



Entry 1 School Information and Cover Page

Created: 07/10/2018 • Last updated: 07/31/2018

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

a. SCHOOL NAME NIAGARA CS (REGENTS)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER (As of June 30th, 2018) Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

c. DISTRICT / CSD OF LOCATION Niagara-Wheatfield

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	2077 Lockport Road, Niagara Falls, NY 14304			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Darci M. Novak
Title	Chief Academic Officer
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL) <http://www.niagaracharterschool.org/>

f. DATE OF INITIAL CHARTER 08/2005

g. DATE FIRST OPENED FOR INSTRUCTION 08/2006

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Niagara Charter School is a project-based learning K-6 school that fosters the unique potential of each child through involvement in original research, critical thinking, and problem-solving, along with development of character and active learning skills.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). 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. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	<p>EL Education's five Core Practices:</p> <p>CURRICULUM - Academically rigorous learning expeditions, case studies, projects, fieldwork, and service learning inspire students to think and work as professionals do, contributing high quality work to authentic audiences beyond the classroom.</p> <p>INSTRUCTION - Our classrooms are alive with discovery, inquiry, critical thinking, problem-solving, and collaboration. Teachers talk less. Students talk and think more.</p> <p>ASSESSMENT - Our leaders, teachers, and students 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.</p> <p>CULTURE & CHARACTER - Our school builds a culture of respect, responsibility, courage, and kindness, where students and adults are committed to quality work and citizenship.</p> <p>LEADERSHIP - School leaders build a cohesive school vision focused on student achievement and continuous improvement.</p>
Variable 2	<p>Habits of Scholarship: Niagara Charter School's Habits of Scholarship name 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, and are as follows: 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>
Variable 3	<p>Extended school day and year: Students are in session for 190 school days each year. The school day is 7 hours in length, with students arriving at 8:55 am and dismissing 4:00 pm.</p>
Variable 4	<p>Enrichment and Remediation block: 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. Enrichment work is directed to creative and critical thinking skills in math, ELA, and technology. Student must demonstrate exceptional performance and responsibility in the classroom to participate in enrichment activities. The extended school day allows for an hour of enrichment and remediation each day.</p>
Variable 5	(No response)
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2018 349

j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

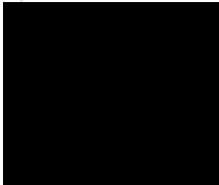
I1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
--	--------------------

I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	2077 Lockport Road, Niagara Falls, NY 14304		Niagara-Wheatfield	K-6	No	N/A
Site 2						
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Darci Novak			
Operational Leader	Darci Novak			
Compliance Contact	Darci Novak			
Complaint Contact	Darci Novak			
DASA Coordinator	Lisa Pearce			

m1. Are any sites in co-located space? If yes, please proceed to the next question. No

IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC

m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/17535260/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/17535260/nBjtmqxAKU/>

Site 2 Certificate of Occupancy

(No response)

Site 2 Fire Inspection Report

(No response)

Site 3 Certificate of Occupancy

(No response)

Site 3 Fire Inspection Report

(No response)

n1. Were there any revisions to the school's charter during the 2017-18 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	Instructional calendar was modified from 200 to 190 days for the 18/19 fiscal year.	April 24, 2018	June 28, 2018
2				
3				
4				
5				

o. Name and Position of Individual(s) Who Completed this Annual Report.

Darci M. Novak, Chief Academic Officer

p. Our signatures (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. Check **YES if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Dan McNamara". The letters are cursive and somewhat stylized, with a large 'D' and 'M'.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "James E. Murphy". The signature is written in a cursive style with a large 'J' and 'M'.

Date

2018/07/31

Thank you.



**OPERATING PERMIT
ISSUED TO:**

**Niagara Charter
School**

2077 Lockport Rd.,
Niagara Falls, NY 14304

Date Issued: October 4, 2017

Permit Number: 090417

Permit Expires: October 4, 2018

Bria Fineberg
Code Enforcement Officer



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: 10/4/2017

Result:Pass

Inspector: Brian Fineberg

Inspection Location: Niagara Charter School 2077 Lockport Rd

Contact: Niagara Charter School 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.



Entry 2 NYS School Report Card Link

Last updated: 07/10/2018

NIAGARA CS (REGENTS)

1. CHARTER AUTHORIZER (As of June 30th, 2018) REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?instid=800000058977&year=2017&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



Entry 3 Progress Toward Goals

Created: 07/10/2018 • Last updated: 07/12/2018

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 by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	During the first year of a five year charter, a minimum of 50% of the students who attend Niagara Charter School continually for 2 or more years will meet proficiency levels on the New York State ELA assessments grades 3-6. This will increase by 5% of each charter year.	NYS grades 3-6 ELA assessments		Data not available.
Academic Goal 2	During the first year of a five year charter, a minimum of 55% of the students who attend Niagara Charter School continually for 2 or more years will meet proficiency levels on the New York State Math assessments grades 3-6. This will increase by 5% of	NYS grades 3-6 Math assessments		Data not available.

	each charter year.			
Academic Goal 3	A minimum of 75% of the students who attend Niagara Charter School continually for 2 or more years will meet proficiency on the New York State Grade 4 Science assessment.	NYS 4th grade Science assessment		Data not available.
Academic Goal 4	Each year the percentage of Niagara Charter School students that meet proficiency on grades 3-6 assessments, to include ELA and Math, will exceed the respective percentage of students from the Niagara Falls City School District.	NYS ELA and Math assessments		Data not available.
Academic Goal 5	Students enrolled at Niagara Charter School for 2 or more years will have an average percent proficient that is at or above the state-wide percent proficient on the New York State ELA and Math assessments.	NYS ELA and Math assessments		Data not available.
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

2. Do have more academic goals to add? No

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Not applicable			
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				

5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Not applicable			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Created: 07/12/2018 • Last updated: 07/25/2018

NIAGARA CS (REGENTS)Section Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	4502242
Line 2: Year End FTE student enrollment	349
Line 3: Divide Line 1 by Line 2	12901

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:

The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:

<http://www.p12.nysed.gov/psc/AuditGuide.html>.

Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	341532
Line 2: Management and General Cost (Column)	169522
Line 3: Sum of Line 1 and Line 2	511054
Line 5: Divide Line 3 by the Year End FTE student enrollment	1464

Thank you.

NIAGARA CHARTER SCHOOL

Financial Statements

June 30, 2018

(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 statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses and cash flows for the year 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 audit. We conducted our audit 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, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Niagara Charter School's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 30, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 29, 2018, 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 29, 2018

NIAGARA CHARTER SCHOOL
Statement of Financial Position
June 30, 2018
with comparative totals for 2017

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash	\$ 1,928,181	1,669,370
Receivables, net of allowance of \$73,167 in 2018	245,147	384,656
Prepaid expenses	63,957	72,899
Total current assets	<u>2,237,285</u>	<u>2,126,925</u>
Property and equipment, at cost	1,132,469	1,085,918
Less accumulated depreciation and amortization	<u>(734,736)</u>	<u>(698,971)</u>
Net property and equipment	<u>397,733</u>	<u>386,947</u>
Total assets	<u>\$ 2,635,018</u>	<u>2,513,872</u>
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	55,360	18,711
Accrued expenses:		
Payroll and payroll taxes	157,564	168,755
Pension	227,977	252,855
Total accrued expenses	<u>385,541</u>	<u>421,610</u>
Deferred revenue	<u>1,000</u>	<u>-</u>
Total current liabilities	441,901	440,321
Unrestricted net assets	2,193,117	2,073,551
Commitments and contingency (notes 3 and 5)	<u> </u>	<u> </u>
Total liabilities and net assets	<u>\$ 2,635,018</u>	<u>2,513,872</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
 Statement of Activities
 Year ended June 30, 2018
 with comparative totals for 2017

	<u>2018</u>	<u>2017</u>
Revenue:		
Public School Districts:		
Resident student enrollment	\$ 4,159,126	4,101,719
Students with disabilities	237,962	239,420
Other revenue from public school districts	31,384	43,727
Grant income	190,105	171,381
Contributions	22,721	25,708
Other	19,199	43,766
Total revenue	<u>4,660,497</u>	<u>4,625,721</u>
Expenses:		
Program services:		
Regular education	3,977,952	4,113,943
Special education	302,152	200,652
Total program services	<u>4,280,104</u>	<u>4,314,595</u>
Management and general	260,827	178,724
Total expenses	<u>4,540,931</u>	<u>4,493,319</u>
Increase in unrestricted net assets	119,566	132,402
Unrestricted net assets at beginning of year	<u>2,073,551</u>	<u>1,941,149</u>
Unrestricted net assets at end of year	<u>\$ 2,193,117</u>	<u>2,073,551</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
Statement of Functional Expenses
Year ended June 30, 2018
with comparative totals for 2017

	No. of positions	Program Services			Management and general	Total	
		Regular education	Special education	Total		2018	2017
Personnel services costs:							
Instructional personnel	39	\$ 1,358,930	102,038	1,460,968	99,611	1,560,579	1,545,019
Administrative personnel	3	297,401	22,331	319,732	21,800	341,532	329,835
Non-instructional personnel	5	105,773	7,942	113,715	7,753	121,468	156,316
Total salaries	47	1,762,104	132,311	1,894,415	129,164	2,023,579	2,031,170
Fringe and payroll taxes		665,405	49,963	715,368	48,775	764,143	774,373
Office expense		11,481	862	12,343	842	13,185	11,619
Printing and production		22,072	1,657	23,729	1,618	25,347	30,388
Telephone		5,213	391	5,604	382	5,986	13,583
Meetings and travel		7,825	588	8,413	574	8,987	15,110
Consulting fees		79,528	5,971	85,499	5,830	91,329	107,454
Supplies		43,731	3,283	47,014	3,206	50,220	71,147
Interest expense		37	3	40	3	43	74
Professional fees		114,417	8,591	123,008	8,387	131,395	108,339
Advertising		15,712	1,180	16,892	1,152	18,044	13,377
Dues and subscriptions		924	69	993	68	1,061	11,150
Insurance		43,083	3,235	46,318	3,158	49,476	46,094
Licenses and permits		230	17	247	17	264	3,837
Legal fees		19,262	1,446	20,708	1,412	22,120	47,126
Occupancy		491,437	36,900	528,337	36,023	564,360	540,747
Repairs and maintenance		114,282	8,581	122,863	8,377	131,240	100,117
Staff development		63,945	4,801	68,746	4,687	73,433	67,489
Utilities		36,672	2,754	39,426	2,688	42,114	40,384
Garbage collection		10,240	769	11,009	751	11,760	11,302
Health center		8,831	736	9,567	-	9,567	5,566
Security		2,046	154	2,200	150	2,350	6,665
Student transportation		312,972	26,081	339,053	-	339,053	341,724
Depreciation		48,440	3,637	52,077	3,551	55,628	53,009
Student activities and field trips		30,357	2,530	32,887	-	32,887	35,395
Uncollectible aid from School Districts		67,538	5,629	73,167	-	73,167	-
Miscellaneous		168	13	181	12	193	6,080
Total expenses		\$ 3,977,952	302,152	4,280,104	260,827	4,540,931	4,493,319

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL
 Statement of Cash Flows
 Year ended June 30, 2018
 with comparative totals for 2017

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities:		
Increase in unrestricted net assets	\$ 119,566	132,402
Adjustments to reconcile increase in unrestricted net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	55,628	53,009
Uncollectible aid from School Districts	73,167	-
Changes in:		
Receivables	66,342	(41,813)
Prepaid expenses	8,942	(72,899)
Accounts payable	36,649	(51,564)
Accrued expenses	(36,069)	(64,756)
Deferred revenue	<u>1,000</u>	<u>-</u>
Net cash provided by (used in) operating activities	325,225	(45,621)
Cash flows from investing activities - additions to property and equipment	<u>(66,414)</u>	<u>(22,887)</u>
Net increase (decrease) in cash	258,811	(68,508)
Cash at beginning of year	<u>1,669,370</u>	<u>1,737,878</u>
Cash at end of year	<u>\$ 1,928,181</u>	<u>1,669,370</u>
Supplemental schedule of cash flow information - disposal of fully depreciated property and equipment	<u>\$ 19,863</u>	<u>-</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL

Notes to Financial Statements

June 30, 2018

(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, 2021. 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 three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. The School does not have any temporarily or permanently restricted net assets as of June 30, 2018 and 2017. Accordingly, net assets of the School and changes therein are classified and reported as follows:

Unrestricted net assets - 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 statement 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. The allowance for doubtful accounts amounted to \$73,167 at June 30, 2018. There was no allowance for doubtful accounts for the years ended June 30, 2017.

(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 restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support.

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 statement 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, 2018 and 2017, the per pupil rate was \$11,925 and \$11,425, 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 statement 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.

(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 unrestricted net assets if the restrictions expire in the year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(1) Summary of Significant Accounting Policies, Continued

(m) Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

(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) 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.

(2) Property and Equipment

Property and equipment are recorded at cost. A summary of property and equipment at June 30, 2018 and 2017 is as follows:

	<u>2018</u>	<u>2017</u>
Leasehold improvements	\$ 518,983	452,569
Furniture and equipment	613,486	613,486
Books	<u> -</u>	<u>19,863</u>
	1,132,469	1,085,918
Less accumulated depreciation and amortization	<u>(734,736)</u>	<u>(698,971)</u>
Net property and equipment	\$ <u>397,733</u>	<u>386,947</u>

(3) 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 2021. Rent expense amounted to \$564,360 and \$540,747 for the years ended June 30, 2018 and 2017, respectively.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(3) Commitments, Continued

(a) Lease Obligation, Continued

Minimum future payments for the five years following June 30, 2018 and thereafter are as follows:

2019	\$	577,400
2020		577,400
2021		577,400
2022		571,679
2023		571,679
Thereafter		<u>1,715,037</u>
	\$	<u>4,590,595</u>

(b) Transportation Services Obligations

The School has an agreement for bus transportation with a private carrier for its students. The agreement commenced on July 1, 2016 and shall expire on June 30, 2021.

Minimum future transportation payments under the operating lease for the three years following June 30, 2018 are as follows:

2019	\$	346,884
2020		346,884
2021		<u>346,884</u>
	\$	<u>1,040,652</u>

(4) 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.

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.

NIAGARA CHARTER SCHOOL
Notes to Financial Statements, Continued

(4) Pension Plans, Continued

The School is required to contribute an actuarially determined rate. The rates for NYSTRS were 9.80% and 11.72% of the annual covered payroll as of June 30, 2018 and 2017, respectively. Required annual contributions of \$164,657 and \$202,200 were paid to NYSTRS by the School for the years ended June 30, 2018 and 2017, respectively.

(5) 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.

(6) 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 \$76,645 and \$76,009 as of June 30, 2018 and 2017, 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, 2018, 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 29, 2018.

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) to determine the 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 determination of financial statement amounts. 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 29, 2018

REPORT TO THE BOARD

October 29, 2018

The Board of Trustees
Niagara Charter School

Dear Board Members:

We have audited the financial statements of Niagara Charter School (the School) for the year ended June 30, 2018, and have issued our report thereon dated October 29, 2018. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2018. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

For the year ended June 30, 2018, we evaluated the key factors and assumptions used by management in determining that accounting estimates were reasonable in relation to the financial statements taken as a whole.

Sensitive Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Their most sensitive disclosure affecting the financial statements is the disclosure of contingency in note 5.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There were no material uncorrected misstatements detected as a result of our audit procedures.

Disagreements with Management

For purposes of this report, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



Annual Financial Statement Audit Report

School Name:	Niagara Charter School
Date (Report is due Nov. 1):	November 1, 2018
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:	
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	EFPRGroup, CPAs
School Audit Contact Name:	Debra Zevetchin
School Audit Contact Email:	
School Audit Contact Phone:	
Audit Period:	2017-18
Prior Year:	2016-17

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	
Federal Single Audit (A-133)	
Corrective Action Plan	

**Niagara Charter School
Statement of Financial Position
as of June 30**

	<u>2018</u>	<u>2017</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,928,181	\$ 1,669,370
Grants and contracts receivable	-	-
Accounts receivables	245,147	384,656
Prepaid Expenses	63,957	72,899
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	2,237,285	2,126,925
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 397,733	\$ 386,947
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT	397,733	386,947
TOTAL ASSETS	<u>2,635,018</u>	<u>2,513,872</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 55,360	\$ 18,711
Accrued payroll, payroll taxes and benefits	385,541	421,610
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	1,000	-
Other Current Liabilities	-	-
TOTAL CURRENT	441,901	440,321
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	-	-
TOTAL LIABILITIES	<u>441,901</u>	<u>440,321</u>

NET ASSETS

Unrestricted	\$ 2,193,117	\$ 2,073,551
Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>2,193,117</u>	<u>2,073,551</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>2,635,018</u></u>	<u><u>2,513,872</u></u>

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

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 4,159,126	\$ -	\$ 4,159,126	\$ 4,101,719
State and Local Per Pupil Revenue - SPED	237,962	-	237,962	239,420
State and Local Per Pupil Facilities Revenue	190,105	-	190,105	171,381
Federal Grants	31,384	-	31,384	43,727
State and City Grants	-	-	-	-
Other Operating Income	25,611	-	25,611	53,303
Food Service/Child Nutrition Program	<u>16,309</u>	<u>-</u>	<u>16,309</u>	<u>16,171</u>
TOTAL OPERATING REVENUE	4,660,497	-	4,660,497	4,625,721
EXPENSES				
Program Services				
Regular Education	\$ 3,977,952	\$ -	\$ 3,977,952	\$ 4,113,943
Special Education	302,152	-	302,152	200,652
Other Programs	-	-	-	-
Total Program Services	4,280,104	-	4,280,104	4,314,595
Management and general	260,827	-	260,827	178,724
Fundraising	-	-	-	-
TOTAL EXPENSES	4,540,931	-	4,540,931	4,493,319
SURPLUS / (DEFICIT) FROM OPERATIONS	119,566	-	119,566	132,402
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	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	119,566	-	119,566	132,402
NET ASSETS - BEGINNING OF YEAR	\$ 2,073,551	\$ -	\$ 2,073,551	\$ 1,941,149
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR

\$ 2,193,117 \$ - \$ 2,193,117 \$ 2,073,551

**Niagara Charter School
Statement of Cash Flows**

as of June 30

	2018	2017
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 119,566	\$ 132,402
Revenues from School Districts	73,167	-
Accounts Receivable	66,342	(41,813)
Due from School Districts	-	-
Depreciation	55,628	53,009
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	8,942	(72,899)
Accounts Payable	36,649	(51,564)
Accrued Expenses	(36,069)	(64,756)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	1,000	-
Interest payments	-	-
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 325,225	\$ (45,621)
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(66,414)	(22,887)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (66,414)	\$ (22,887)
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	\$ 258,811	\$ (68,508)
Cash at beginning of year	1,669,370	1,737,878
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 1,928,181	\$ 1,669,370

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

		2018						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fundraising	Management and General	Total
		Education	Education	Education		-	-	
		\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs								
Administrative Staff Personnel	39.00	297,401	22,331	-	319,732	-	21,800	21,800
Instructional Personnel	3.00	1,358,930	102,038	-	1,460,968	-	99,611	99,611
Non-Instructional Personnel	5.00	105,773	7,942	-	113,715	-	7,753	7,753
Total Salaries and Staff	47.00	1,762,104	132,311	-	1,894,415	-	129,164	129,164
Fringe Benefits & Payroll Taxes		507,279	37,951	-	545,230	-	37,543	37,543
Retirement		158,126	12,012	-	170,138	-	11,232	11,232
Management Company Fees		-	-	-	-	-	-	-
Legal Service		19,262	1,446	-	20,708	-	1,412	1,412
Accounting / Audit Services		8,700	585	-	9,285	-	565	565
Other Purchased / Professional / Consulting Services		187,291	14,131	-	201,422	-	13,802	13,802
Building and Land Rent / Lease		491,437	36,900	-	528,337	-	36,023	36,023
Repairs & Maintenance		124,522	9,350	-	133,872	-	9,128	9,128
Insurance		43,083	3,235	-	46,318	-	3,158	3,158
Utilities		41,885	3,145	-	45,030	-	3,070	3,070
Supplies / Materials		43,731	3,283	-	47,014	-	3,206	3,206
Equipment / Furnishings		-	-	-	-	-	-	-
Staff Development		71,770	5,389	-	77,159	-	5,261	5,261
Marketing / Recruitment		15,712	1,180	-	16,892	-	1,152	1,152
Technology		-	-	-	-	-	-	-
Food Service		-	-	-	-	-	-	-
Student Services		352,160	29,347	-	381,507	-	-	-
Office Expense		34,707	2,605	-	37,312	-	2,545	2,545
Depreciation		48,440	3,637	-	52,077	-	3,551	3,551
OTHER		67,743	5,645	-	73,388	-	15	15
Total Expenses		\$ 3,977,952	\$ 302,152	\$ -	\$ 4,280,104	\$ -	\$ 260,827	\$ 260,827

	2017
Total	
\$	\$
341,532	329,835
1,560,579	1,545,019
121,468	156,316
2,023,579	2,031,170
582,773	578,933
181,370	195,440
-	-
22,120	47,126
9,850	9,700
215,224	212,758
564,360	540,747
143,000	111,419
49,476	46,094
48,100	53,967
50,220	71,147
-	-
82,420	82,599
18,044	13,377
-	-
-	-
381,507	382,685
39,857	56,994
55,628	53,009
73,403	6,154
<u>\$ 4,540,931</u>	<u>\$ 4,493,319</u>



Entry 5c Additional Financial Docs

Last updated: 10/30/2018

The additional items listed below should be uploaded 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 corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20223553/8mMlunnVv3/>

Explanation for not uploading the Management Letter. (No response)

2. Form 990

(No response)

Explanation for not uploading the Form 990. Form 990 is not complete yet. Auditing firm is working on it.

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit. Not required as our award each year is under the required threshold to be audited.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report. Do not know what this report is.

5. Evidence of Required Escrow Account

(No response)

Explanation for not uploading the Escrow evidence.

Per Audited Statements. Amount verified as \$76,645 as of June 30, 2018. See Notes to Financial Statements #6 on Page 11

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan.

None Required

REPORT TO THE BOARD

October 29, 2018

The Board of Trustees
Niagara Charter School

Dear Board Members:

We have audited the financial statements of Niagara Charter School (the School) for the year ended June 30, 2018, and have issued our report thereon dated October 29, 2018. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2018. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

For the year ended June 30, 2018, we evaluated the key factors and assumptions used by management in determining that accounting estimates were reasonable in relation to the financial statements taken as a whole.

Sensitive Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Their most sensitive disclosure affecting the financial statements is the disclosure of contingency in note 5.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There were no material uncorrected misstatements detected as a result of our audit procedures.

Disagreements with Management

For purposes of this report, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Recent Accounting Standards Issued

In August 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14 - "Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities." ASU 2016-14 contains several provisions that change the presentation of and disclosures within the financial statements of a not-for-profit entity. These changes include an updated net asset classification scheme from three classes to two classes, changes in underwater endowment accounting, quantitative and qualitative disclosures regarding liquidity, a change in presentation of investment return to a net basis and a requirement to report expenses by function, nature, and an analysis showing the relationship between function and nature and the removal of the requirement for a reconciliation for statements of cash flows done on a direct basis. The guidance is effective for fiscal years beginning after December 15, 2017.

In February 2016, the FASB issued ASU 2016-02 - "Leases (Topic 842)." ASU 2016-02 modifies the current presentation of operating leases. Currently, operating leases are not recorded on the statement of financial position as obligations, rather there is a footnote disclosure that includes the expected future lease payments for operating leases. This update will now require organizations that lease assets to recognize assets and liabilities on their statement of financial position for operating leases with lease terms of more than 12 months. Operating leases will be required to recognize a right-of-use asset and a lease liability, measured at the present value of the lease payment, recognize a single lease cost, generally allocating the lease over a straight-line basis and classify all cash payments within operating activities of cash flows. These changes will require expanded footnote disclosure to enhance the financial statement user's understanding of the amount, timing and uncertainty of cash flows arising from leases. The guidance is effective for fiscal years beginning after December 15, 2019.

In June 2018, the Financial Accounting Standards Board released ASU 2018-08 which provides clarification for properly determining if transactions should be considered contributions or exchange transactions, as well as guidance for determining if a contribution is conditional. This clarification is intended to support a uniform approach for the proper recording of such transactions. For contributions, entities are also required to assess the presence of conditions that must be met as well as the presence of a right of return within the agreement. For most entities, this update will be applicable for reporting periods beginning after December 15, 2018.

* * * * *

This information is intended solely for the use of the Board of Trustees and management of Niagara Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

EFPR Group, CPAs, PLLC

EFPR GROUP, CPAs, PLLC



Entry 5d Financial Services Contact Information

Created: 10/30/2018 • Last updated: 10/31/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

NIAGARA CS (REGENTS)Section Heading

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
	EFPRGroup, CPAs ; Debra Zevetchin, Manager	[REDACTED]	[REDACTED]	[REDACTED]

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

New York State Education Department

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

2018-19 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 2018-2019 -

July 1, 2018 to June 30, 2019 -

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	4,387,737	500,211	-	-	5,089	4,893,037
Total Expenses	4,329,355	352,758	-	-	205,856	4,887,969
Net Income	58,382	147,453	-	-	(200,767)	5,068
Actual Student Enrollment	316	29				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$11,561.00

School District 2 (Niagara Falls City School District)

\$12,164.00

School District 3 (Lockport)

\$11,175.00

School District 4 (Enter Name)

School District 5 (Enter Name)

88,418	4,069	-	-	-	92,487
3,756,097	172,875	-	-	-	3,928,972
149,660	6,884	-	-	-	156,544
-	-	-	-	-	-
-	-	-	-	-	-
3,994,175	183,828				4,178,003

Special Education Revenue

-	248,000	-	-	-	248,000
---	---------	---	---	---	---------

Grants

Stimulus

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	5,034	-	-	-	5,034
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Other State Revenue

62,963	3,036	-	-	3,001	69,000
--------	-------	---	---	-------	--------

TOTAL REVENUE FROM STATE SOURCES

4,057,138	439,898			3,001	4,500,037
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	45,000	-	-	-	45,000
---	--------	---	---	---	--------

Title I

152,960	7,040	-	-	-	160,000
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Title Funding - Other

136,741	6,354	-	-	1,305	144,400
---------	-------	---	---	-------	---------

School Food Service (Free Lunch)

15,487	713	-	-	-	16,200
--------	-----	---	---	---	--------

Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM FEDERAL SOURCES

305,188	59,107			1,305	365,600
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

8,986	414	-	-	-	9,400
-------	-----	---	---	---	-------

Erate Reimbursement

7,300	352	-	-	348	8,000
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Interest Income, Earnings on Investments,

-	-	-	-	-	-
---	---	---	---	---	---

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
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Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

-	-	-	-	-	-
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Other Local Revenue

9,125	440	-	-	435	10,000
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TOTAL REVENUE FROM LOCAL and OTHER SOURCES

25,411	1,206			783	27,400
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TOTAL REVENUE

4,387,737	500,211			5,089	4,893,037
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

1.00

104,938	5,060	-	-	5,002	115,000
---------	-------	---	---	-------	---------

Instructional Management

1.00

80,350	3,874	-	-	3,831	88,055
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Deans, Directors & Coordinators

4.00

168,173	77,027	-	-	8,017	253,217
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<Niagara Charter School>

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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	4,387,737	500,211	-	-	5,089	4,893,037
Total Expenses	4,329,355	352,758	-	-	205,856	4,887,969
Net Income	58,382	147,453	-	-	(200,767)	5,068
Actual Student Enrollment	316	29				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	1.25	73,000	3,520	-	3,480	80,000
Administrative Staff	3.00	137,536	6,631	-	6,556	150,723
TOTAL ADMINISTRATIVE STAFF	10	563,997	96,112		26,886	686,995
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	14.00	642,352	30,974	-	30,621	703,947
Teachers - SPED	2.00	-	49,371	-	-	49,371
Substitute Teachers	3.00	88,015	4,244	-	4,196	96,455
Teaching Assistants	11.00	223,284	25,500	-	10,155	258,939
Specialty Teachers	4.00	181,824	8,767	-	8,668	199,259
Aides	-	-	-	-	-	-
Therapists & Counselors	1.00	41,519	2,002	-	1,979	45,500
Other	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	35	1,176,994	120,858		55,619	1,353,471
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	2.00	40,544	1,955	-	1,933	44,432
TOTAL NON-INSTRUCTIONAL	2	40,544	1,955		1,933	44,432
SUBTOTAL PERSONNEL SERVICE COSTS	47	1,781,535	218,925		84,438	2,084,898
PAYROLL TAXES AND BENEFITS						
Payroll Taxes		146,977	18,061	-	6,966	172,004
Fringe / Employee Benefits		532,417	25,673	-	25,381	583,471
Retirement / Pension		181,812	8,769	-	8,667	199,248
TOTAL PAYROLL TAXES AND BENEFITS		861,206	52,503		41,014	954,723
TOTAL PERSONNEL SERVICE COSTS		2,642,741	271,428		125,452	3,039,621
CONTRACTED SERVICES						
Accounting / Audit		10,494	506	-	500	11,500
Legal		27,375	1,320	-	1,305	30,000
Management Company Fee		-	-	-	-	-
Nurse Services		6,388	308	-	304	7,000
Food Service / School Lunch		-	-	-	-	-
Payroll Services		41,382	1,995	-	1,973	45,350
Special Ed Services		33,398	1,610	-	1,592	36,600
Titliment Services (i.e. Title I)		-	-	-	-	-
Other Purchased / Professional / Consulting		41,291	1,991	-	1,968	45,250
TOTAL CONTRACTED SERVICES		160,328	7,730		7,642	175,700

SCHOOL OPERATIONS

<Niagara Charter School>

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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
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Net Income	58,382	147,453	-	-	(200,767)	5,068
Actual Student Enrollment	316	29				-
Total Paid Student Enrollment	-	-				-

	PROGRAM SERVICES			SUPPORT SERVICES		TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	
Board Expenses	5,201	251	-	-	248	5,700
Classroom / Teaching Supplies & Materials	30,113	-	-	-	1,436	31,549
Special Ed Supplies & Materials	-	1,452	-	-	-	1,452
Textbooks / Workbooks	3,650	176	-	-	174	4,000
Supplies & Materials other	11,863	572	-	-	566	13,001
Equipment / Furniture	6,540	317	-	-	314	7,171
Telephone	14,053	678	-	-	670	15,401
Technology	139,168	6,712	-	-	6,634	152,514
Student Testing & Assessment	4,106	198	-	-	196	4,500
Field Trips	20,440	986	-	-	974	22,400
Transportation (student)	311,623	15,026	-	-	14,855	341,504
Student Services - other	9,125	440	-	-	435	10,000
Office Expense	29,291	1,412	-	-	1,396	32,099
Staff Development	62,734	3,025	-	-	2,991	68,750
Staff Recruitment	3,000	-	-	-	-	3,000
Student Recruitment / Marketing	13,425	792	-	-	783	15,000
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	10,950	528	-	-	522	12,000
Fundraising	8,579	413	-	-	409	9,401
Other	-	-	-	-	-	-
TOTAL SCHOOL OPERATIONS	683,861	32,978			32,603	749,442
FACILITY OPERATION & MAINTENANCE						
Insurance	24,583	1,185	-	-	1,172	26,940
Janitorial	135,432	6,530	-	-	6,456	148,418
Building and Land Rent / Lease	520,423	25,094	-	-	24,809	570,326
Repairs & Maintenance	64,678	3,120	-	-	3,083	70,881
Equipment / Furniture	-	-	-	-	-	-
Security	4,325	209	-	-	206	4,740
Utilities	40,333	1,945	-	-	1,923	44,201
TOTAL FACILITY OPERATION & MAINTENANCE	789,774	38,083			37,649	865,506
DEPRECIATION & AMORTIZATION	52,651	2,539			2,510	57,700
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-			-	-
TOTAL EXPENSES	4,329,355	352,758			205,856	4,887,969
NET INCOME	58,382	147,453			(200,767)	5,068

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	7	1	8
School District 2 (Niagara Falls City School District)	297	26	323
School District 3 (Lockport)	12	2	14
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

<Niagara Charter School>

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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
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Net Income	58,382	147,453	-	-	(200,767)	5,068
Actual Student Enrollment	316	29				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	316	29	345			
REVENUE PER PUPIL	13,885	17,249	-			
EXPENSES PER PUPIL	13,700	12,164	-			

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

MARY J. SCHEELER

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Niagara Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Secretary
2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
None	None	None	None	None

Signature Mary J. Schaker Date 7/16/18

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.

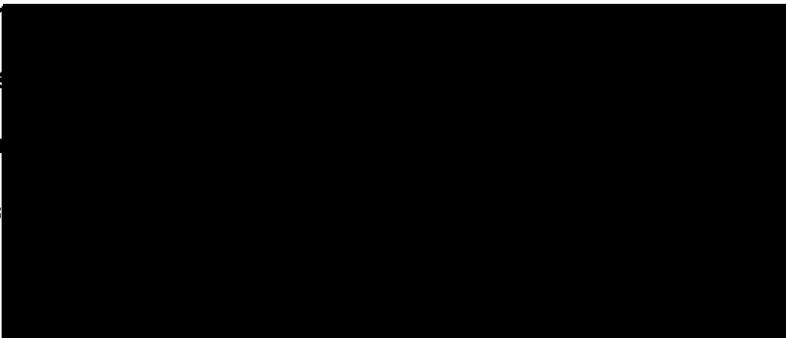
Business Telephone: _____

Business Address _____

E-mail Address _____

Home Telephone _____

Home Address _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

JAMES C MURROLETTO

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

NIAGARA CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). *PRESIDENT
VICE PRESIDENT*

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes X 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

 Yes X No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

NOT APPLICABLE

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 yourself
<i>NOT APPLICABLE</i>			

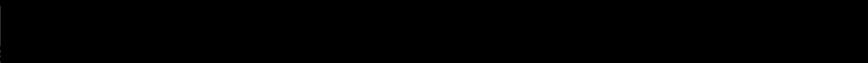
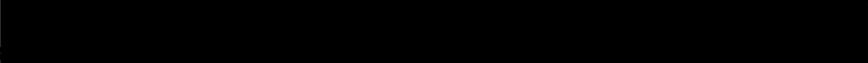
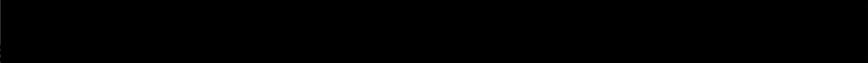
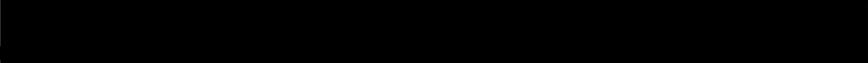
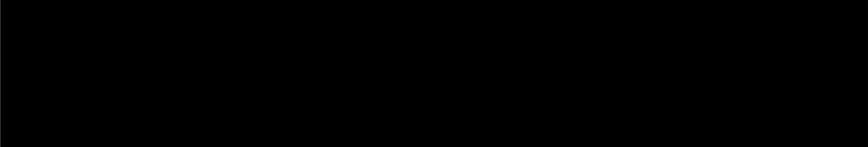
Please write "None" if applicable. Do not leave this space blank.
NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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. <i>NONE</i></p>				

Signature *John C. Griffith* Date *7/14/18*

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.

Business Tele 
 Business Ado 
 E-mail Address 
 Home Telepho 
 Home Address 

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Janet V. Hill

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Niagara Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Teacher Representative; At-large Representative; Vice President
2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
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		None		

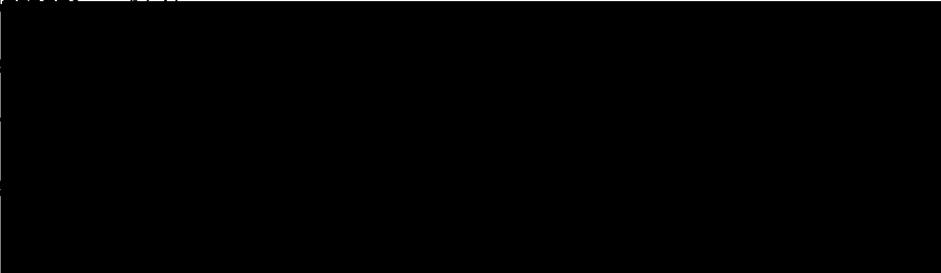
Ginet T. Hill
Signature

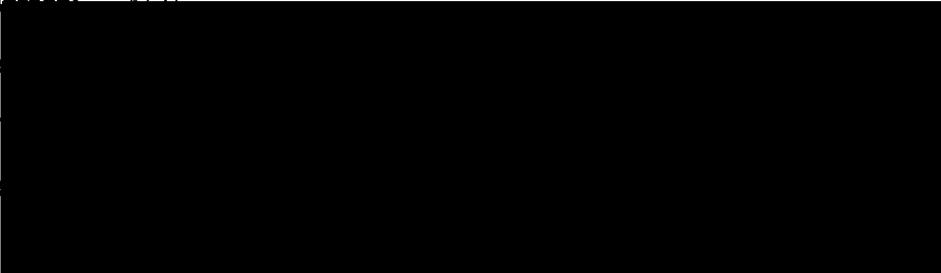
July 17, 2018
Date

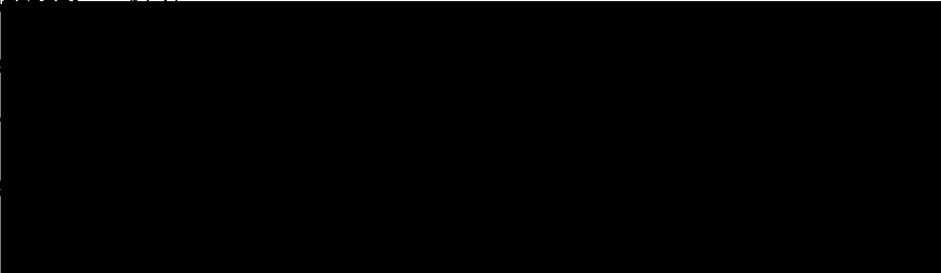
Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: NA

Business Address: NA

E-mail Address: 

Home Telephone: 

Home Address: 

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Bicky SCOTT

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

NIAGARA CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). *TREASURER*
2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 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 yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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> NONE</p>				

Bucky Smith
 Signature

7/17/2018
 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.

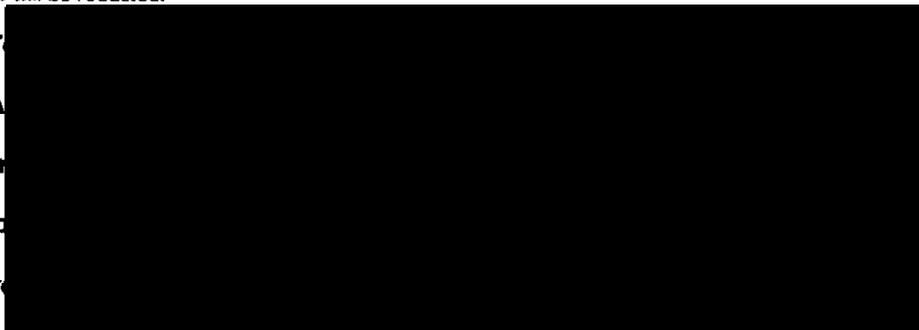
Business T

Business A

E-mail Addr

Home Telep

Home Addr



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

 Cleandrew Patterson

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

 Niagara Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). At-Large

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

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

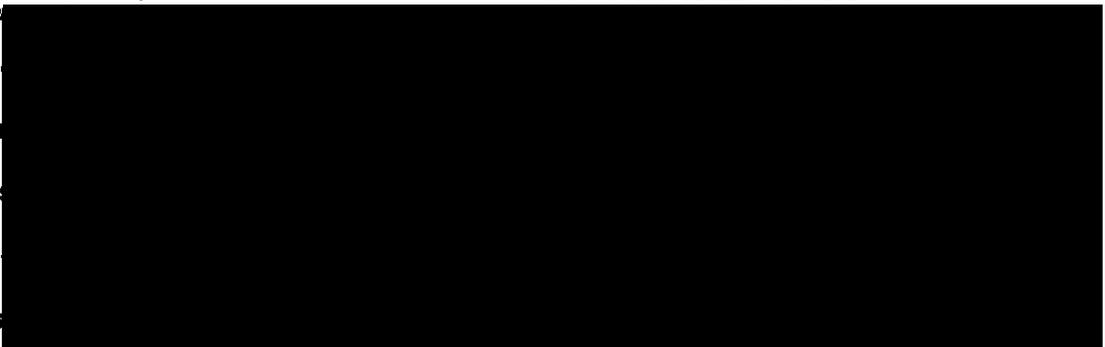
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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
Please write "None" if applicable. Do not leave this space blank.				
None	None	None	None	

Completed by Darci Norae, CAO DL 7-19-18
 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.

Business Telephone
 Business Address
 E-mail Address
 Home Telephone
 Home Address



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Lakea Perry

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Niagara Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Parent

2. Is the trustee/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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
NONE	NONE	NONE	NONE	None

Completed by Dara Novak, CAO

Date (DN) 7.19.18

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.

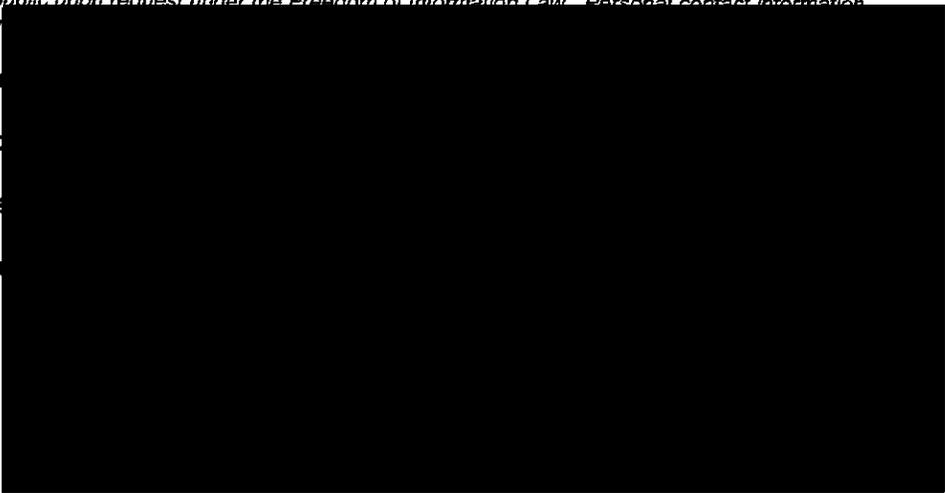
Business Telephone

Business Address

E-mail Address

Home Telephone

Home Address





Entry 8 BOT Table

Created: 07/13/2018 • Last updated: 07/31/2018

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and 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 2017-18
1	James C. Muffoletto [Redacted]	Chair	Executive & Finance & Governance	Yes	4	06/14/2016	06/30/2019	12
2	Janet Hill [Redacted]	Vice Chair	Academic	Yes	4	06/14/2016	06/30/2019	12
3	Ricky Scott [Redacted]	Treasurer	Finance & Governance	Yes	4	06/13/2017	06/30/2020	11
4	Mary J. Scheeler [Redacted]	Secretary	Academic	Yes	3	06/16/2018	05/21/2018	12
5	Cleandre w Paterrson [Redacted]	Trustee/Member	none	Yes	2	06/13/2017	05/21/2018	5 or less
6	Lakea [Redacted]	Parent Rep		Yes	1	06/13/2017	03/28/2018	5 or less
7	Judith DiCamillo [Redacted]	Trustee/M		Yes	1	05/21/20	06/30/20	5 or less

		ember				18	21	
8								
9								

1a. Are there more than 9 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 5

3. Total number of members joining the Board during the 2017-18 school year 1

4. Total number of members departing the Board during the 2017-18 school year 2

5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes 9

6. Number of Board meetings conducted during the 2017-18 School Year 12

7. Number of Board meetings scheduled for the coming 2018-19 school year 12

Thank you.



Entry 9 - Board Meeting Minutes

Created: 07/20/2018 • Last updated: 08/01/2018

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

NIAGARA CS (REGENTS)

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website? No

the charter school's website.

B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2017-18 school year.

Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/17754182/wNFCVDEEJA/>

**MINUTES
OF
REGULAR MEETING OF BOARD OF TRUSTEES
OF
NIAGARA CHARTER SCHOOL (the "School")
HELD ON JULY 18, 2017 at 9:00 a.m.**

I. Trustees Attendance:

Present: Janet Hill, James C. Muffoletto, Cleandrew Patterson, Mary Scheeler

Excused: Ricky Scott

Unexcused: Lakea Perry

II. Staff in Attendance:

Darci Novak – CAO

Jill Keicher – AAO

Amy DiMaggio-Achievement Coordinator

III. Others in Attendance:

Jonathan D. Schechter Esq.

Dr. Jeffery Bowen-CAO Lead Evaluator

The meeting was called to order at 9:00 a.m. by James C. Muffoletto

Proof of Public Notice was provided at the meeting.

The Agenda was approved as distributed and on motion by Mr. Muffoletto, and seconded by Mr. Patterson, it was approved. The members also acknowledged that there is no quorum present and that any actions taken at this meeting will be ratified and approved at a later meeting.

Next, there was discussion of the review of the Minutes. Upon motion duly made by Mr. Muffoletto and seconded by Mr. Patterson, the Minutes of the June 13, 2017 meeting were approved.

IV. General Update: Darci Novak, CAO

Ms. Novak provided the monthly update for the School which included reporting on professional development for the teachers and assuring that the annual report will be submitted to the Charter School Office on time. In addition, there was a detailed review of the Dashboard and discussion of issues relating to same.

V. Governance

Mr. Muffoletto met and reviewed issues relating to the succession planning and the strategic plan and further reports will be forthcoming.

VI. Financial

Mr. Muffoletto reported in Trustee Scott's absence that the June financial report will be presented subject to our year end audit, as in the past. Formal internal financial reports will be presented on a quarterly basis with interim summary updates.

VII. Academic Committee.

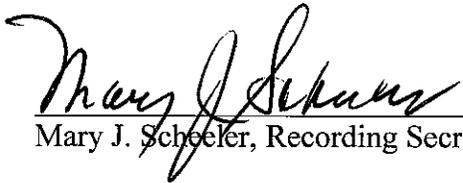
The Academic Committee Report was given by Mary Scheeler. The Committee went into executive session at approximately 9:32 a.m. and met with Dr. Bowen to review Ms. Novak's report. Thereafter, the Board came out of executive session at 9:55 a.m.

VIII. Unfinished Business.

Ms. Novak provided a report of meeting with Mr. Sam Savarino, principal of the landlord on June 28, 2017 regarding the expansion of the facility to include pre-K programming and possible middle school expansion. Ms. Novak will also report at the next Board meeting with an update on determining whether or not the School will proceed with the 7th and 8th grades.

Next, the Board went into executive session at approximately 10:45 a.m. to discuss employee matters. The Board came out of executive session at approximately 11:06 a.m. with no further motions.

There were no emergency conditional appointments and on motion of Mr. Muffoletto, seconded by Mr. Patterson, the Board of Trustees adjourned the meeting as of 11:07 a.m.



Mary J. Scheeler, Recording Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
August 15, 2017 8:00 AM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James Muffoletto, President; Janet Hill; Mary Scheeler; and Ricky Scott
Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Tim Hyland, Financial Consultant; and Amy DiMaggio, Recording Secretary; Karen Gantz, Jennifer Smith; and Theresa Lyness
Also in Attendance: Jonathan Schechter, Esq.
Excused: Cleandrew Patterson;
Unexcused: Lakea Perry

The meeting was called to order 8:13 AM with President James Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions. The members acknowledged there is no quorum present and that any actions at this meeting will be ratified and approved at a later meeting.

The minutes as corrected are accepted for ratification at a later date.

General Update: Darci Novak, CAO

- NYS test scores have not been released, Darci Novak contacted the Charter School Office about a possible date, they responded with a possible date of mid-August with no guarantee of a release date.
- The first week of school started for teachers on August 7, 2017 with professional development provided by EL Education.
- Staff turnover includes one special education teacher, one associate teacher and the art teacher.
- Ms. Novak proposed a modified calendar change to the charter. The proposed change would modify the school's instructional days from 200 to 190; however, the proposed change would also allow the school to implement a summer literacy program.
- All teachers received a new leased laptop computer.
- The driveway and parking lot were paved and restriped.
- The new security cameras were installed with an updated software system.

Standing Committees:

Academic Committee: Ms. Scheeler stated there was no report.

Financial and Audit Committee:

- The school's internal audit is schedule to begin in September, once complete the audited statements and financials will be present to the board.
- Mr. Hyland reported that the NYS Teacher Retirement System billing has been corrected and money is due back to the school for overpayment.

Governance:

- Mr Muffoletto advised while the governance committee did not meet, as chair he has discussed the matter of Teacher Trustees with Jonathan Schechter. Jonathan will follow up with David Frank at New York State Education Department Charter School Office to bring this matter to a definitive solution.
- Mr. Muffoletto also indicated that one of the primary focuses is to develop a Trustee succession plan as part of our long term strategic plan. Discussion ensued and it was determined that Mr. Muffoletto would secure a proposal from Ken Rogers to facilitate formulation of a succession plan.
- Mr Muffoletto then indicated that one major area which needed improvement was parent/community involvement with Niagara Charter School.
- Mr. Muffoletto requested that all Trustees be prepared to implement a schedule for several future board meetings to be held in Niagara Falls where the preponderance of our student body resides.

Unfinished Business:

Committee Chairs: All current chairs have agreed to continue to serve in their positions.

Pre-School Update:

Ms. Novak received a proposal from Sam Savarino, Principal of the landlord, with an estimate of the cost of expansion. Ms. Novak contacted the New York State office to find out when the deadline for submitting the Pre-School application is due. We can submit the pre-school application any time before the end of the 2017-2018 school year.

Executive Session:

A motion into Executive Session to discuss matters of Attorney Client Privilege at 8:26 am was made by Mr. Scott, second by Ms. Scheeler, with all in favor and no abstentions.

A motion to exit Executive Session was made at 9:39 am by Mr. Scott, second by Mrs. Hill , with all in favor and no abstentions.

As stated in by-laws and the charter, a motion to fill the Teacher Trustee positions on the board was all in favor and no abstentions for ratification at a later date. Mr. Muffoletto will contact the interested parents for the vacant Parent Trustee position on the board.

Mrs. Hill motioned to adjourn at 9:41 am, second by Mrs. Scheeler with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
September 26, 2017 8:00 AM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James Muffoletto, President; Janet Hill; Mary Scheeler; Lakea Perry; and Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Tim Hyland, Financial Consultant; Amy DiMaggio, Recording Secretary; Karen Gantz, Jennifer Smith; Kelsey House; Andrea Hopkins; Kim Abrams; Lynn Kirshy; and Theresa Lyness

Also in Attendance: Jonathan Schechter, Esq.; Amy Canning (Parent); William Canning (Student); and Ken Rogers

Excused: Cleandrew Patterson;

The meeting was called to order at 8:09 AM with President James Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Janet Hill, second by Mary Scheeler, with all in favor and no abstentions.

The minutes were approved as corrected on a motion by Janet Hill, second by Mary Scheeler, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development
 - o Aug 1st: Kristen Brosius (2nd grade associate teacher) attended “Free & Easy Tech Tools for Assessment” through the Orleans-Niagara BOCES Teacher Center.
 - o Aug. 3rd: Darci Novak & Jill Keicher attended the “Summer Admin Mini-Conference” at Erie 1 BOCES.
 - o Aug. 7th-Aug. 21st: Linnea DuFour participated in an online book study workshop titled “Teach Like a Pirate” through Orleans-Niagara BOCES teacher center.
 - o Aug. 7th-8th: Cindy Rice and Lucy Kaempffe from EL Education were here for whole staff professional development focusing on topics from the work plan.
 - o Aug. 14th-Aug. 28th: Katie Sclafani, Maria Lemme & Jen Smith participated in an online book study workshop titled “Guide to Developing Skill Readers” through Orleans-Niagara BOCES teacher center.
 - o Aug. 9th-Aug. 23rd: Kristen Brosius participated in an online workshop titled “More Planning with Pinterest” through Orleans-Niagara BOCES teacher center.
 - o Aug. 10th: ESC conducted the yearly non-harassment training and Kindergarten orientation.
 - o Aug. 22nd: Ali Lucinski attended “Technology in the Classroom” workshop at Niagara University.
- A community relationship with Opportunities Unlimited has started this school year, offering an internship to one of their candidates in the school cafeteria. This service is free to the school.

- Personal commitment letters were written by the teachers and staff of the school and they are hanging in the front hallway with the author's photograph posted with their work.
- On August 29, 2017 at 9:30 a.m., a successful evacuation drill took place. Niagara Charter School students and staff were escorted down Lockport Road by the Niagara County Sheriff's Department. Administration is currently working with the Sheriffs about brainstorming a different and closer location to evacuate to.
- The school has contracted with the WNYRIC applicant tracker system through Erie 1 BOCES to advertise employment opportunities within the school.
- A draft policy manual has been created utilizing a contract with Erie 1 BOCES. The Policy Review Committee consists of Darci Novak, Jill Keicher, Karen Gantz, and Amy DiMaggio. The Committee met and divided sections among the group to review and edit. There are two sections that are suggested to be reviewed by the Board. There are required federal and state policies that cannot be changed within the manual.
- New York State Paid Family Leave (PFL) will go into effect on January 1, 2018. Ms. Novak and Mrs. Keicher attended a training with Employee Services (ESC) about PFL on September 14, 2017 and also participated in a webinar on September 15, 2017. Ms. Novak explained the differences between Family Medical Leave Act (FMLA) and PFL. A handout was provided with a detailed explanation of the program. The school's policy will state that PFL will run concurrently with FMLA.
- North East Charter School Network (NECSN) has sent an invoice for the yearly membership. Discussion ensued around continuing membership with NECSN. The board determined the school would not remain a member.
- Niagara Charter School participated in a feasibility survey with a local grant writing company. The school scored an 87 out of 100 possible points to determine the eligibility of receiving grant money from a variety of foundations.
- On, October 17, 2017 Ms. Novak and Mrs. Keicher will be at a professional development during the regularly scheduled Board of Trustees meeting date.
- A policy on the Pledge of Alliance and National Anthem will be added to the agenda for discussion for the October meeting.

Standing Committees:

Governance:

- Lynn Kirshy has accepted the position of chair of the Governance Committee.
- Ratification of all past Board actions
 - o There was discussion of approving all prior actions of the Board of Trustees, including all prior actions held at a regular meeting of the Board of Trustees held on July 18, 2017 and August 15, 2017 where a quorum was not present. Upon motion duly made by Ricky Scott and seconded by Janet Hill it was RESOLVED, that all prior actions of the Board of Trustees are hereby ratified and approved, including any and all actions taken by the Board of Trustees at a meeting dated July 18, 2017 and August 15, 2017.
- Ken Rogers Board Succession Planning Proposal
 - o Mr. Rogers opened a discussion around the contents of the succession plan. Mr. Muffoletto explained the process of becoming a board trustee and the difficulties of recruitment because of the requirements. Mr. Scott is in agreement that a succession and recruitment plan is needed to sustain the Board.

- Mr. Rogers will prepare a draft workshop program to be reviewed by the Executive Committee and Governance Committee for the succession and recruitment plan.
- Niagara Falls Meeting Dates
 - Mrs Kirshy will look into the Niagara Falls Public Library as a possible location for evening Board meetings. Ms. Perry suggested the Niagara Arts and Culture Center (The NACC), the Doris Jones Resource Center, John A Duke Senior Center, or Niagara Falls Housing Authority Packard Court Community Center. John Duke Senior Center would also be accessible for Niagara Charter School families.
 - Evening meetings will be held at 6:30 pm. Mrs. Kirshy will set the meeting dates and contact the Board of Trustee members.
 - Mrs. Kirshy will set a date for the next Governance Committee meeting and contact members of this committee.

Academic Committee:

- The Academic Committee did not meet this month; however, there have been continuous updates provided to the committee through emails sent by Ms. Novak.
- All state data has been sent to the Academic Committee members, as well as the Board of Trustees. The Committee was very impressed with the good state test results. On behalf of the Board, Mrs. Scheeler congratulates the Niagara Charter School's staff and students on a job well done; keep up the great work.
- The Academic Committee has been updated about staff turnover and were also updated about teachers on Improvement Plans.
- Amy DiMaggio will update the board with the new Engrade program as data becomes available after the first administration of the assessments.

Financial and Audit Committee:

- Year-end financial Statements for the 2016-2017 school year were provided in the Board packets.
- Mr. Hyland updated the Board of Trustees on the audit which began in September. Mr. Hyland reported that the auditors were at the school for three days and would issue their draft audit report by the end of October.

Unfinished Business:

- Summer Literacy Program
 - The Summer Literacy Program was discussed at the August board meeting. Proposing a change to the instructional calendar to 190 days was presented to the Board to support the program. English Language Arts (ELA) is the area that needs to show growth within the school.
 - Other benefits associated with changing the calendar to 190 instructional days include: introducing a summer literacy program, the variability of the New York State assessments scores release date, staffing decisions and turnover, and professional development opportunities (Introduction to EL Education). Comparatively, Niagara Charter School has the longest calendar of all Western New York charter schools. A shorter year would attract and retain teachers to the school.
 - A draft of the Summer Literacy Program proposal was presented to the Board.
 - A discussion of the Summer Literacy Program ensued. Mr. Muffoletto spoke in support of the program proposal. It has been proposed that Niagara Charter

School students would start the 2018-2019 school year the last week of August 2018, instead of the second full week of August.

- Pre-K Report
 - o On September 6, 2017 the New York State Education Department for Pre-School, the Charter School Office, the North East Charter School Network, and the Niagara Charter School leadership team had a conference call.
 - o It was determined that charter schools can have a Universal Pre-K (UPK) program. The Universal Pre-K grant entitled 3602 E is not available to charter schools. The UPK grant entitled 3602EE was only available for charter schools in 2014 and will not be offered again. Charter schools in NYC received this money for their UPK programs.
 - o Universal Pre-K cannot be funded by the K-12 school budget. It must be funded by Universal Pre-K specific funds.
 - o The leadership team is looking into private funding opportunities and contacting other schools who have experience with private funding of their UPK program.
 - o Students are not continuously enrolled from the Universal Pre-K program into the K-12 program.
 - o Mrs. Corsaro will send out information to incoming families about local UPK options to prepare them for when they become school age and can attend Niagara Charter School in kindergarten.
- Grades 7 and 8 Planning
 - o This project would require time and preparation from the leadership team of the current charter to plan for a quality 7th and 8th grade program.
 - o The 2018-2019 budget needs a line for grades 7 and 8, even if it requires hiring a consultant to help with the planning and implementation.
 - o Mr. Hyland discussed strategic timing of expansion and aligning this with the renewal of the current charter.
 - o Mr. Schechter discussed the issues with expanding to grades 7 and 8, including retaining and recruiting teachers.
 - o Ms. Perry talked about the advantage of the Niagara Falls City School District Preparatory school preparing her children for high school. Ms. Perry suggested the possibility of expanding the arts programs within the school and adding a foreign language into the curriculum. Ms. Perry spoke about expanding on what the school already has in place, rather than building 7th and 8th grade. Building on the extracurricular activities that are available at the school would enhance the program that the school already has established.
- Teacher Trustee Appointments
 - o There was a discussion of the election of teacher trustees. The Board discussed the fact that the Charter School Office would most likely deny the approval, however, based upon legal research and prior Comptroller opinion 1981 that New York State. CPTYR No. 81-93, the Board determined it was best to fill such positions. Two letters of interest were submitted by Lynn Kirshy and Aimee Gonzalez, Aimee being a sixth grade teacher and Ms. Kirshy being a special education coordinator. Therefore, upon motion duly made by Mr. Scott and seconded by Mrs. Scheeler, Lynn Kirshy and Aimee Gonzalez were nominated to serve as teacher trustees in accordance with the Niagara Charter Schools approved Charter and By-Laws for a one-year term as follows:

- subject to the Niagara Charter School Board of Trustees conducting a thorough background check via fingerprint scan, as required, and discovering no State of Federal criminal history or subject to providing such history to the SED if found, the Board of Trustees has voted to select Lynn Kirshy and Amiee Gonzalez as the teacher representative candidates to its Board of Trustees with a term expiring June 30, 2018 pending further approval by the SED and resolution formally being approved upon such formal approval by the SED. The motion passed with all in favor.
- Parent Trustee Appointment
 - Mr. Muffoletto introduced Amy Canning as a candidate for the Parent Trustee position.
 - Mrs. Canning gave a brief introduction of herself and a description of her experiences and background. She recently lived in New Mexico. She is very happy to be at Niagara Charter School and is impressed with the academic program.

New Business:

- Principal Spotlight-Jill Keicher
 - The Principal Spotlight for August was Perseverance. Perseverance means I keep trying. The following students were nominated for Principal Spotlight: Tahmiah Peterson, Andre Campbell, Damian Thomas, Benjamin Saunders-Dibble, Natalie Shaffer, David Franciszkiewicz, Princess Johnson, Aubrie Carmona, Adriannah Williams, Wendell Rivers, MaSiyah Porter, Micah Williams, Malaysia Colon, Kitana Groom, Isyss Dewberry, Rose Shaffer, Caliana Coates, Anairis Gaylord, and Chi'Vaia Miller.
- Teacher of the Month
 - Congratulations to Mrs. Gonzalez for being nominated as teacher of the month for August.

Community Liaison

- Open house had one of the highest family turn outs when compared to other open house events at the school. A free kit, with the FSA meeting date, was handed out to families when they left.
- The first Family School Association meeting was held on September 20, 2017 at the school, 11 parents attended the meeting. The next meeting will be held on October 11, 2017 at 5:30 pm at the school. Mrs. Corsaro will email the date, time, and location of the meeting to the Board. Elections for the officer positions will take place at this meeting.
- The Family School Association is selling coupon books for \$25 each as a fundraiser. They will also be selling candy bars as another fundraiser.
- The Million Father March will be held on Thursday September 28, 2017.
- The current enrollment number is 350 students.
- The school purchased an advertisement in the Niagara Gazette in the Back to School Edition that was printed on August 19, 2017.
- Mrs. Corsaro's recruitment goal is to create a presence in the community and research new approaches to advertisement.
- Mrs. Corsaro has been greeting students and staff as well as helping with uniforms on a daily basis. Mrs. Corsaro has been managing incoming applications, registrations and rosters for the school.

Executive Session:

A motion to go into Executive Session to discuss matters of Attorney Client Privilege was made at 10:10 a.m. by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

A motion to exit Executive Session was made at 10:28 a.m. by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

A motion to approve the 2016-2017 staff bonus schedule was made by Mrs. Hill, second by Mr. Scott with all in favor and approved unanimously with no abstentions.

A motion to approve the proposed amendment to the contract of employment for Darci Novak was made by Mrs. Scheeler, second by Mr. Scott with all in favor and approved unanimously with no abstentions.

Mr. Scott motioned to adjourn at 10:34 a.m., second by Mrs. Scheeler with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
October 26, 2017 6:30 PM
Doris Jones Resource Center 3001 9th Street, Niagara Falls, NY 14305**

Trustees in Attendance: James Muffoletto, President; Janet Hill; Mary Scheeler; Lynn Kirshy; Aimee Gonzalez; Cleandrew Patterson; Lakea Perry; and Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Tim Hyland, Financial Consultant; Amy DiMaggio, Recording Secretary; Karen Gantz, Dean of Students; Megan Corsaro, Community Liaison; Maranda Paonessa, Administrative Assitant

Also in Attendance: Danelle Williams, Parent

The meeting was called to order at 6:35 PM with President James Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mr. Patterson, second by Mrs. Scheeler, with all in favor and no abstentions.

The minutes were approved as corrected on a motion by Mr. Scott, second by Mr. Patterson, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development
 - o Sept. 1st: Jessica Karnes from BOCES was at NCS for a staff ½ day professional development on “question generating technique.”
 - o Sept. 6th: Julie Lorusso from BOCES was at NCS for a 2-hour professional development meeting with Kindergarten, 1st and 2nd grade working on guiding reading instruction.
 - o Sept. 8th: Susan Cyrulik from BOCES was at NCS and met with teachers during grade level meetings to work on incorporating science into their current expeditions.
 - o Sept. 12th: Sherrie Tracy attended a Coaching Consortium workshop at Erie 1 BOCES.
 - o Sept. 13th: Julie Lorusso from BOCES was at NCS for a 2-hour meeting with grades 3-6 working on guiding reading instruction.
 - o Sept. 20th: Karen Gantz, Ki-Ki Gordon and Darci Novak attended a workshop titled “Making the Transition from Staff to Supervisor” through Fred Pryor.
 - o Sept. 20th: Julie Stevener started an online workshop titled “Google Tools for Students with Special Needs” through O/N BOCES teacher center.
 - o Sept. 22nd: Maranda Paonessa attended a PowerSchool training through Erie 1 BOCES.
 - o Sept. 27th: Kim Louttit from BOCES was at NCS working with grades Kindergarten-2nd grade. During the 2 hour meetings, grade levels identified standards students need more support in, and made an action plan with strategies to use in their instruction.

- Sept. 27th: Sara Felmet and Katie Sclafani started an online training titled “Literary Strategies” through the O/N BOCES teacher center.
 - Sept. 28th: Linnea DuFour & Theresa Lyness attended “Scaffolding Rigorous Instruction for ELLs” through the O/N BOCES teacher center.
 - Sept. 29th: Aimee Gonzalez and Sherrie Tracy attending the Buffalo State Professional Development School annual conference.
 - Sept. 30th: Dana Burwell attended “Make and Take It” literacy event through the Niagara Frontier Reading Council.
- Staff turnover: Ms. Jessica Bernstein, a fifth grade teacher has submitted her letter of resignation. Ms. Christa Frost, a fourth grade Associate Teacher has submitted her letter of resignation. Based on exit interview comments, the majority of teachers are leaving for higher pay and a shorter instructional calendar. WNYRIC applicant tracker has proven to be a valuable source for résumés as administration interviews to fill open positions.
 - Dashboard Review: Mr. Scott discussed the enrollment numbers and students that have exited the school. The waiting list is substantial and there are enough students to continue to fill the open spots.
 - Community Liaison Report:
 - Million Father March on September 28, 2017 was successful; 86 fathers/guardians brought their children to school.
 - Nine parents attended the FSA meeting on October 11, 2017. Elections were held and the following parents were elected: Chairperson: Sarah Stone; Vice Chair: Tesha Feagin; Secretary: Cher Curd; Treasurer: Maranda Paonessa.
 - Next FSA meeting will be at the school at 5:30 PM on November 8, 2017 and it will have an ELA/Math focus for parents.
 - We are developing plans for parent workshops in the future.

Standing Committees:

Governance: Mrs Kirshy, Governance Committee Chair:

- Met Tuesday October 24, 2017.
 - Ms. Gantz provided a copy of the policy manual to be updated by the Board.
 - By-laws will be covered in the policy manual review
 - Ideas to increase parent involvement for the board meetings: basket raffle, providing food, babysitting, jeans pass for students for the following day, and a flyer that will be sent home from school.
 - Board evaluation tool to be updated. Possible Pre and Post evaluation tool to show growth of the Board.
 - Board retreat was discussed with the topic of succession planning with Ken Rogers.
 - Mrs. Kirshy has contacted Mr. Schechter about the New Board Member Handbook
 - Parent trustee recruitment was discussed
- Trustees were asked to sign the Board covenant.
- Mr. Rogers called Mr. Muffoletto to set up a time to meet with the Board for 2-3 hours about the succession planning. The Board decided to meet on November 13, 2017 at 5:30 pm at the School.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Planning to set a date with Dr. Bowen to discuss the CAO goals for the 2017-2018 school year and personnel matters.
- Mrs. Scheeler is networking with administrators at Niagara University to extend an invitation to people that might be interested in joining the Board.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- There was not a formal meeting.
- The audit was completed and there was a small discrepancy that was corrected.
- We had an approximate \$130,000 surplus.
- Bonuses went out to staff members.
- Financial statements were not released as we are awaiting payroll adjustments from ESC to reconcile the payroll accounts.

Unfinished Business:

- Summer Literacy Program:
 - o Would need to modify the current calendar to 190 instructional student days. This will allow for a summer literacy program.
 - o Would need to create a line in the budget for the summer literacy program. Mr. Scott would like a complete proposal before putting it into the budget. Mrs. Hill agrees to continue to plan a summer literacy program.
 - o Discussion ensued around the length of the school year in regards to increasing teacher retention. The School is the only charter school in Western New York that has an extended school year of 200 days. Mrs. Hill talked about giving teachers the extra time to plan and decreasing the chances of an early burnout.
 - o Summer Literacy Program could also give opportunity to younger teachers that are in Associate Teacher and Building Based Substitute position to gain experience and extra income.
- Grade 7 and 8 Planning
 - o Discussion ensued around the need for 7th and 8th grade expansion at this time.
 - o Mrs. Scheeler talked about sticking with what the School does well. Mr. Patterson agreed and pointed out that there would be a lot of change in the School with teacher retention issues and shortening the calendar.
 - o It was decided to invest in what the School does now and to expand on the current program. Mrs. Scheeler suggested teacher compensation as another area to improve upon.
- Parent Trustee Search:
 - o Mrs. Canning withdrew her application to become a Parent Trustee.
 - o The Governance Committee is working towards recruitment of the Parent Trustee position.
- Paid Family Leave Draft Policy
 - o Teacher are exempt from this law, however because we work with a PEO, human resource company, we are toggled to their policy which is to provide Paid Family Leave (PFL). If PFL is not offered, we cannot offer New York State disability.
 - o PFL is funded by the employee, however the school will need to cover their position while they are absent.

- A motion to approve and adopt the Paid Family Leave Policy was made by Mr. Scott second by Ms. Perry, with all in favor and no abstentions.
- Grant Development & Fund Raising Counsel Agreement
 - Completed a survey to assess the feasibility
 - \$100,000-250,000 could be awarded within 12-24 months
 - \$32,000, minus the survey fee, is the yearly cost for the service. The contract would be for one full year.
 - References were positive, however it is a risk to the school.
 - Ms. Novak can set up a formal presentation to the Board at the November meeting.

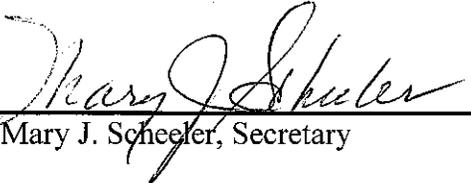
New Business:

- Pledge of Allegiance/National Anthem Policy
 - One parent has asked about a policy.
 - Discussion ensued and the board determined there is no need for a formal policy at this time. Ms. Novak in concert with the trustees will address each instance on an individual basis.
- PRIDE Spotlight-Jill Keicher
 - The PRIDE Spotlight for September was Respect. Respect means I value myself and others. The following students were nominated for PRIDE Spotlight: Crew 101-Ava H.; Crew 102-Lilliana S.; Crew 103-Alina H.; Crew 104-Khaleef C.; Crew 105-Ricardo G.; Crew 106-Raj'zyane P.; Crew 107-Storm G.; Crew 108-Anazja S.; Crew 114-Ashley B.; Crew 115-TreVion T.; Crew 116-Dewayne J.; Crew 117-Xaiden W.; Crew 118-Cole H.; Crew 119-Aliyah J.; Nominated by Ms. Kirshy-Franklin H.; Nominated by Mrs. Stevener-Ysella N.; Music-Trinity P.; Art-Marvin C.; and Physical Education-Jesse C.
- Teacher of the Month
 - Peer nominations were not received for the month of September.

Executive Session:

- No executive session was held.

Mr. Patterson motioned to adjourn at 7:48 PM, second by Ms. Perry with all in favor and no abstentions.


Mary J. Scheeler, Secretary

Niagara Charter School
Minutes of Board of Trustees Meeting
November 20, 2017 6:30 PM
Niagara Falls Public Library 1425 Main Street, Niagara Falls, NY 14305

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Mary Scheeler; Lynn Kirshy; Aimee Gonzalez; and Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Tim Hyland, Financial Consultant; Amy DiMaggio, Recording Secretary; Megan Corsaro, Community Liaison; Maranda Paonessa, Administrative Assistant; Christie Grant, Teacher

Also in Attendance: Jonathan Schecter Esq.; Robert J. Miller; Grants Development Fund Raising Counsel; Erica Miller; Grants Development Fund Raising Counsel

Excused Absence: Cleandrew Patterson

Unexcused Absence: Lakea Perry

The meeting was called to order at 6:38 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mrs. Scheeler, second by Mr. Scott, with all in favor and no abstentions.

The minutes were approved as corrected on a motion by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Presentation by Robert J. Miller & Associates, Inc.
 - o Niagara Charter School is eligible and could receive up to \$250,000-\$400,000
 - o Serves both public and charter schools
 - o Currently working with local school districts
 - o Will assign a team leader to work with the school
 - o Quarterly invoices and the agreement can run from present day to June 30, 2018
 - o Specializes in educational grant writing
- Professional Development Update for October 2017
 - o Oct. 5th: Kim Louttit was here from BOCES for Math grade level meetings for grades 3-6. Kim worked on targeted strategies to help student growth in Math.
 - o Oct. 5th: Dana Burwell attended a Science Experience Expo at Sweet Home High school to learn about science field work for the school.
 - o Oct. 6th: Kim Abrams attended a PE consortium at Erie 1 BOCES.
 - o Oct. 17th: Linnea DuFour and Kelsey House attended a "Google Expeditions" workshop through Erie 1 BOCES which trained the teachers on how to use google goggles for virtual field trips.
 - o Oct. 17th: Marissa Austin, Dana Burwell and Sherrie Tracy attended a Science workshop at Erie 1 BOCES which focused on the implementation of the new Science Standards.
 - o Oct. 18th: Chris Stoianoff attended "Digital Wave Conference (Integrating technology in the classroom)" held at Erie 1 BOCES.

- Oct. 19th: Cindy Rice and Staci Intrilligator were here from EL Education for grade level meetings. Cindy and Staci reviewed our character bank and checked in on Habits of Scholarship within the classrooms.
 - Oct. 23rd: Tina Boogren was here from Marzano. The whole staff participated in “Motivating and Inspiring Students” workshop through the Marzano research group.
 - Oct. 23rd: Kim Abrams attended “Activities for Strengthening Your Physical Education Program” through Bureau of Education and Research.
 - Oct. 24th: Realize Anything is Possible rap group was here for a school assembly about anti-bullying and positive character.
 - Oct. 24th: Darci Novak & Jill Keicher attending “Promising Practices in Literacy” through the admin series at Erie 1 BOCES.
 - Oct. 25th: Julie Stevener and Andy Sliowski attending “Interventions for Students with Autism” through the PESI group.
 - Oct. 27th: Lynn Kirshy attended “Specially Designed Instruction” at O/N BOCES
 - Oct. 27th-29th: Linnea DuFour and Marissa Austin attended EL Education National Conference in Chicago, IL.
 - Oct. 30th: Sara Felmet started an online book study course for the book “Teach Like a Pirate.”
- School Community
 - Ken Hamilton reached out to Ms. Novak about collaborating with Catholic Academy. An after school basketball game may be planned between the two schools.
 - Dashboard Review and discussion
 - A general review of the dashboard for the month of October was discussed.
 - Community Liaison Report
 - Current enrollment is at 347

Executive Session:

- A motion to go into executive session for matters of Attorney Client Privilege was made at 7:08 pm by Mr. Scott, and second by Mrs. Hill.
- A motion to exit Executive Session was made at 7:28 by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

Standing Committees:

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- Whereas, the Board of Trustees of the Niagara Charter School has reviewed the audited financial statements for the 2016-2017 fiscal year ended June 30, 2017 prepared by the EFPR Group, CPAs PLLC and their Report to the Board dated October 30, 2017, and

Whereas, the financial records for the Niagara Charter School for the fiscal year July 1, 2016 through June 30, 2017 have been examined by the EFPR Group CPAs PLLC, independent auditors, and audited them, “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,” and

Whereas, the opinion issued by the EFPR Group on these on financial statements was that the “financial statements referred to above present fairly, in all material respects, the financial position of Niagara Charter School as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America,” and therefore be it

Resolved, that the annual audited Niagara Charter School financial statements for the fiscal year ended June 30, 2017 are accepted by the Board of Trustees.

- Resolution to accept the audit was made by Mr. Scott, second by Mrs. Scheeler with no abstentions
- October 31, 2017 Interim Financial Statements were distributed and discussed
 - There was a loss of budgeted income whereby the total special funding for charter schools in the state budget was distributed only to New York City charters. This has been rectified from other areas of the budget line items.
 - Title 1 and 2 has not been received as of yet.

Governance: Mrs Kirshy, Governance Committee Chair:

- The committee meeting was postponed.
- The Governance Workshop was held on Monday November 13, 2017 with Ken Rodgers.
 - Mr. Rodgers will be at the next board meeting to update the board on succession planning.
- The next committee meeting will be on December 12, 2017 at 4:15pm at the School.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Met on Monday November 13, 2017.
 - Discussed and enhanced CAO goals for the 2017-2018 year
- An email was sent to Aidan Looney from Niagara University about board recruitment.
 - Mr. Looney will also pass the recruitment information along to the Levesque Institute.
 - A flyer that was created by Ms. Novak and Mrs. Keicher was attached to the email

Unfinished Business:

- Board of Trustee Recruitment
 - Discussion about the open Parent Trustee position was held.
 - Ms. Novak offered to send the flyer out to the Western New York Educational Service Council
- Summer Literacy Program
 - Confirmation was received from Sue Gibbons that changing the calendar to accommodate this program is a non-material change to the charter.

New Business:

- PRIDE Spotlight-Jill Keicher
- This month's Habit of Scholarship is Integrity: I am honest with myself and others.
- The following students were awarded the PRIDE spotlight for the month of October: Crew 101-Giavonna B.; Crew 102-Da'Shanti H.; Crew 103-Marquan M.; Crew 104-

My'Shay N.; Crew 105-Emmalee S.; Crew 106-Robert S.; Crew 107-Deiontre M.; Crew 108-Rolland O.; Crew 114-Julian H.; Crew 115-Anaya J.; Crew 116-Larry H.; Crew 117-Denes C.; Crew 118-Shakeira G.; Crew 119-Jalitza E.; Nominated by Ms. Kirshy-Amir G.; Nominated by Mrs. Stevener-Angel M.; Music-Denise A.; Art-Bradley M.; Physical Education-Joshua M.

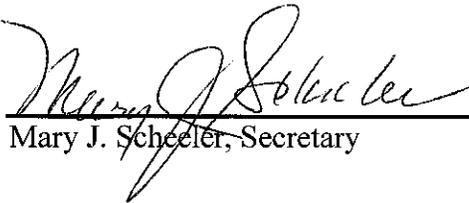
- Teacher of the Month
 - o Teacher of the Month: Jenna Schratz

Executive Session:

- A motion to go into executive session for matters of Attorney Client Privilege was made at 8:11 pm by Mr. Scott, and second by Mrs. Hill.
- A motion to exit Executive Session was made at 8:37 pm by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

A motion to enter into a grant writing agreement with the Robert J. Miller & Associates, Inc., as presented at this board meeting, for a 7-month period, December 1, 2017 through June 30, 2018, was made by Mr. Scott and second by Mrs. Kirshy. The motion was passed unanimously.

A motioned to adjourn at 8:37 PM was made by Mrs. Gonzalez, second by Mrs. Kirshy with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
December 19, 2017 6:30 PM
Doris Jones Resource Center 3001 9th Street, Niagara Falls, NY 14305**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Mary Scheeler; Lynn Kirshy; Aimee Gonzalez; and Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Tim Hyland, Business Manager; Amy DiMaggio, Recording Secretary; Christie Grant, Teacher

Also in Attendance: Ken Rogers

Excused Absence: Lakea Perry

Unexcused Absence: Cleandew Patterson

The meeting was called to order at 6:39 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions. The members acknowledged there is no quorum present and that any actions at this meeting will be ratified and approved at a later meeting.

The minutes were approved on a motion by Mrs. Scheeler, second by Mr. Scott, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development Update for November 2017
 - Nov. 1st: Jacki LaRocque attended "Pollution Preventions through Art & Science" at the Buffalo Museum of Science
 - Nov. 2nd: Andrea Hopkins attended "Kagan Accelerating Achievement at Erie 1 BOCES
 - Nov. 6th: Aimee Gonzalez & Lauren Nowicki attended "Escape Classrooms" through the O/N BOCES teacher center
 - Nov. 8th: Kim Louttit from BOCES was here for grade level meetings. She worked with teachers on "3 Act Math Tasks," a strategy to help students solve real world math word problems.
 - Nov. 9th: JLine Dance crew was at NCS for a school assembly on character and tolerance.
 - Nov. 13th: The Theatre of Youth was here for "Fantastic Earth Foods Show." This was a free show on nutrition that Niagara Charter School received for being a part of the Play60 and fitness for Kids Challenge.
 - Nov. 14th: Darci Novak & Jill Keicher attended "The NYSSLS and Three Dimensional Classroom Design" at Erie 1 BOCES
 - Nov. 15th-Nov. 29th: Marissa Austin & Andrea Hopkins attended an online workshop "Instructional Strategies for Engaging Learners" through the O/N BOCES teaching center.
 - Nov. 20th-Dec.4th: Kim Abrams & Julie Stevener attended an online book study for the book *Understanding Poverty's Influence on Students* through the O/N BOCES teaching center.
 - Nov. 28th: Staci Intriligator from EL Education was at NCS for meetings with grades 3rd, 4th & 5th to explore the new enhanced EL Education modules.

- Nov. 29th: Julie Stevener attended “Progress Monitoring” & Sherrie Tracy attended the “Instructional Coaching Consortium” at Erie 1 BOCES. Theresa Killian, Jacki LaRocque, Jenna Schratz & Alicia Roehrig attended Brain Mendler’s workshop “Motivating & Managing Hard to Reach, Uninterested & Disruptive Students”
- Nov. 29th-Dec. 8th: Julie Stevener attended “Gathering Data with Google Forms,” an online training through O/N BOCES teacher center.
- Nov. 29th-Dec. 19th: Darci Novak attended an online workshop titled “Leadership Mastery”
- Nov. 30th: Megan Corsaro attended a Family Engagement Conference
- Nov. 30th: Dana Burwell attended “Classroom Management: Beyond the Basics” workshop
- School Community
 - Participated with the Niagara Falls Fire Department Toy Drive
 - 12 Families received toys
 - 5 Families received clothing
- Robert J. Miller & Associates Grant Writing Update
 - Darci and Jill met with June, the school’s representative from the company, on December 19, 2017 to discuss the following areas of needs in the school:
 - Replacing Interactive Boards
 - Assessment System
 - Flexible Seating for Special Education students
- Dashboard Review and discussion
 - A general review of the dashboard for the month of November was discussed.
- Community Liaison Report
 - As of December 19, 2017 the enrollment is 349
 - Mrs. Corsaro attended a free parent engagement conference at Salvatore’s Italian Garden. The following engagement strategies were recommended at the conference:
 - Ordering magnets with parent engagement strategies
 - What are you doing that has been successful? How can we have a fun event but also have an educational component involved? Possibly moving the Family Fun Night date to earlier in the school year.
 - It was recommended that money be put aside in the budget for parent events.

Standing Committees:

Governance: James C. Muffoletto and Mrs Kirshy, Governance Committee Chair:

- Mr. Muffoletto introduced Mr. Ken Rogers to present the succession planning documents to the board.
 - A need for templates and tools for the board to use in recruitment efforts.
 - Board succession and recruitment is the primary focus of the board
 - A discussion ensued around the objectives and obstacles listed within the document.
 - Strategies about parent and At-Large trustee recruitment was discussed.
 - Identifying the right people to apply for the open seats
 - Part two: Succession Planning was briefly discussed. Part Two of the plan cannot be implemented until the Board fills all trustee seats.
 - The Governance Committee will take the lead in assigning roles within the planning document.

- The board accepts the report as presented and it will be passed on to the Governance Committee for implementation.
- The next Governance Committee meeting will take place on January 16, 2018 at 8:00 am.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- The school has made Adequate Yearly Progress (AYP) in English Language Arts, Math, and Science on the New York State Report Card.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- Financial reports are quarterly
- 990 tax returns are being filed
- The school has moved forward with obtaining a remote deposit machine to send the deposits directly to M&T Bank.

Unfinished Business:

- Board of Trustee Recruitment
 - Discussion about the open Parent Trustee position was held.
 - Ms. Novak offered to send the flyer out to the Western New York Educational Service Council
- Summer Literacy Program
 - Mrs. Novak will contact Mike Dowd from Niagara Coach Lines to get a quote for the cost of bussing for the summer program.
 - After January 1, 2018, Ms. Novak would like to set up a phone conference with the NYS Charter School Office and the board about shortening the school year to 190 instructional days to accommodate our Summer Literacy Program.

New Business:

- PRIDE Spotlight-Jill Keicher
- This month's Habit of Scholarship is Dedication: I am committed to our PRIDE values. The following students were awarded the PRIDE spotlight for the month of November: Crew 101-Kyle W.; Crew 102-A'marionna F.; Crew 103-De'Zyre P.; Crew 104-Liam B.; Crew 105-Adriana T.; Crew 106-Princess J.; Crew 107-Jaiden M.; Crew 108-Rachel L.; Crew 114-Natavia J.; Crew 115-Isaac S.; Crew 116-Amya K.; Crew 117-Shay A.; Crew 118-Laritza E.; Crew 119-Xavier M.; Nominated by Mrs. Stevener-Rose S.; Nominated by Ms. Kirshy-Kamariea N.; Music-Tahtianna W.; Art-Zion D.; Physical Education-Raniya B.
- Teacher of the Month
 - Teacher of the Month: Andrea Hopkins

Executive Session:

- The members acknowledged that Executive Session was deemed unnecessary for this meeting.

A motioned to adjourn at 7:58 PM was made by Ms. Scheeler, second by Mr. Scott with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
January 22, 2018 at 6:30 PM
Niagara Falls Public Library 1425 Main Street, Niagara Falls, NY 14305**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Cleandrew Patterson; Lynn Kirshy; Aimee Gonzalez; Mary Scheeler; Ricky Scott; Lakea Perry

Staff in Attendance: Jill Keicher, AAO; Tim Hyland, Business Manager; Amy DiMaggio, Recording Secretary; Christie Grant, Teacher; Kim Abrams, Teacher; Maranda Paonessa; Megan Corsaro, Community Liaison;

Also in Attendance: Dr. Percy Abrams; Jonathan Schecter, Esq.

Excused Absence:

Unexcused Absence:

The meeting was called to order at 6:38 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mrs. Hill, second by Mrs. Scheeler, with all in favor and no abstentions.

The minutes for the board meeting of December 19, 2017 were approved on a motion by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.

General Update: Jill Keicher, AAO

- School Community
 - o There was an early release on January 12, 2018 due to weather. All parents were notified and overall it went well for an unexpected dismissal
 - o National Elementary Honor Society inductions were held on January 11, 2018. Thank you to Mrs. Scheeler for attending the ceremony.
 - o The first round of formal observations of all instructional staff have been completed, and the second round of formal observations are being scheduled.
- Robert J. Miller & Associates Grant Writing Update
 - Submitted a grant for flexible seating through the Tower Foundation
 - Working on submitting proposals for a new assessment program, new SMART boards, a soccer field, and basketball courts through various grant opportunities.
- Dashboard Review and discussion
 - o A general review of the dashboard for the month of December was discussed.
- Community Liaison Report given by Megan Corsaro
 - o Recruitment and Enrollment
 - A ¼ page advertisement has been placed in the February issue of Western New York Family magazine.
 - On February 13th a presentation is scheduled at Niagara Falls Head Start with Kindergarten teacher, Linnea DuFour.
 - Mrs. Corsaro will contact Lockport Head Start for recruitment.
 - Mrs. Corsaro has reached out to the radio station WBLK to run an advertisement on the radio

- The school will be sending out postcards through the Buffalo News bulk mail service to specific Niagara Falls zip codes.
- Mrs. Corsaro has been distributing brochures and flyers around the neighborhoods.
- The lottery will be held on Monday, April 2, 2018
- FSA
 - The next meeting will be on January 31, 2018.
 - A Box Top competition will run throughout the month of February.
 - A fundraiser will be held at Rainbow Roller Rink on February 28, 2018 (FSA receives \$2.00 of the \$5.00 admission fee for each person).
 - A fundraiser will be held at Chipotle restaurant on March 20, 2018 from 4:00 pm until 8:00 pm (FSA gets 50% of the proceeds for people that turn in the flyer upon checkout).
 - A discussion ensued around ways to remind parents about the FSA meetings to increase attendance at meetings.
 - Megan will report back to the board on the school to family notification system.

Standing Committees:

Governance: Mrs Kirshy, Governance Committee Chair and James C. Muffoletto:

- The committee met on January 16, 2018
 - Revisions will be made to the Board Evaluation tool and will be finished by the end of the school year for implementation.
 - The schools' policy manual has a section that Governance Committee of the Board will be working to update.
 - The Succession Plan was discussed and the only change that was made was on page two by changing the active board seats from 12 to 11.
 - The primary focus is on filling all vacant trustee positions
 - Mr. Scott spoke about increasing the number of board seats and finding people that want to be active participants.
 - Mr. Patterson suggested adding a section about recruiting future trustees to the post card advertisement.
 - Mrs. Kirshy suggested having a meet and greet where each board member needs to hand out a specific number of invitations to possible trustee candidates.
 - Each board member will bring 3 names to the February 2018 board meeting of possible candidates to invite.
 - Niagara Wheatfield Small Business Association was suggested as a place for the committee to speak.
 - Mr. Patterson will check to see if the committee can speak at the next CSEA meeting.
 - Mrs. Kirshy made a motion that the regular monthly board meetings return to Niagara Charter School, a second was made by Mr. Scott, all were in favor with no abstentions.
 - The next two meetings will be at the school on February 13, 2018 at 5:00 pm and on March 20, 2018 at 8:00 am.

- Resolution of Past Board Actions
 - o There was discussion with respect to ratifying all prior actions of the Board of Trustees, including all prior actions approved at a regular meeting of the Board of Trustees held on December 19, 2017 where a quorum was not present. Upon motion duly made by Mr. Scott and seconded by Mr. Patterson it was RESOLVED, that all prior actions of the Board of Trustees are hereby ratified and approved, including any and all actions taken by the Board of Trustees at a meeting dated December 19, 2017.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Mrs. Tracy informed the committee that the New York State Common Core Standards have been changed to the New Generation Standards for ELA, Math, and Science. There is a 5 year roll out plan by the state. It is projected that the new standards will be fully implemented by the 2020-2021 school year.
- BOCES has been assisting the school with the study and implementation of the new standards.
- A new assessment system is being analyzed and hopefully a grant will help fund this system.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- Financial reports were distributed, discussed and reviewed
 - o Staffing changes have contributed to the savings in expenditures in the budget.

Unfinished Business:

- Board of Trustee Recruitment
 - o This item was discussed during the Governance Committee report.

New Business:

- PRIDE Spotlight-Jill Keicher

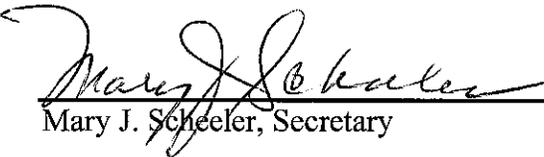
This month's Habit of Scholarship is Excellence. I push myself to do more than I thought possible: Crew 101-Osias W.; Crew 102-Zionna C.; Crew 103-Jacob M.; Crew 104-Jayden W.; Crew 105-Iyanah S.; Crew 106-Kaylianna B.; Crew 107-Londyn M.; Crew 108-Ma'Raya C.; Crew 114-Anarie N.; Crew 115-Shaniya B.; Crew 116-Sandriah S.; Crew 117-Kieamarie N.; Crew 118-Tahtianna W.; Crew 119-Jonasia J.; Nominated by Ms. Kirshy-Jianna J.; Nominated by Mrs. Stevener-Namar B.; Music-Xavier M.; Art-Raj'zyane P.; Gym-Rose S.

- Teacher of the Month
 - o Christie Grant

Executive Session:

- A motion to enter into Executive Session for matters of attorney client privilege was made at 7:48 PM by Mrs. Hill, second by Ms. Perry with all in favor and no abstentions.
- A motion to exit Executive Session was made at 8:32 PM by Mrs. Scheeler, second by Mrs. Perry with all in favor and no abstentions.

A motioned to adjourn at 8:32 PM was made by Ms. Scheeler, second by Mr. Scott. with all in favor and no abstentions.



 Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
February 13, 2018 at 5:00 PM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Lynn Kirshy; Aimee Gonzalez; Mary Scheeler; Cleandrew Patterson; Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Amy DiMaggio, Recording Secretary; Christie Grant, Teacher; Maranda Paonessa; Kim Abrams, Teacher

Also in Attendance: Jonathan Schechter, Esq.; Shantielle Johnson, Parent

Unexcused Absence: Lakea Perry

The meeting was called to order at 5:00 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mr. Patterson, second by Mrs. Hill, with all in favor and no abstentions.

The minutes for the board meeting of January 22, 2018 were approved as corrected on a motion by Mr. Patterson, second by Mrs. Hill, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- School Community
 - o To continue promoting literacy at home, in January, Niagara Charter started participating in Darien Lake's Read-to-Ride reading program. Student's track their reading minutes at home, and when they reach 7 hours, they will get a free ticket to Darien Lake Amusement Park.
 - o Student Led Conferences were held on January 24 and 25, 2018.
- Professional Development for the month of January
 - o Jan. 9th: Cindy Rice from EL Education was at NCS for grade level meetings. Cindy worked on incorporating complexity into students' work.
 - o Jan. 11th: Sherrie Tracy, Linnea DuFour & Kelsey House attended "Deep Curriculum Alignment" at Erie 1 BOCES. The workshop focused on learning the new Science standards.
 - o Jan. 12th: Kim Abrams attended the "PE Consortium" at Erie 1 BOCES.
 - o Jan. 17th: Staci Intrilligator from EL education was at NCS for meetings with grades K-2 to explore the new EL Education modules.
 - o Jan. 18th: Julie Stevener attended "PLP to Annual Goals" at Erie 1 BOCES.
 - o Jan. 22nd-24th: Laruen Zaleski & Jenna Schratz attended "Scaffolding for High-Quality Work" a national institute through EL Education in Denver, CO.
 - o Jan. 26th: Chris Stoianoff attended "Ditch That Textbook," a technology workshop through Erie 1 BOCES.
 - o Jan. 31st: Julie Stevener attended "Developing Measurable Annual Goals," through Erie 1 BOCES.

- Jan. 31st-Feb. 2nd: Amy DiMaggio & Katie Sclafani attended “EL Education Leadership Cohort” in Saratoga Springs, NY.
- Dashboard Review and discussion
 - A general review of the dashboard for the month of January was discussed.
- Community Liaison Report given by Jill Keicher
 - Recruitment, Enrollment, and FSA Updates
 - Mrs. Corsaro is working on several recruitment projects that she will report on in the month of March.
 - Sent an alert the night before the FSA meeting and four parents attended the FSA meeting.
 - You can separate the mode of communication for the Alert System to only send texts, emails, or phone calls.

Standing Committees:

Governance: Mrs Kirshy, Governance Committee Chair and James C. Muffoletto:

- The committee met on February 6, 2018
- Board Assessment Tool
 - The committee has updated a draft of the board assessment tool. A draft was presented at the table
- The board policies will be reviewed by the school attorney and CAO of the school.
- Board Recruitment
 - Mrs. Kirshy passed out index cards for trustees to provide the contact information of people that may be interested in becoming a part of the board of trustees.
 - Mr. Muffoletto distributed letters to the trustees inviting community members to the board meetings. Ms. Gantz will distribute these letters to the personal contacts provided by the trustees that might be prospective trustees. A flyer and brochure will be included with the letter.
 - Parent Member Prospect: Shantielle Johnson was present at the Board meeting and spoke about her interest in volunteering for the Board of Trustees.
- Board of Trustee Date and Time
 - The next meeting of the Board of Trustees will be held on Tuesday, March 27, 2018 at 8:00 am at Niagara Charter School.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Niagara Charter School was asked by the New York State Charter School Office to participate in a voluntary school climate survey (includes some of the following topics: school safety, bullying, and sense of belonging). The purpose of the survey is to collect data from three stakeholder groups on the current climate of the school. The instructional staff (all), parents (all), and students (5th and 6th grade) will take a free survey this spring that was released by the US Department of Education. The data from this survey will be used in house to create an action plan based on the survey results. The data collected, as well as the action plan will be shared with the NYSED department. This survey will be mandatory for all schools beginning next year. The school leadership team will update the board on the results and plan as they become available.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- Full financial statements for the third quarter will be presented at the April meeting

Unfinished Business:

- Summer Literacy Program
 - o Ms. Novak will present her recommendations for this program at the March meeting.
 - o Sue Gibbons will be meeting with Ms. Novak on March 5th, shortening the school year and the Summer Literacy Program will be discussed during this meeting.

New Business:

- PRIDE Spotlight-Jill Keicher
 - o This month's Habit of Scholarship is Perseverance. I keep trying. The following students were awarded: Crew 101-Romeo C.; Crew 102-Kaiden M.; Crew 103-Donald S.; Crew 104-Stephn N.; Crew 105-Christian S.; Crew 106-Jermere M.; Crew 107-Aquria B.; Crew 108-Angel H.; Crew 114-Keyona B.; Crew 115-Neveah K.; Crew 116-Makiah T.; Crew 117-Michael C.; Crew 118-Savannah D.; Crew 119-Brandon D.; Nominated by Mrs. Kirshy-Robert H.; Nominated by Mrs. Stevener-Amarie C.; Music-Laritza E.; Art-Amya K.; Physical Education-Zyeir B.
- Teacher of the Month
 - o Nurse Sharon Novak

Executive Session:

- Executive Session was not needed at this meeting.

A motioned to adjourn at 5:38 PM was made by Mr. Patterson, second by Mrs. Kirshy. with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
March 27, 2018 at 8:00 AM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Mary Scheeler; Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Amy DiMaggio, Recording Secretary; Lynn Kirshy; Aimee Gonzalez; Christie Grant; Julie Stevener; Karen Gantz; Marissa Austin; Theresa Boniface; Kim Abrams

Also in Attendance: Jonathan Schecter, Esq.

Unexcused Absence: Lakea Perry; Cleandrew Patterson

The meeting was called to order at 8:09 AM with President James C. Muffoletto presiding.

Public Notice was confirmed.

A quorum was not present.

The agenda was approved on a motion by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.

The minutes for the board meeting of February 13, 2018 were approved as corrected on a motion by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- School Community and Facilities
 - o School safety is an important topic. On March 21st, Mrs. Keicher and Ms. Gantz met with Sheriff Deputies about our current safety procedures.
 - o Ms. Novak will meet with Sonitrol Security on March 29th about updating the School's security panel and front foyer area. A review of the school's fire and sprinkler system will be conducted.
 - o The school will continue to provide training to staff and continue with lockdown and evacuation drills.
 - o Possible funding or aid for a resource officer for every school was discussed. The cost is \$100,000 for a resource officer for a full school year. Ms. Novak will look into the possibility of acquiring a resource officer for NCS.
 - o Mr. Schecter will look at the lease agreement for the building for the heating and cooling system and inform Ms. Novak of the landlord responsibilities.
 - o LED lighting could be a savings to the school. National Grid met with Ms. Novak to look at replacing interior lightbulbs with LED bulbs. Ms. Novak will be acquiring quotes for this project.
 - o Ms. Novak is getting quotes for the interior (school hallways) to be painted.
 - o Ms. Novak and IT consultant Chris Stoinoff are getting bids to update the school's technology to include SMART boards in each classroom.
 - o Sue Gibbons met with Ms. Novak and Mrs. Keicher on March 5, 2018. A follow up memo from the meeting will be sent to Ms. Novak.

- Professional Development for the month of February
 - o Feb. 1st: Lisa Pearce attended “Systems of Support: Behavior Interventions & Referrals through Erie 1 BOCES
 - o Feb. 2nd: Lisa Pearce attended “Trauma, Stress & It’s Impact on Children” through Erie 1 BOCES
 - o Feb. 5th: Julie Stevener attended “IEP A-Z” through Erie 1 BOCES
 - o Feb. 8th: Cindy Rice from EL Education met with the specials teachers on planning for upcoming student-led conferences
 - o Feb. 9th: Lynn Kirshy attended a workshop about dyslexia through PESI workshops
 - o Feb. 12th: Julie LoRusso from BOCES was at NCS for ELA grade level meetings. Julie worked with teachers on writing strategies
 - o Feb. 13th: Darci Novak & Sherrie Tracy attended “Tools for Classroom Instruction” at Erie 1 BOCES
 - o Feb. 15th: Darci Novak & Jill Keicher attended “Promising Practices in Literacy Focus Science & Math-Admin Series” through Erie 1 BOCES
 - o Feb. 23rd: Nels Ross performed a school assembly on positive character traits
 - o Feb. 26th-28th: Grades 3, 4 & 5 participated in “The Pillow Case Project” through The American Red Cross where presenters from the Red Cross explained to students how to be prepared for emergencies. Each student received a pillowcase to fill with items for emergencies
- Dashboard Review and discussion
 - o A general review of the dashboard for the month of February was discussed.
- Community Liaison Report given by Ms. Novak
 - o Recruitment, Enrollment, and FSA Updates
 - The lottery is scheduled for Monday April 2, 2018 at 11:00 AM at the school. The League of Women Voters will come as a third party for the lottery.
 - There was no FSA meeting in February. There was a meeting on March 21, 2018 with 4 parents in attendance. The next meeting is scheduled for April 11th.
 - The Chipotle fundraiser on March 20th, earned \$412.
 - Box tops for education earned the FSA a little over \$400.
 - All funds raised will go towards Family Night on May 10th.
 - Colgate Dental Van will come for dental screenings for 100 students. The parents need to sign permission for their child to be screened.
 - Mrs. Corsaro is working with Niagara Charter’s National Elementary Honor Society and Mrs. Gonzalez, to make personal hygiene kits for the Casey House for a service project.
 - WBLK radio advertisement ran for two weeks in March.
 - Postcard mailing targeting children from ages 3-11 were delivered to targeted zip codes in early March.
 - The Niagara Gazette and the Lockport Sun featured an education section and the School’s ad was included.

Standing Committees:Governance: Mrs Kirshy, Governance Committee Chair and James C. Muffoletto:

- The committee did not meet.
- Tentative Future Board Meetings: April 24, May 15, and June 19, 2018 at 8:00 AM at the school.
 - o There was a brief discussion about the Board Meeting calendar for the 2018-2019 school year and will be continued at the April meeting.
- Bylaws and Policy Manual
 - o Mr. Schecter stated that he will not be changing the bylaws, but they will be included as part of the policy manual.
- Parent Trustee Appointment
 - o Ms. Johnson has been nominated by Mr. Muffoletto, Mrs. Scheeler seconded the nomination. The nomination was accepted unanimously and Ms. Johnson is now a Parent Trustee on the Board.
- Board Recruitment
 - o Mrs. Kirshy has contacted Kevin Nichols at the Air Force Base. The Base is interested in participation on the Niagara Charter School Board. Mr. Stevenson from the Niagara Falls Fire Department stated that they are also interested in board participation. Mrs. Kirshy has also spoken with Bob Weaver and Mrs. Judy DiCamillo about possible board participation.
 - o Mr. Muffoletto has left several messages with the Niagara Falls Business Association, the Wheatfield Business and Professional Association, and the LaSalle Business Association. He has not been able to make contact yet.
 - o Mrs. Scheeler has made contact with Leadership Niagara.
 - o Mr. Scott spoke with Dr. Mary Ellen Mulvey from Medaille College
 - o Mrs. Hill has attempted to reach the Lockport Business Association and was unable to make contact.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Met with Liz Zulawski, President and CEO of Leadership Niagara. Local leaders join Leadership Niagara to expand on their knowledge of Niagara County and leadership. Leadership Niagara would be interested in forming a partnership with Niagara Charter School around a specific project for the school. Hopefully this partnership will lead to interest in recruiting future board members.
- Data was distributed about the interim assessments. Overall there is positive growth throughout the school in both Math and ELA.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- There is no formal report. Mr. Hyland shared financial statements with the Financial Committee. A meeting will be set for next month.

Unfinished Business:

- Summer Literacy Program

- NFCSD receives money from NYSED for summer programing, and their enrollment numbers include students that attend Niagara Charter School. This would make NCS students eligible to participate in these programs.

New Business:

- PRIDE Spotlight-Jill Keicher
 - This month's Habit of Scholarship is Respect. I value myself and others.
 - Crew 101-Anar'Re B., Crew 102-Dariona T., Crew 103-Neven M., Crew 104-Jayden W., Crew 105-Elijah W., Crew 106-Amarionna C., Crew 107-Na'Zarria B., Crew 108-Trevien M., Crew 114-Azzaraya P.Crew; 115-Ava Y., Crew 116-Masiyah P., Crew 117-Ashley N., Crew 118-Saree C, Crew 119-Darshayla M., Nominated by Mrs. Kirshy-Jermere M., Nominated by Mrs. Stevener-Wroan Q., Music-Jaydyn G., Art-Aaryianna S., Gym-Ni'ziera J.
- Teacher of the Month
 - Julie Stevener

Executive Session:

- A motion to go into Executive Session for contractual issues was made at 9:10 AM by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.
- A motion to exit Executive Session was made at 10:24 AM by Mrs. Hill, second by Mrs. Scheler, with all in favor and no abstentions.

A motioned to adjourn at 10:25 AM was made by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.


Mary J. Scheler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
April 24, 2018 at 8:00 AM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Mary Scheeler; Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Amy DiMaggio, Recording Secretary; Lynn Kirshy; Christie Grant; Karen Gantz; Timothy Hyland; Marissa Austin; Theresa Boniface;

Also in Attendance: Jonathan Schecter, Esq.; Judith DiCamillo

Excused Absence: Shantielle Johnson

Unexcused Absence: Cleandrew Patterson

The meeting was called to order at 8:09 AM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved on a motion by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.

The minutes for the board meeting of March 27, 2018 were approved as corrected on a motion by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development
 - o March 1st: Cindy Rice from EL Education observed specials teachers and met with them to debrief and give feedback. Sherrie Tracy attended "Instructional Coaching Consortium" at Erie 1 BOCES.
 - o March 2nd: Kim Abrams attended "PE Consortium" at Erie 1 BOCES.
 - o March 5th-9th: Scholastic book fair was open. We earned just over \$2,500 that can be spent on new books for the library.
 - o March 6th: Julie Stevener attended "Test Accommodations" at Erie 1 BOCES.
 - o March 7th: Theresa Boniface, Jen Smith & Sherrie Tracy attended "Deep Curriculum Alignment-Science Standards" at Erie 1 BOCES.
 - o March 12th: Staci Intrilligator from EL Education met with grades 3-5 to continue learning about the enhanced EL modules.
 - o March 15th: Sherrie Tracy attended "Helping Your Struggling Readers Become More Successful Readers: Targeted Interventions that Work" through the Bureau of Education and Research.
 - o Jill Keicher & Amy DiMaggio "Managing Emotions Under Pressure" through Fred Pryor Workshops.
 - o March 23rd: Julie LaRusso from BOCES met with teachers during grade level meetings and explored the practices for the Next Generation ELA Standards.
- General Announcements
 - o The Scholastic Book Fair was held the week of March 5, 2018. The school earned \$2,269.51 in books for the library.

- School Community
 - o An initial estimate for security updates has been received. This information will be discussed at the finance committee meeting, along with other facilities expenditures expected for the 2018-19 school year.
 - o The front office HVAC heating and cooling system was assessed by Allied. The school attorney will examine the lease agreement to determine the responsibility of the repair. According to the rental agreement, repairs are covered by the landlord and maintenance is covered by the leaser.
- Dashboard Review and discussion
 - o A general review of the dashboard for the month of March was conducted.
- Grant Updates
 - o The school has submitted 10 grants for various projects including, music, books, health and wellness, technology and an outdoor basketball court.
 - o The school was declined one grant for flexible seating based on the percentage of special education students that attend the school. The grant writer is looking into other funding opportunities to submit a grant for flexible seating.

Standing Committees:

Governance: Mrs Kirshy, Governance Committee Chair:

- The committee did not meet.
- Board Meeting Calendar for 2018-2019
 - o Mr. Muffoletto opened the discussion for times for future board meetings. The Committee will make a recommendation about finalizing the location and times at the next meeting. Mrs. Kirshy has asked for the Trustees to review the meeting dates for 2018-2019 in the draft school calendar.
 - o The next board meeting will be on Tuesday, May 15, 2018 at 5:00 PM located at Niagara Charter School.
 - o Mrs. Kirshy will email the teachers to put the Board Meeting date and time on the students' communicator.
- Board Recruitment
 - o Judy DiCamillo has expressed an interest in joining the Board of Trustees as an At-Large member. Mrs. DiCamillo spoke about her interest in joining the Board.
 - o Mr. Muffoletto will be meeting with the Niagara Wheatfield Small Business Association, all Trustees are invited to attend.
 - o On May 2, 2018, Ms. Novak is providing a tour to Pat Wayland who has showed an interest in serving on the Board.
 - o Mrs. Kirshy is in contact with a representative from the Niagara Falls Air Force Base.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- The New York State ELA assessment was administered on April 5 and 6, 2018.
- There were seven students that opted out of the ELA assessment.
- The school is collaborating with Elmwood Village Charter School for scoring the New York State ELA and Math assessments. Scoring for the ELA assessments took place on April 11, 2018.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- There was not a formal meeting. Financial statements were provided in the board packet.

- A general review of the quarterly financial statements was conducted.
 - o The personnel line is under budget due to teacher turn over and the replacement of newer teachers at a lower cost to the School.
 - o The budget will be realigned for the remainder of the school year during the next Committee meeting.

Unfinished Business:

New Business:

- PRIDE Spotlight-Jill Keicher
 - o This month's Habit of Scholarship is Integrity. I am honest with myself and others.
 - o Crew 101-Riyah W.; Crew 102-Akira J.; Crew 103-Gemma J.; Crew 104-Jaiden M.; Crew 105-Desai H.; Crew 106-Ajoinis C.; Crew 107-Natilya D.; Crew 108-Madison S.; Crew 114-Amerie S.; Crew 115-Anthony L.; Crew 116-Amiyah M.; Crew 117-Mia K.; Crew 118-Carrie F.; Crew 119-Rose S.; Nominated by Ms. Kirshy-Charles D.; Nominated by Mrs. Stevener-Kyle W.; Music-Darshayla M.; Art-Jacob M.; Physical Education-Rolland O.
- Teacher of the Month
 - o Mrs. Tracy

Executive Session:

- A motion to go into Executive Session for contractual issues was made at 9:08 AM by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.
- A motion to exit Executive Session was made at 9:41 AM by Mrs. Hill, second by Mrs. Scheeler, with all in favor and no abstentions.

Next, there was discussion of a proposed non-material modification of Niagara Charter School's instructional calendar starting in the 2018-2019 school year.

The proposed modification would adjust Niagara Charter School's current calendar from 200 to 190 instructional days. The instructional calendar would be adjusted to give additional days off in August and five additional days off at spring break. Niagara Charter School would continue to offer an extended school year and an extended school day. The extended instructional time each day equates to approximately 27 additional days of instruction on a 190 day calendar year. It is anticipated that the proposed modification would allow Niagara Charter School to better serve its students, staff, and school community by enabling a policy change to reduce time off for instructional staff during the school year, offsetting student absenteeism, allowing students to access summer programming offered by the Niagara Falls City School District, providing transportation cost savings, and encouraging teacher retention.

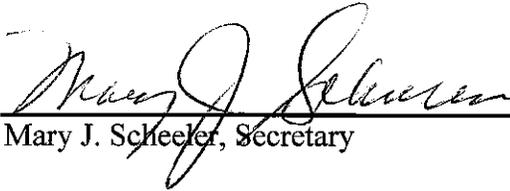
Upon motion duly made by Mr. Scott and seconded by Mrs. Scheeler and it was

RESOLVED, that the proposed modification of the Niagara Charter School instructional calendar starting in the 2018-2019 school year from 200 to 190 instructional days is hereby approved and that James C. Muffoletto, as President of the Board of Trustees, is authorized to request the permission of the New York State Charter School Office to modify the instructional calendar starting in the 2018-2019 school year from 200 to 190 instructional days.

A motion to approve the letter to New York State Charter School Office for a non-material change was made by Mr. Scott, a second was made by Mrs. Scheeler.

A vote to submit the letter as drafted to the New York State Charter School Office for a non-material change was made with 3 in favor and 1 against.

A motioned to adjourn at 9:55 AM was made by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
May 21, 2018 at 5:00 PM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Mary Scheeler; Ricky Scott

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Amy DiMaggio, Recording Secretary; Lynn Kirshy; Aimee Gonzalez; Christie Grant; Karen Gantz; Lisa Pearce; Sara Felmet; Theresa Lyness

Also in Attendance: Jonathan Schecter; Judith DiCamillo

Excused Absence: Shantielle Johnson

Unexcused Absence: Cleandrew Patterson

The meeting was called to order at 5:18 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

The minutes for the board meeting of April 24, 2018 were approved as corrected on a motion by Mrs. Scheeler, second by Mr. Scott, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development:
 - o April 10th: Theresa Killian attended “In-Depth Look at the New Arts Standards” at Erie 1 BOCES.
 - o April 18th: Cindy Rice from EL Education was here to meet with Art and Music faculty and provide training on learning targets, and engagement.
 - o April 20th: Lisa Perce attending “Self-Care for Student Support Team Professionals” at Erie 1 BOCES. Darci Novak, Jill Keicher, Amy DiMaggio, Sherrie Tracy, Megan Corsaro, Maranda Paonessa, Lan Harris & Karen Gantz attended Heartsaver CPR with AED Course.
- General Announcements
 - o Ms. Novak met with Patrick Whalen who is the Director of Niagara Global Tourism Institute. Mr. Whalen is not interested in sitting on the board, however he is well connected in Niagara County and invited Ms. Novak to the Niagara Rotary Club on June 6th to speak and network with local leaders.
 - o Ms. Novak attended a training on Swipe Clock at ESC. We are researching the move towards an electronic method of tracking time for employees.
 - o Ms. Novak and Mrs. Keicher attended the New York State Every Student Succeeds Act training in Albany. Ms. Novak and Mrs. Keicher will present the information to the board at a future meeting.
- Dashboard Review and discussion
 - o A general review of the dashboard for the month of April was conducted.

Standing Committees:Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- There is no report for this meeting.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- There were adjustments made to the budget according to what was spent this school year on specific line items. Funding from line items that have not been used have been reallocated to other line items in the budget.
- A motion to accept the modified budget for the 2017-2018 year was made by Mr. Scott and second by Mrs. Hill, with all in favor and no abstentions.

New Business:

- PRIDE Spotlight-Jill Keicher
 - o This month's Habit of Scholarship is Dedication. I am committed to our PRIDE values. Crew 101-Zoey K.; Crew 102-Christianna H.; Crew 103-Layla J.; Crew 104-Franklin H.; Crew 105-Samuel R.; Crew 106-Dawn-Maree G.; Crew 107-Treasure R.; Crew 108-Brielle C.; Crew 114-Neveah N.; Crew 115-Hadleigh L.; Crew 116-Ty R.; Crew 117-Nathan G.; Crew 118-Rosalyn R.; Crew 119-Caliana C.; Nominated by Mrs. Kirshy-Zachary S.; Nominated by Mrs. Stevener-Princess J.; Music-Liam B.; Art-Shaniya B.; Gym-Ayala S.
- The teacher of the month has been postponed.

Executive Session:

- A motion to go into Executive Session for attorney client privilege was made at 5:39 PM by Mr. Scott, second by Mrs. Hill, with all in favor and no abstentions.
- A motion to exit Executive Session was made at 5:52 PM by Mrs. Scheeler, second by Mrs. Hill, with all in favor and no abstentions.

Governance: Mrs Kirshy, Governance Committee Chair:

- On May 14, 2018 Mrs. Kirshy and Mr. Muffoletto attended the Niagara Wheatfield Small Business Association meeting to try and recruit board members. A member from the Niagara Rotary Club invited Mrs. Kirshy to speak at the June 6, 2018 meeting.
- The committee did not meet.
- Mrs. Kirshy sent out a flyer for homework help for students while parents attend the board meeting. Ms. Armstrong and Ms. Schratz stayed after school to help students with their homework.
- Mrs. Kirshy presented a list of parents that might be interested in becoming a trustee to the board.
- Mrs. Kirshy will email the board assessment tool. Please complete this assessment tool before the next meeting and return it to Mrs. Kirshy.
- A motion was made by Mr. Muffoletto that Cleandrew Patterson's trustee position is terminated immediately due to the absentees rule stated in the by-laws, Mrs. Hill seconded the motion, all in favor with no abstentions.
- The meeting then continued with the election of a replacement at-large trustee. Judy DiCamillo submitted her resume and letter of interest to James C. Muffoletto and was in attendance for discussion with the Board. Upon motion duly made by Mr. Muffoletto and seconded by Mr. Scott, Judy DiCamillo was elected unanimously to serve as an At-Large trustee for the term ending June 30, 2020:

subject to the Niagara Charter School Board of Trustees conducting a thorough background check via fingerprint scan as required, and discovering no State or Federal criminal history or subject to proving such history to the SED if found, the Board of Trustees has voted Judy DiCamillo as an At-Large candidate to its Board of Trustees for a term expiring June 30, 2020 pending further approval by the SED and resolution formally being approved upon such formal approval by the SED.

- The next Board meeting will be held at the school on June 19th at 5:00 PM.

Unfinished Business:

A motion to adjourn at 6:01 PM was made by Mrs. Scheeler, second by Mr. Scott, with all in favor and no abstentions.



Mary J. Scheeler, Secretary

**Niagara Charter School
Minutes of Board of Trustees Meeting
June 19, 2018 at 5:00 PM
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

Trustees in Attendance: James C. Muffoletto, President; Janet Hill; Mary Scheeler; Ricky Scott; Judy DiCamillo

Staff in Attendance: Darci Novak, CAO; Jill Keicher, AAO; Amy DiMaggio, Recording Secretary; Lynn Kirshy; Aimee Gonzalez; Megan Corsaro; Timothy Hyland; Marissa Austin; Theresa Boniface; Lisa Pearce; Linnea DuFour; Karen Gantz; Kelsey House

Excused Absence:

Unexcused Absence: Shantielle Johnson

The meeting was called to order at 5:11 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.

The minutes for the board meeting of May 21, 2018 were approved as corrected on a motion by Mrs. Scheeler, second by Mrs. DiCamillo, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development:

- o May 4th: Kim Abrams attended the PE Consortium at Erie 1 BOCES. Lynn Kirshy & Theresa Killian started a “Mindfulness Fundamentals” online class.
- o May 8th: Aimee Gonzalez & Marissa Austin attended a Greg Tang Math Workshop in Binghamton, NY.
- o May 9th: Julie LaRusso was here from Erie 1 BOCES and worked with teachers in grades 3-6 mapping writing for the following school year.
- o May 10th: “Milk Magic Show” school assembly through the WNY Dairy Farmers which promoted healthy eating habits.
- o May 11th: Jacki LaRocque & Theresa Killian attended “A Practical Approach to Management and Discipline: Strategies for Dealing with Challenging and Difficult Students” through BER online workshops.
- o May 14th: Sherrie Tracy attended “Transitioning to the NYS Next Generation ELA Standards K-5 at Erie 1 BOCES.
- o May 15th: Sherrie Tracy attended “Instructional Coaching Consortium” at Erie 1 BOCES.
- o May 16th & 17th: Darci Novak & Jill Keicher attended “Every Student Succeeds Act State Plan” Training in Albany, NY.
- o May 17th: Julie LaRusso was here from Erie 1 BOCES and worked with teachers in grades Kindergarten-2 mapping writing for the following school year.
- o May 17th: Darci Novak & Jill Keicher attended “Promising Practices for Evaluation-Admin Series” at Erie 1 BOCES. Sharon Novak attended an Immunization Conference through the Western New York Immunization Coalition.

- May 21st: Kim Louttit was here from BOCES for grade level meetings focusing on the Next Generation Math Standards.
- May 24th: Sherrie Tracy & Marissa Austin attended “Deep Curriculum Alignment” for the new science standards at Erie 1 BOCES.
- May 24th: Kristen Brosius attended “Developing Effective Classrooms to support Positive Behavior” at Erie 1 BOCES.
- May 24th: Cindy Rice from EL Education was here, and met with the 6th grade team to debrief passage portfolios for Student Led Conference. She also conducted learning walks through the school.
- May 25th: The entire staff was CPR trained through Buffalo CPR.
- May 29th: Staci Intriligator was here from EL Education and worked with grades K-2 exploring the new EL Module for next school year.
- General Announcements
 - Ms. Novak attended a Special Education Consortium meeting at Daemen College with Lynn Kirshy on May 31, 2018.
 - The draft policy manual is in progress. Mr. Schecter has been in contact with Erie 1 BOCES about updating
 - Mr. Schecter has submitted the teacher trustee paperwork to New York State Education Department.
 - Dr. Bowen has met with Ms. Novak and will be meeting with her next week to conduct her final evaluation. Dr. Bowen will be sending the final evaluation to the Academic Committee Chairperson
 - Niagara Charter School received a \$5,000 grant from Lowe’s for the gym padding on the wall
 - Niagara Charter School received a \$1,000 grant from Walmart for interactive white boards
 - Niagara Charter School received a \$500 grant from Walmart for technology
 - Niagara Charter School received a \$115,000 grant for the Achievement Network assessment program and technology
- Dashboard Review and discussion
 - A general review of the dashboard for the month of May was conducted.
- Community Liaison Report- Megan Corsaro
 - Advertisement
 - Radio commercial on WBLK aired March 5-18th
 - Postcards were provided by the Buffalo News were mailed to everyone with children between the ages 4-12 in the following zip codes: 14092, 14301, 14303, 14304,14305, and 14120
 - Ran an advertisement in the Education Section of the Lockport Sun and Niagara Gazette on March 24th
 - Lottery was held April 2, 2018
 - Kindergarten is full for the 2018-2019 school year
 - Registration for all grade levels is taking place, there are less than 10 spaces to fill.
 - FSA and Fundraising:
 - The Chipotle fundraiser raised \$400 in March
 - The Box Tops fundraiser raised over \$400 for the school year

- Family night was sponsored by the FSA
- The FSA purchased 2 different titles of “Gift of the Month” books for each classroom; the books focused on building positive character traits
- The FSA provided each incoming Kindergarten student a book at Kindergarten Screening
- The FSA purchased pizza for Kindergarten and 6th Grade graduation
- Events
 - Exhibition night: 60 Families attended
 - Colgate Healthy Smiles Van: Dental Screenings were conducted on: 105 students (with signed consent) were screened. Students received a dental report card and toothbrush kit after their screening
 - Family Skate Night: Held on April 23rd, over 50 parents and students attended in Lockport.
 - Family Night: May 10, 2018, 81 families attended. The FSA provided games and activities for family participation. Three food trucks attended and there was a short performance from the school’s drill team.
 - A representative from Family and Children Services worked with the NCS Elementary Honor Society on a community service project. They created 20 personal care kits to donate to Casey House. This was also a part of Better World Day through EL Education.
 - Kindergarten screening were conducted on May 11 and June 15th. The organization “Help Me Grow” worked with the school during screening to interview parents about specific social and emotional needs. Parents will be contacted with the results of the survey by the organization. The school will also receive a copy of the results.

Standing Committees:

Governance: Mrs Kirshy, Governance Committee Chair:

- Mr. Schecter submitted the paperwork for the teacher trustee positions on the board. He also submitted a letter along with the paperwork.
- Board Recruitment:
 - Mrs. Corsaro gave a list of 20 parents that may be interested in serving on the board to Mrs. Kirshy. Mrs. Kirshy was able to recruit four parents to apply for the board positions. Mr. Muffoletto was able to speak to these parents and they will be submitting their résumé and cover letter for the next meeting.
- The next Board meeting will be held at the school on July 17, 2018 at 5:00 PM.
- The election of the open parent seat will take place at the July board meeting.
- Mr. Muffoletto has nominated Mary Scheeler for the open At-Large seat, a second was made by Mr. Scott with all in favor and no abstentions.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Mrs. Scheeler plans to schedule Dr. Bowen to present Ms. Novak’s final evaluation at the July board meeting and will also bring his proposal for the 2018-2019 school year.

Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- The draft 2018-2019 school budget was included in the board packet.
- The new funding formula is decreasing the revenue for charter schools. There is a stimulus package from New York State that should be distributed to all charter schools, not just New York City charter schools.
- Maintenance services has been moved to the contract line.
- Mrs. Kirshy would like to discuss billing for Medicaid through Speech and Language Services with Mr. Hyland.
- Salary increases based on longevity and teacher retention have been included in the draft budget. Instructional staff from August 1, 2013 will receive a \$5,000 salary increase and any instructional staff member with less time will receive a 2.2% salary increase.
- Mr. Muffoletto has called a vote to accept the 2018-2019 budget, Mrs. Scheeler made a motion, Mr. Scott seconded with all in favor and no abstentions.

New Business:

- PRIDE Spotlight-Jill Keicher
 - o This month's Habit of Scholarship is Excellence: I push myself to do more than I thought possible.
 - o Crew 101-Giana N.; Crew 102-Tahlia P.; Crew 103-Amya J.; Crew 104-Zachary S.; Crew 105-Lester C.; Crew 106-Howard P.; Crew 107-Ysella N.; Crew 108-Mariela R.; Crew 114-Isaiah H.; Crew 115-Deliliah H.; Crew 116-Zah'lik H.; Crew 117-Dakota J.; Crew 118-Nevaeh E.; Crew 119-Cha'Vaia M.; Nominated by Mrs. Kirshy-Adriannah W.; Nominated by Mrs. Stevener-Jayden H.; Music-Aariyanna S.; Art-Jayden G.; Gym-Anairis G.
- The teacher of the month has been postponed.

Executive Session:

- There is no need for an Executive Session.

Unfinished Business:

- Ratification Consent to approve all actions year to date, including the last meeting. The following is the consent:

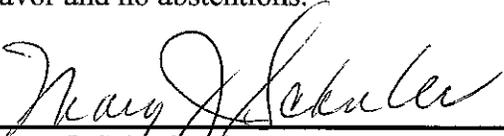
Next, there was discussion of approving all prior actions of the Board of Directors, including all prior actions held at a regular meeting of the Board of Trustees held on March 27, 2018, April 24, 2018, May 21, 2018 where a quorum was not present. Upon motion duly made by Mr. Scott and seconded by Mrs. Hill it was:

RESOLVED, that all prior actions of the Board of Trustees are hereby ratified and approved, including any and all actions taken by the Board of Trustees at a meeting dated March 27, 2018, April 24, 2018 and May 21, 2018.

- o **Items to be ratified:**

- *February 2018 Minutes and Agenda; March 2018 Minutes and Agenda; Nomination and Election of Ms. Johnson as a Parent Trustee; April 2018 Minutes and Agenda; Approval of the Charter Non-Material Calendar Modification*
- *Dismissal of Trustee CleAndrew Patterson*
- *Acceptance of the modified 2017-2018 Budget*
- *Nomination and Election of Mrs. Judith DiCamillo as an At-Large Trustee*

A motion to adjourn at 6:32 PM was made by Mrs. Hill, second by Mrs. Scheeler, with all in favor and no abstentions.



Mary J. Scheeler, Secretary



Entry 10 Enrollment and Retention of Special Populations

Created: 07/12/2018 • Last updated: 07/31/2018

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 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 2018-19.

NIAGARA CS (REGENTS)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<ul style="list-style-type: none"> -The target for NCS for Economically Disadvantaged was 74.1% as compared to the Niagara Falls City School District; NCS met and exceeded this with an Economically Disadvantaged percent of 89%. NCS also exceeded the percentage as compared to the district of location, Niagara Wheatfield, 34.7% - NCS staffs a Community Liaison to focus on recruitment efforts -Mass mailing of informational postcards to surrounding zip codes -Distribution of brochures to parents and outside businesses and agencies -Scheduled meetings with local PreK and Head-start programs with an emphasis on income, special education services, and ELL information -Building tours throughout the school year -Niagara Gazette (local paper) announcements and advertisements throughout the school year -Lockport Union-Sun & Journal advertisement -Western NY Family Magazine advertisement -Radio advertisements with focus on income, special education, and ELL information -Advertisement on local pharmacy (Niagara Apothecary) bags (circulation of 24,000) -All recruitment efforts target the low socio- 	<ul style="list-style-type: none"> -Mass mailing of informational postcards to surrounding zip codes -Distribution of brochures to parents and outside businesses and agencies -Scheduled meetings with local PreK and Head-start programs with an emphasis on income, special education services, and ELL information -Building tours throughout the school year -Niagara Gazette (local paper) announcements and advertisements throughout the school year -Lockport Union-Sun & Journal advertisement -Western NY Family Magazine advertisement -Radio advertisements with focus on income, special education, and ELL information -Advertisement on local pharmacy (Niagara Apothecary) bags (circulation of 24,000) -Researching local advertisements that target the local African-American population i.e. The Challenger Community News -Consider the use of advertisements on local bus route bench ads -Attend community events and set-up NCS table to distribute information -All recruitment efforts target the low socio-economic populations and focus on ELL and Special Education students

economic populations and focus on ELL and Special Education students

English
Language
Learners

-The target for NCS for ELL students was 1.5% as compared to the Niagara Falls City School District; NCS currently does not have any ELL students enrolled. The ELL target as compared to Niagara Wheatfield was 1%
- NCS staffs a Community Liaison to focus on recruitment efforts
-Mass mailing of informational postcards to surrounding zip codes
-Distribution of brochures to parents and outside businesses and agencies
-Scheduled meetings with local PreK and Head-start programs with an emphasis on income, special education services, and ELL information
-Building tours throughout the school year
-Niagara Gazette (local paper) announcements and advertisements throughout the school year
-Lockport Union-Sun & Journal advertisement
-Western NY Family Magazine advertisement
-Radio advertisements with focus on income, special education, and ELL information
-Advertisement on local pharmacy (Niagara Apothecary) bags (circulation of 24,000)
-All recruitment efforts target the low socio-economic populations and focus on ELL and Special Education students

-Mass mailing of informational postcards to surrounding zip codes
-Distribution of brochures to parents and outside businesses and agencies
-Scheduled meetings with local PreK and Head-start programs with an emphasis on income, special education services, and ELL information
-Building tours throughout the school year
-Niagara Gazette (local paper) announcements and advertisements throughout the school year
-Lockport Union-Sun & Journal advertisement
-Western NY Family Magazine advertisement
-Radio advertisements with focus on income, special education, and ELL information
-Advertisement on local pharmacy (Niagara Apothecary) bags (circulation of 24,000)
-Researching local advertisements that target the local African-American population i.e. The Challenger Community News
-Consider the use of advertisements on local bus route bench ads
-Attend community events and set-up NCS table to distribute information
-Translating informational brochures and materials into language other than English
-Research multi-cultural locations in the community to distribute school information and advertisements to target the ELL population
-All recruitment efforts target the low socio-economic populations and focus on ELL and Special Education students

-The target for NCS for Students with Disabilities was 15.4% as compared to the Niagara Falls City School District; NCS Students with Disabilities percent was 12%. NCS exceeded the target for Students with Disabilities as compared to Niagara Wheatfield, 8%
- NCS staffs a Community Liaison to focus on recruitment efforts
-Mass mailing of informational postcards to surrounding zip codes
-Distribution of brochures to parents and

-Mass mailing of informational postcards to surrounding zip codes
-Distribution of brochures to parents and outside businesses and agencies
-Scheduled meetings with local PreK and Head-start programs with an emphasis on income, special education services, and ELL information
-Building tours throughout the school year
-Niagara Gazette (local paper) announcements and advertisements throughout the school year
-Lockport Union-Sun & Journal advertisement
-Western NY Family Magazine advertisement
-Radio advertisements with focus on income,

Students with Disabilities	<p>outside businesses and agencies</p> <ul style="list-style-type: none"> -Scheduled meetings with local PreK and Head-start programs with an emphasis on income, special education services, and ELL information -Building tours throughout the school year -Niagara Gazette (local paper) announcements and advertisements throughout the school year -Lockport Union-Sun & Journal advertisement -Western NY Family Magazine advertisement -Radio advertisements with focus on income, special education, and ELL information -Advertisement on local pharmacy (Niagara Apothecary) bags (circulation of 24,000) -All recruitment efforts target the low socio-economic populations and focus on ELL and Special Education students 	<p>special education, and ELL information</p> <ul style="list-style-type: none"> -Advertisement on local pharmacy (Niagara Apothecary) bags (circulation of 24,000) -Researching local advertisements that target the local African-American population i.e. The Challenger Community News -Consider the use of advertisements on local bus route bench ads -Attend community events and set-up NCS table to distribute information -Track the number of students denied services from the Niagara Falls City School District -NCS is interested in participating in a charter school consortium focused on providing the highest level of special education services to charter school students -All recruitment efforts target the low socio-economic populations and focus on ELL and Special Education students
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	<ul style="list-style-type: none"> -Niagara Charter School had a 90% retention rate for Economically Disadvantaged students. -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 our students. -Niagara Charter School provides transportation to all students at no cost to our families. -Monies are allocated in the annual budget for families in need of assistance purchasing uniforms. -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 who can not afford them. -Students have access to technology that they may not have in the home. -NCS employs a full-time certified counselor. 	<ul style="list-style-type: none"> -The school misses the set target as compared to the Niagara Falls City School District by 6% (96%). -The school misses the set target as compared to the Niagara Wheatfield District by 4% (94%).

	<p>The counselor maintains relationships within the community and with social service agencies to provide support and assist to our families.</p> <p>-NCS employs a full-time Registered Nurse to provide medical care to all students.</p> <p>-To promote literacy in the home, the school gives each new kindergarten student a book to read over the summer. Each holiday season, the school provides students with one brand new book of their choosing to read over the break.</p> <p>-Funds are allocated for homeless student needs, and the designated McKinney Vento liaison works closely to help families with resources and support during this difficult time.</p> <p>-The school allocates a percentage of Title 1 funds to employ Associate Teachers at each grade level. These certified teachers work one on one or in small groups with students, supporting their academic and behavioral needs.</p>	<p>-The school will continue to work diligently on retaining all Economically Disadvantaged students.</p>
<p>English Language Learners</p>	<p>-While NCS has a Hispanic population of approximately 9%; these student do not qualify for ELL services.</p> <p>-Currently there are no ELL students registered at NCS. -Despite the lack of enrollment in this area, teachers receive annual training and professional development in instructional practices and strategies for ELL students.</p>	<p>The Community Liaison will continue to focus on recruitment efforts as described above.</p>
<p>Students with Disabilities</p>	<p>-Niagara Charter School had a 99% retention rate for SWDs.</p> <p>-The school's special education department is comprised of a Coordinator/teacher, an additional full-time teacher, and a full-time Academic Intervention Services instructor.</p> <p>-AIS services are designed to help students achieve the learning standards in ELA and math.</p> <p>-Title 1 funds are allocated to employ Associate Teachers to work one on one or in small groups with students to support academic and behavioral needs.</p> <p>-To provide high quality Speech services, NCS contracts with Buffalo Hearing and Speech. This ensures the highest level of speech services are provided to our students.</p>	<p>-The school exceeds the set target as compared to the Niagara Falls City School District by 4% (95%).</p> <p>-The school also exceeds the set target as compared to Niagara Wheatfield by 4% (95%).</p> <p>-One of the biggest challenges faced by NCS is getting students classified through the district CSE.</p> <p>-Students are regularly denied services needed, even with appropriate documentation and data. Often times, students have to exit NCS and return to district to get the needed service(s).</p> <p>-The school will continue to utilize our special education and RtI teams to progress monitor,</p>

-A Response to Intervention team is used to identify and support students with academic and social emotional needs. The team communicates with families supporting them through the RtI and CSE process.

provide tiered interventions, and make referrals to district as needed.



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/10/2018 • Last updated: 07/12/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
19	4	4	0	19

2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
2	0	0	1	3

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

The number of FTE teachers was updated from 14 to 19 to include the school's special area teachers and special education teachers.

One general education teacher resigned her position to pursue a position in a local district. To fill the general education classroom position, a building-based substitute was assigned as a long-term substitute in this room.

Two special area classrooms were filled with outside applicants. One special education position was filled internally.

One new administrative role was added, as NCS's business consultant came on-board as a part-time employee in 17/18 with the title Business Manager.

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. 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.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

Yes

Thank you



Entry 12 Uncertified Teachers

Last updated: 07/12/2018

**FTE Count of All Teachers 19
(Certified and Uncertified) as of
6/30/18**

**FTE Count of All Certified 19
Teachers as of 6/30/18**

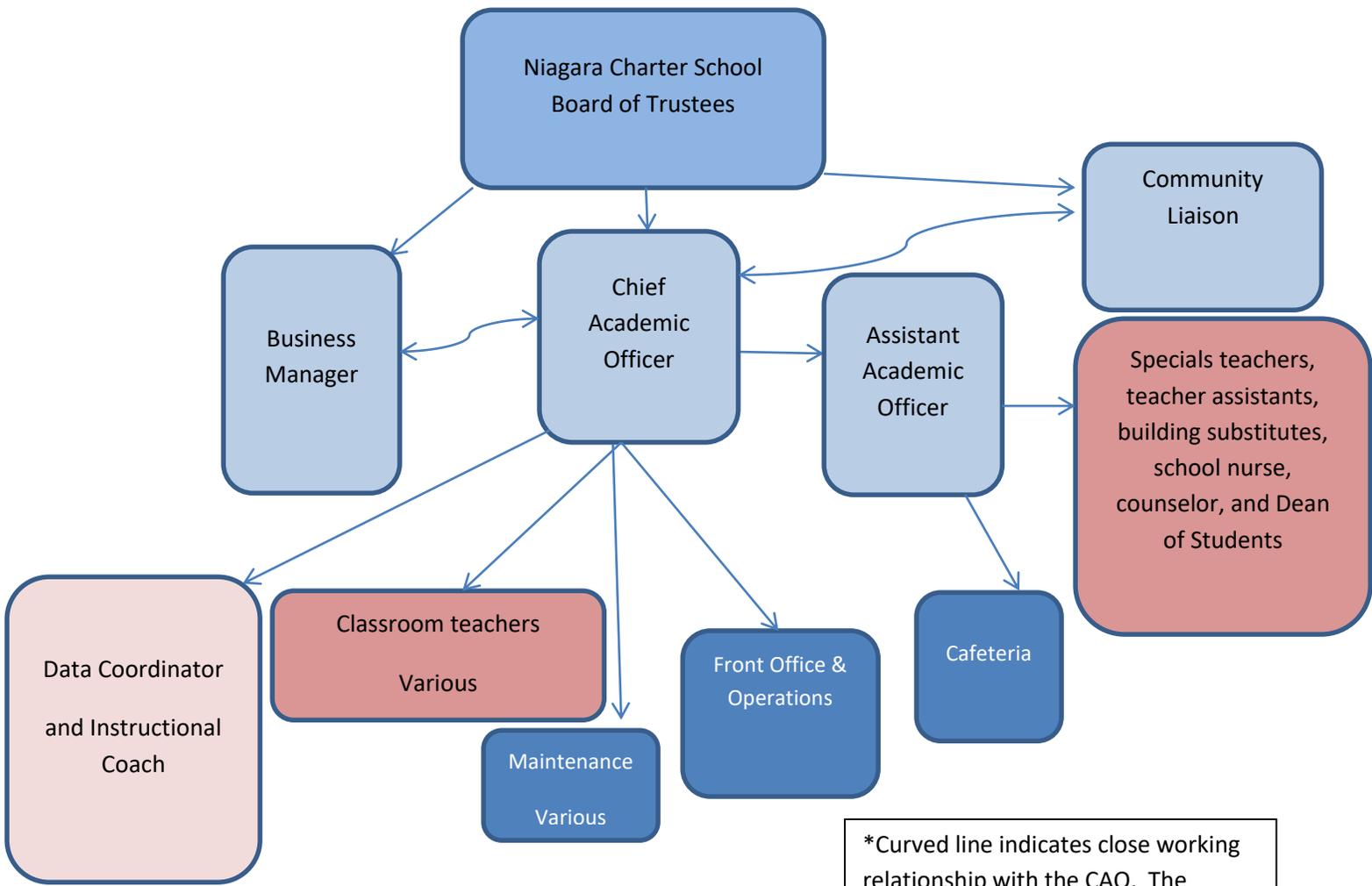
Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	0
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	0

Thank you.



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



2018-2019 School Calendar

calendar subject to change

<p><u>AUGUST</u>(10) 13th- Teachers Report 20th- 1st Day of School/ Students Report</p> <p><u>SEPTEMBER</u>(19) 3rd- NO SCHOOL/ Labor Day 14th- ½ Day 12 PM Dismissal</p> <p><u>OCTOBER</u>(22) 8th- NO SCHOOL/ Columbus Day 12th- ½ Day 12 PM Dismissal 31st- ½ Day 12 PM Dismissal</p> <p><u>NOVEMBER</u>(19) 12th- NO SCHOOL/ Veterans Day 16th- ½ Day 12 PM Dismissal 21st- ½ Day 12 PM Dismissal 22nd & 23rd- NO SCHOOL/ Fall Break</p> <p><u>DECEMBER</u>(15) 7th- ½ Day 12 PM Dismissal 21st- ½ Day 12 PM Dismissal 24th-31st- NO SCHOOL/Winter Break</p> <p><u>JANUARY</u>(21) 1st- NO SCHOOL 2nd- Students Report 21st- NO SCHOOL/ Martin Luther King Day 30th- ½ Day 12 PM Dismissal 31st- ½ Day 12 PM Dismissal</p>	<p><u>FEBRUARY</u>(15) 1st- NO SCHOOL/Superintendent's Day 18th- 22nd- NO SCHOOL/ February Break</p> <p><u>MARCH</u>(21) 8th- ½ Day 12 PM Dismissal 29th-½ Day 12 PM Dismissal</p> <p><u>APRIL</u>(12) 15th-26th- NO SCHOOL/ Spring Break 29th- Students Report</p> <p><u>MAY</u>(22) 10th- ½ Day 12 PM Dismissal 24th- ½ Day 12 PM Dismissal 27th- NO SCHOOL/ Memorial Day</p> <p><u>JUNE</u>(14) 6th-½ Day 12 PM Dismissal 7th- ½ Day 12 PM Dismissal 14th- ½ Day 12 PM Dismissal 19th- ½ Day 12 PM Dismissal 20th- 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.