacy Intervention Institute through Heinemann.
- 3 staff members (Jared Curren, Kelsey Hartman & Christie Granto) attended the Chronic Absence Virtual Meeting Community Series through the NYS Community Schools Technical Assistance Centers.
- Jaren Curren attended What Do Children Really Know About Death and Grief? through Good Grief Schools.
- Katlin Youker & Jamie Guerra are participating in a book study called *How to Be an Antiracist* (starts in May and continues throughout the summer) through Erie 1 BOCES.
- Nicole Kerner was at NCS for 1 day conducting observations and providing feedback to teachers.
- BOCES coordinators worked with NCS staff for 5 days. Julie LoRusso (ELA) was at NCS for 3 days planning and mapping with Sherrie Tracy for the upcoming school year. BOCES coordinators Brian Blaszak worked with grades K-3 on technology integration and Susan Cyrulik worked with Sherrie Tracy for 1 day on mapping Science Curriculum.
- Cindy Rice & Staci Intrilligator from EL Education held 2 virtual meetings; 1 day working with grade levels on a critical thinking anchor chart and with the leadership team on EL's implementation review, and 1 day working on EL curriculum.

General Updates:

- A review of the dashboard took place.
- Mrs. Meshulam asked about Kindergarten enrollment. Currently there are 40 Kindergarten students registered. Mrs. Corsaro is also working on enrolling additional first grade students due to Kindergarten being under enrolled in 20-21.
- Mr. Scott asked what Dr. Novak thought the upcoming school year might look like. Dr. Novak is awaiting guidance from the New York State Education Department.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Dr. Novak provided the Academic Committee with a digital portfolio and will provide a reflection in the next couple of weeks. The committee will provide the trustees with an update at the July meeting.

Aimee Gonzalez, Achievement Lighthouse Coordinator

NWEA Assessments:

- NWEA testing was conducted 3 times this school year. Overall, we had much success with completing each round of testing, despite the changes in learning modalities. For each round of testing, more than 90% of students completed the assessment.
- The NWEA assessment data it is being used as baseline data to assist teachers in differentiating and driving instruction in the classroom.
- In terms of growth, 67% of NCS students improved their RIT score by 5 or more points in math from fall to spring. 59% of students improved their RIT score by at least 5 points in ELA from fall to spring.
- Moving forward, teachers will continue to use the data to set instructional goals for each student and assist in closing the learning gaps we are experiencing due to the pandemic.
- Dr. Novak reported that NCS will participate in the Modern Classrooms Project grant. The Modern Classrooms Project focuses on differentiation through individualized instruction for students using instructional videos.

Leader in Me:

- We were very successful in our first year of Leader in Me implementation. The students have been learning about and consistently utilizing the 7 habits of highly effective people in their classrooms and daily lives. LIM is very evident in classrooms and throughout the halls of NCS, and the language was very present during student-led conferences held at the beginning of the month.
- Our staff action teams, each led by members of the Lighthouse Team have worked diligently since the start of the year on LIM initiatives around academics, culture and leadership.
- In May, the MRA (Measurable Results Assessment) was given to all staff and families, and students grades 4-6. Trustees received the MRA in the board packet for review.
 - The second page lists the targeted results for leadership, culture, and academics. These are our end goals as a lighthouse school.
 - The last page contains the survey results. This breaks down the areas of leadership, culture and academics into 3 subcategories each and a description of each. The results compared to the 2019-2020 baseline data results indicate that NCS is on an upward trend in every area.
 - Using this data, new targets were set for the 2021-2022 school year and using this data each action team was able to plan for initiatives for the upcoming year.
- Mr. Scott asked how the school did this year with the LIM targets that were set. Mrs. Gonzalez reported that the leadership team met with the LIM Coach to discuss the targets. We kept the same targets for areas the school is still working towards and then added new targets based on the MRA data.

Governance:

Jim Muffoletto, Board President

- The committee met to discuss elections. Both parent trustees have agreed to sign on another year.
- The Board needs to develop a more formal approach to community and parent involvement. The Governance Committee welcomes input from all trustees.

- The Board needs to discuss and analyze the school's current facilities. This will be determined by a new committee of the board that will be established in Executive Session because of current contractual arrangements.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair

- Mr. Scott reviewed the amended 2020-2021 budget
- NCS is authorized for 350 students. The budget was set for 345 students because shortfalls in enrollment may lead to reduced revenue.
- Mr. Muffoletto thanked Mr. Hyland for his extraordinary work with amending and finalizing the current budget and drafting the upcoming school year's budget.
- A motion was made to approve the amended budget for the 2020-2021 school year by Mr. Scott, seconded by Mrs. Nalls. The motion was passed with all in favor and no abstentions.
- Mr. Scott reviewed the draft 2021-2022 budget.
- A motion was made to approve the 2021-2022 budget by Mr. Scott, seconded by Mrs. Meshulam. The motion was passed with all in favor and no abstentions.

Executive Session:

A motion to go into Executive Session to discuss matters of contractual relations was made at 6:29 PM. by Mr. Muffoletto, seconded by Mr. Scott, with all in favor and no abstentions.

A motion to exit Executive Session was made at 6:46 PM by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

A motion was made to authorize the establishment of a pro tem facilities committee by Mrs. Smith-Koziel, seconded by Mrs. Scheeler. The motion passed with all in favor and approved unanimously with no abstentions.

The meeting was adjourned at 6:48 PM upon motion made by Mr. Scott and seconded by Mrs. Meshulam with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Annual Meeting
June 28, 2021 at 6:00 PM
Niagara Charter School**

Trustees in Attendance: James C. Muffoletto, President; Amy Meshulam; Mary Scheeler; Ricky Scott; Judy DiCamillo; Lauren Howe-Nalls, and Christine Smith-Koziel

Staff in Attendance: Dr. Darci Novak, Jill Keicher, Tim Hyland

Others: Jonathan Schechter, Attorney for NCS

Excused Absence: None

Unexcused Absence: None

The meeting was called to order at 6:49 PM with President, James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion made by Mrs. Nalls, seconded by Mrs. Meshulam.

CAO Report, Darci Novak

Dr. Novak's annual report of the school year:

The best word to describe the 20/21 school year is perseverance. School leadership, instructional staff and support staff had to work together to provide our students with a safe learning environment. We came together to provide all students with access to learning opportunities, whether in-person or online. Navigating during the pandemic was very challenging, and all members of the NCS staff felt the pressures and stress of this new environment. However, in true NCS spirit, the staff rallied together and we were able to bring a sense of normalcy to our school.

In order to provide students with a highly effective school, as a staff we needed to practice and implement the habits of highly effective people.

We had to be proactive. We had to maintain proactive responses, demonstrate responsibility, accountability, initiative and resourcefulness.

We had to begin with the end in mind. Before we could reopen the school, we had to define what outcomes we needed to achieve, and we had to develop a vision of what it would look like. We had to assign roles and responsibilities to support staff to assist with this work, and we had to be clear in what our purpose was - to provide all students with equitable access to high quality education.

To achieve this, we had to consider putting first things first, meaning we had to focus on the highest priorities and eliminate the unimportant at the time. We had to put work first and then play, and we had to diligently plan each week, month, and quarter to be successful.

This was an extremely challenging year for us all, and to persevere through, we had to think win-win. We had to have an abundance mentality, and balance courage and consideration when dealing with families and peers during this difficult time.

With this we also needed to remember to seek first to understand then to be understood. We all needed to practice listening before speaking, practice empathic listening, and respectfully seek to understand what families and students needed. Empathic communication in the digital world was a necessity.

Through all of this we also learned the value of synergizing and knowing that together is better. We built on one another's strengths and pooled our creativity to work in cooperation to achieve our goals.

We learned so much from each other and with each other during this year, and I am very excited to carry over some of the new learning, teaching methods and practices into our next five year charter.

In closing, to best prepare for the year ahead, we all need to continue to sharpen our saws. We know balance is best when overcoming obstacles, so we need to stay aware of attending to our bodies, minds, hearts, and our spirits.

I would like to thank my entire NCS family for the amazing support and dedication I experienced this past year, and I want to thank the BOT for their ongoing support as well. Thank you.

Trustee Elections:

Mr. Muffoletto advised the Board that Parent Trustees, Mrs. Nalls and Mrs. Smith-Koziel, have both agreed to serve another term on the Board.

A motion to nominate Mrs. Nalls and Mrs. Smith- Koziel for parent trustees was made by Mrs. Scheeler, seconded by Mrs. Meshulam. The motion was passed with all in favor and no abstentions.

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. Nalls, seconded by Mrs. DiCamillo. The motion was passed with all in favor and no abstentions.

Mr. Muffoletto announced that the Board Committee Chairs have all agreed to serve another year.

The meeting was adjourned at 6:56 PM upon motion made by Mrs. Nalls and seconded by Mrs. Scheeler with all in favor.

Mary J. Scheeler

Mary J. Scheeler, Secretary



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Niagara Charter School
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Niagara Wheatfield Central School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Timothy Hyland
School Fiscal Contact Email:	hylandtimothy3@gmail.com
School Fiscal Contact Phone:	716-563-6167
School Audit Firm Name:	EFPR Group LLP
School Audit Contact Name:	David Urban, CPA
School Audit Contact Email:	urban@efprgroup.com
School Audit Contact Phone:	716-204-5722
Audit Period:	2020-21
Prior Year:	2019-20

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Form 990	Tax return is only in draft form.
Federal Single Audit (A-133)	N/A - Grants received are less than \$750,000 threshold
Corrective Action Plan	N/A

Niagara Charter School
Statement of Financial Position
as of June 30

	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 2,090,295	\$ 2,963,129
Grants and contracts receivable	-	-
Accounts receivables	569,976	136,881
Prepaid Expenses	44,744	60,065
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	<u>2,705,015</u>	<u>3,160,075</u>
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 421,874	\$ 478,180
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	<u>421,874</u>	<u>478,180</u>
TOTAL ASSETS	<u><u>3,126,889</u></u>	<u><u>3,638,255</u></u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 27,738	\$ 43,490
Accrued payroll, payroll taxes and benefits	449,374	383,968
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	<u>477,112</u>	<u>427,458</u>
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ 530,085
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	<u>-</u>	<u>530,085</u>
TOTAL LIABILITIES	<u>477,112</u>	<u>957,543</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 2,649,777	\$ 2,680,712
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>2,649,777</u>	<u>2,680,712</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>3,126,889</u></u>	<u><u>3,638,255</u></u>

**Niagara Charter School
Statement of Activities
as of June 30**

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 3,973,669	\$ -	\$ 3,973,669	\$ 4,251,110
State and Local Per Pupil Revenue - SPED	261,488	-	261,488	287,669
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	1,237,954	-	1,237,954	233,017
State and City Grants	-	-	-	-
Other Operating Income	26,159	-	26,159	46,246
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	5,499,270	-	5,499,270	4,818,042
EXPENSES				
Program Services				
Regular Education	\$ 4,989,912	\$ -	\$ 4,989,912	\$ 4,087,785
Special Education	349,014	-	349,014	264,622
Other Programs	-	-	-	-
Total Program Services	5,338,926	-	5,338,926	4,352,407
Management and general	191,279	-	191,279	150,824
Fundraising	-	-	-	-
TOTAL EXPENSES	5,530,205	-	5,530,205	4,503,231
SURPLUS / (DEFICIT) FROM OPERATIONS	(30,935)	-	(30,935)	314,811
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	-	-	-	-
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	(30,935)	-	(30,935)	314,811
NET ASSETS - BEGINNING OF YEAR	\$ 2,680,712	\$ -	\$ 2,680,712	\$ 2,365,901
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 2,649,777	\$ -	\$ 2,649,777	\$ 2,680,712

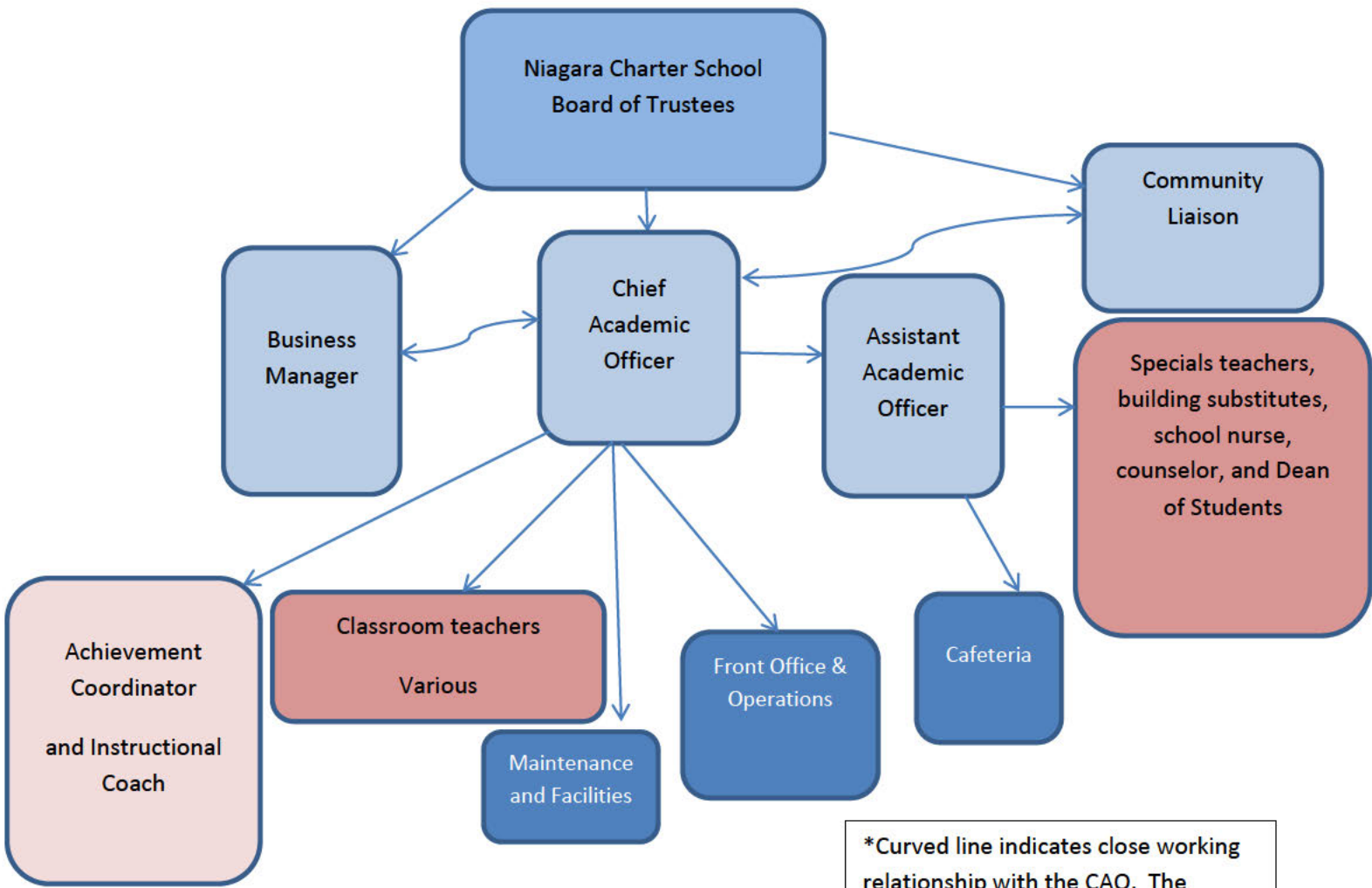
**Niagara Charter School
Statement of Cash Flows**

as of June 30

	<u>2021</u>	<u>2020</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ (30,935)	\$ 314,811
Revenues from School Districts	-	-
Accounts Receivable	(433,095)	131,002
Due from School Districts	-	-
Depreciation	56,306	64,329
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	15,321	(4,989)
Accounts Payable	(15,752)	(127,830)
Accrued Expenses	65,406	(49,288)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Grant income - paycheck protection program	(530,085)	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ (872,834)	\$ 328,035
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	-	(44,858)
Other	-	530,085
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ -	\$ 485,227
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ (872,834)	\$ 813,262
Cash at beginning of year	2,963,129	2,149,867
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 2,090,295	\$ 2,963,129

**Niagara Charter School
Statement of Functional Expenses
as of June 30**

		2021							2020		
		Program Services				Supporting Services					
No. of Positions		Regular	Special	Other Education	Total	Fundraising	Management and	Total	Total		
		Education	Education				General				
	Personnel Services Costs	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Administrative Staff Personnel	2.00	507,465	35,066	-	542,531	-	21,276	21,276	563,807	422,243
	Instructional Personnel	41.00	1,494,653	103,281	-	1,597,934	-	62,664	62,664	1,660,598	1,442,875
	Non-Instructional Personnel	10.00	86,421	5,972	-	92,393	-	3,623	3,623	96,016	107,137
	Total Salaries and Staff	53.00	2,088,539	144,319	-	2,232,858	-	87,563	87,563	2,320,421	1,972,255
	Fringe Benefits & Payroll Taxes		587,160	40,573	-	627,733	-	24,617	24,617	652,350	581,405
	Retirement		156,616	10,822	-	167,438	-	6,566	6,566	174,004	142,157
	Management Company Fees		-	-	-	-	-	-	-	-	-
	Legal Service		23,928	1,653	-	25,581	-	1,004	1,004	26,585	28,793
	Accounting / Audit Services		18,683	1,291	-	19,974	-	783	783	20,757	19,256
	Other Purchased / Professional / Consulting Services		338,175	23,368	-	361,543	-	14,178	14,178	375,721	155,081
	Building and Land Rent / Lease		526,773	36,400	-	563,173	-	22,085	22,085	585,258	581,828
	Repairs & Maintenance		248,440	17,167	-	265,607	-	10,416	10,416	276,023	235,939
	Insurance		26,291	1,817	-	28,108	-	1,102	1,102	29,210	45,705
	Utilities		34,447	2,380	-	36,827	-	1,444	1,444	38,271	52,417
	Supplies / Materials		270,834	18,715	-	289,549	-	11,355	11,355	300,904	71,101
	Equipment / Furnishings		-	-	-	-	-	-	-	-	-
	Staff Development		99,561	6,880	-	106,441	-	4,174	4,174	110,615	98,719
	Marketing / Recruitment		16,963	1,172	-	18,135	-	711	711	18,846	19,715
	Technology		9,983	689	-	10,672	-	419	419	11,091	10,004
	Food Service		-	-	-	-	-	-	-	-	-
	Student Services		264,984	20,920	-	285,904	=	-	-	285,904	35,028
	Office Expense		32,921	2,275	-	35,196	-	1,380	1,380	36,576	37,961
	Depreciation		50,679	3,502	-	54,181	-	2,125	2,125	56,306	64,329
	OTHER		194,935	15,071	-	210,006	-	1,357	1,357	211,363	351,538
	Total Expenses		\$ 4,989,912	\$ 349,014	\$ -	\$ 5,338,926	\$ -	\$ 191,279	\$ 191,279	\$ 5,530,205	\$ 4,503,231



*Curved line indicates close working relationship with the CAO. The Business Manager and the Community Liaison report directly to the Board of Trustees.