



# Entry 1 School Information and Cover Page (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 06/28/2019 • Last updated: 08/01/2019

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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 cover page task, please ensure that you select the correct authorizer (**as of June 30, 2019**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

**a. SCHOOL NAME** NIAGARA CHARTER SCHOOL

(Select name from the drop down menu)

**a1. Popular School Name (Optional)** (No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2019)** Regents Authorized Charter School

Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.

**c. DISTRICT / CSD OF LOCATION** Niagara Wheatfield

**d. DATE OF INITIAL CHARTER** 08/2005

**e. DATE FIRST OPENED FOR INSTRUCTION** 07/2006

**f. 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.

**g. 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.

<p>Variable 1</p>	<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 professional do, contributing high quality work to authentic audiences beyond the classroom.</p> <p>Instruction Our classrooms are alive with discovery, inquiry, and critical thinking, problem solving, and collaboration. Teachers talk less. Students talk and think more.</p> <p>Assessment Our leaders, teachers, and student embrace the power of student engaged assessment practices to build student ownership of learning, focus students on reaching standards based learning targets, and drive achievement.</p> <p>Culture &amp; 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>
<p>Variable 2</p>	<p>Habits of Scholarship Niagara Charter School's Habits of Scholarship name the specific characteristics that support student achievement. They aid students in developing study skills, time management skills, persistence, self awareness, and the ability to seek feedback and assistance. The Habits of Scholarship are described using the acronym</p>

	<p>PRIDE:  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 though possible</p>
Variable 3	<p>Niagara Charter School offers an 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 at 4:00 pm.</p>
Variable 4	<p>Enrichment and Remediation time:  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. 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)

**Need additional space for variables** No

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

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)** 350

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)** 346

**k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6
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**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2019-20?

	No, just one site.
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**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

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

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Darci Novak			
Operational Leader	Darci Novak			
Compliance Contact	Darci Novak			
Complaint Contact	James C. Muffoletto			
DASA Coordinator	Kelsey Jung			
Phone Contact for After Hours Emergencies	Darci Novak			

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

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

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

**Site 1 Certificate of Occupancy (COO)**

<https://nysed.cso.reports.fluidreview.com/resp/90789798/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

<https://nysed.cso.reports.fluidreview.com/resp/90789798/nBjtmqxAKU/>

**CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions).** No

**ATTESTATION**

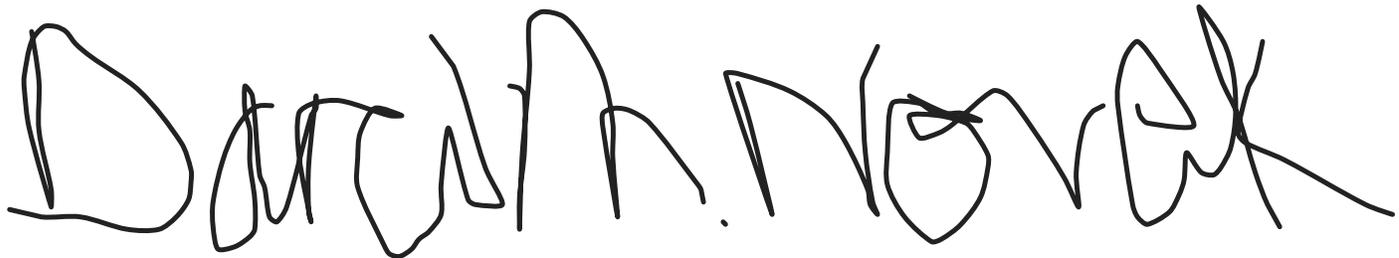
**o. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Darci Novak
Position	Chief Academic Officer
Phone/Extension	[REDACTED]
Email	[REDACTED]

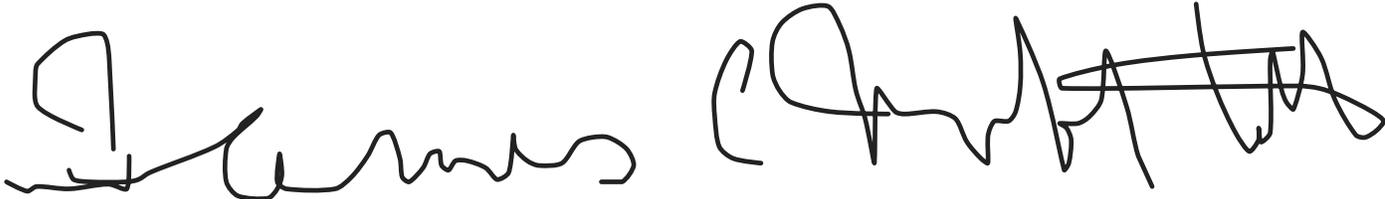
**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. 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**



**Signature, President of the Board of Trustees**

A handwritten signature in black ink, appearing to read "James C. [unclear]". The signature is written in a cursive style with a large initial "J" and a prominent "C".

**Date**

2019/08/01

**Thank you.**



**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](http://www.wheatfield.ny.us)

**Fire/Safety Inspection - Educational**

Inspection Date: 12/11/2018

Result: Pass

Inspector: Brian Fineberg

Inspection Location: Niagara Charter School 2077 Lockport Rd

Contact: Wheatfield Development II LLC Phone: Email:

**FIRE/SAFETY INSPECTION:**

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



**OPERATING PERMIT  
ISSUED TO:**

**Niagara Charter  
School**

2077 Lockport Rd.,  
Niagara Falls, NY 14304

Date Issued: December 14, 2018

Permit Number: [REDACTED]

Permit Expires: December 14, 2019

*Brian Lueberg*  
Code Enforcement Officer



# Entry 2 NYS School Report Card Link

Last updated: 07/17/2019

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## NIAGARA CHARTER SCHOOL

### 1. CHARTER AUTHORIZER (As of June 30th, 2019)

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/>).**

[https://data.nysed.gov/essa.php?instid=800000058977&year=2018&createreport=1&allchecked=1&OverallStatus=1&section\\_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMprogress=1&EMchronic=1&EMpart=1&staffqual=1&expend=1&38ELA=1&38MATH=1&48SCI=1&feddata=1](https://data.nysed.gov/essa.php?instid=800000058977&year=2018&createreport=1&allchecked=1&OverallStatus=1&section_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMprogress=1&EMchronic=1&EMpart=1&staffqual=1&expend=1&38ELA=1&38MATH=1&48SCI=1&feddata=1)

(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.)



# Entry 3 Progress Toward Goals

Created: 07/17/2019 • Last updated: 09/20/2019

## 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.

#### 2018-19 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	Not Met	53% of NCS students were proficient on the 18/19 NYS ELA assessment, missing the goal by 7%  Despite not achieving this performance goal, it should be noted that this is an increase of 11% from the 17/18 year.  NCS will continue to focus instructional efforts on literacy and writing going into the final two years of the current charter.
Academic Goal	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	NYS grades 3-6 Math assessments	Met	

2	proficiency levels on the New York State Math assessments grades 3-6. This will increase by 5% of 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 assessments	Met	
Academic Goal 4	Each year the percentage of Niagara Charter School students that meet proficiency on grades 3-6 assessment, to include ELA and Math, will exceed the respective percentage of students from the Niagara Falls City School District.	NYS ELA and Math assessments	Met	
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	Met	
Academic Goal 6				
Academic Goal 7				
Academ				

ic Goal 8				
Academ ic Goal 9				
Academ ic Goal 10				

**2. Do have more academic goals to add?** No

**3. Do have more academic goals to add?** No

**4. ORGANIZATIONAL GOALS**

**2018-19 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	N/A			
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				

Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

**6. FINANCIAL GOALS**

**2018-19 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	N/A			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do you have more financial goals to add?** No

**Thank you.**



# Entry 4 Expenditures per Child

Last updated: 07/31/2019

## NIAGARA CHARTER SCHOOL 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 2018-19 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:* [Audit Guide](#) available within the portal or on the NYSED website

at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	4767479
Line 2: Year End FTE student enrollment	349
Line 3: Divide Line 1 by Line 2	13660

## 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 2018 19 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)	424262
Line 2: Management and General Cost (Column)	37906
Line 3: Sum of Line 1 and Line 2	462168
Line 5: Divide Line 3 by the Year End FTE student enrollment	1324

***Thank you.***

NIAGARA CHARTER SCHOOL

Financial Statements

June 30, 2019

(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, 2019, 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, 2019, 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 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 29, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, 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 28, 2019, 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 28, 2019

NIAGARA CHARTER SCHOOL  
 Statement of Financial Position  
 June 30, 2019  
 with comparative totals for 2018

	<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:			
Cash		\$ 2,149,867	1,928,181
Receivables, net of allowance of \$73,167 in 2018		267,883	245,147
Prepaid expenses		<u>55,076</u>	<u>63,957</u>
Total current assets		<u>2,472,826</u>	<u>2,237,285</u>
Property and equipment, at cost		780,164	1,132,469
Less accumulated depreciation and amortization		<u>(282,513)</u>	<u>(734,736)</u>
Net property and equipment		<u>497,651</u>	<u>397,733</u>
Total assets		<u>\$ 2,970,477</u>	<u>2,635,018</u>
<u>Liabilities and Net Assets</u>			
Current liabilities:			
Accounts payable		171,320	55,360
Accrued expenses:			
Payroll and payroll taxes		177,048	157,564
Pension		<u>256,208</u>	<u>227,977</u>
Total accrued expenses		<u>433,256</u>	<u>385,541</u>
Deferred revenue		<u>-</u>	<u>1,000</u>
Total current liabilities		604,576	441,901
Net assets without donor restrictions		2,365,901	2,193,117
Commitments and contingency (notes 4 and 6)		<u>                    </u>	<u>                    </u>
Total liabilities and net assets		<u>\$ 2,970,477</u>	<u>2,635,018</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL  
Statement of Activities  
Year ended June 30, 2019  
with comparative totals for 2018

	<u>2019</u>	<u>2018</u>
Revenue:		
Public School Districts:		
Resident student enrollment	\$ 4,209,102	4,159,126
Students with disabilities	279,608	237,962
Other revenue from public school districts	36,356	31,384
Additional NYS charter school aid	95,105	-
Grant income	301,782	190,105
Contributions	21,834	22,721
Other	<u>31,695</u>	<u>19,199</u>
Total revenue	<u>4,975,482</u>	<u>4,660,497</u>
Expenses:		
Program services:		
Regular education	4,213,888	3,977,952
Special education	<u>318,494</u>	<u>302,152</u>
Total program services	4,532,382	4,280,104
Management and general	<u>270,316</u>	<u>260,827</u>
Total expenses	<u>4,802,698</u>	<u>4,540,931</u>
Change in net assets without donor restrictions	172,784	119,566
Net assets without donor restrictions at beginning of year	<u>2,193,117</u>	<u>2,073,551</u>
Net assets without donor restrictions at end of year	<u>\$ 2,365,901</u>	<u>2,193,117</u>

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL  
Statement of Functional Expenses  
Year ended June 30, 2019  
with comparative totals for 2018  
Program Services

	No. of positions	Regular education	Special education	Total	Management and general	Total	
						2019	2018
Personnel services costs:							
Instructional personnel	40	\$ 1,356,620	101,561	1,458,181	95,099	1,553,280	1,560,579
Administrative personnel	3	346,369	25,930	372,299	24,281	396,580	341,532
Non-instructional personnel	6	82,489	6,175	88,664	5,782	94,446	121,468
Total salaries	49	1,785,478	133,666	1,919,144	125,162	2,044,306	2,023,579
Fringe and payroll taxes		748,919	56,066	804,985	52,499	857,484	764,143
Office expense		11,250	842	12,092	789	12,881	13,185
Printing and production		22,365	1,674	24,039	1,568	25,607	25,347
Telephone		7,461	559	8,020	522	8,542	5,986
Meetings and travel		10,182	762	10,944	714	11,658	8,987
Consulting fees		72,096	5,397	77,493	5,054	82,547	91,329
Supplies		51,246	3,836	55,082	3,593	58,675	50,220
Interest expense		-	-	-	-	-	43
Professional fees		183,453	13,734	197,187	12,860	210,047	131,395
Advertising		12,556	940	13,496	880	14,376	18,044
Dues and subscriptions		1,069	80	1,149	75	1,224	1,061
Insurance		38,765	2,902	41,667	2,718	44,385	49,476
Licenses and permits		227	17	244	16	260	264
Legal fees		30,280	2,267	32,547	2,122	34,669	22,120
Occupancy		501,279	37,527	538,806	35,140	573,946	564,360
Repairs and maintenance		203,891	15,264	219,155	14,293	233,448	131,240
Staff development		63,853	4,780	68,633	4,476	73,109	73,433
Utilities		35,928	2,690	38,618	2,518	41,136	42,114
Garbage collection		12,859	963	13,822	901	14,723	11,760
Health center		5,859	488	6,347	-	6,347	9,567
Security		13,308	996	14,304	933	15,237	2,350
Student transportation		314,012	26,168	340,180	-	340,180	339,053
Depreciation		49,092	3,675	52,767	3,441	56,208	55,628
Student activities and field trips		37,855	3,155	41,010	-	41,010	32,887
Uncollectible aid from School Districts		-	-	-	-	-	73,167
Miscellaneous		605	46	651	42	693	193
Total expenses		\$ 4,213,888	318,494	4,532,382	270,316	4,802,698	4,540,931

See accompanying notes to financial statements.

NIAGARA CHARTER SCHOOL  
Statement of Cash Flows  
Year ended June 30, 2019  
with comparative totals for 2018

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Change in net assets without donor restrictions	\$ 172,784	119,566
Adjustments to reconcile change in net assets without donor restrictions to net cash provided by operating activities:		
Depreciation and amortization	56,208	55,628
Uncollectible aid from School Districts	(73,167)	73,167
Changes in:		
Receivables	50,431	66,342
Prepaid expenses	8,881	8,942
Accounts payable	115,960	36,649
Accrued expenses	47,715	(36,069)
Deferred revenue	<u>(1,000)</u>	<u>1,000</u>
Net cash provided by operating activities	377,812	325,225
Cash flows from investing activities - additions to property and equipment	<u>(156,126)</u>	<u>(66,414)</u>
Net change in cash	221,686	258,811
Cash at beginning of year	<u>1,928,181</u>	<u>1,669,370</u>
Cash at end of year	<u>\$ 2,149,867</u>	<u>1,928,181</u>
Supplemental schedule of cash flow information - disposal of fully depreciated property and equipment	<u>\$ 508,431</u>	<u>19,863</u>

See accompanying notes to financial statements.

# NIAGARA CHARTER SCHOOL

## Notes to Financial Statements

June 30, 2019

### (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 two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. The School does not have any net assets with donor restrictions as of June 30, 2019 and 2018. Accordingly, net assets of the School and changes therein are classified and reported as follows:

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

#### (d) Estimates

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

#### (e) Cash

For purposes of the 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. There was no allowance for doubtful accounts at June 30, 2019. The allowance for doubtful accounts amounted to \$73,167 at June 30, 2018.

(h) Capitalization, Depreciation and Amortization

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

Depreciation and amortization are provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using the straight-line method. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property and equipment, the appropriate property and equipment accounts are reduced by the related costs and accumulated depreciation or amortization. The resulting gains and losses are reflected in the 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, 2019 and 2018, the per pupil rate was \$12,164 and \$11,925, 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.

NIAGARA CHARTER SCHOOL  
Notes to Financial Statements, Continued

(1) Summary of Significant Accounting Policies, Continued

(l) Promises to Give

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

(m) Expense Allocation

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

(n) Subsequent Events

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

(o) 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.

(p) 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, quantitative and qualitative disclosures regarding liquidity, 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 the direct basis. This guidance is effective for fiscal years beginning after December 15, 2017. These financial statements and notes reflect adoption of this new standard.

NIAGARA CHARTER SCHOOL  
Notes to Financial Statements, Continued

(2) Liquidity

The School has \$2,417,750 of financial assets available within one year of the statement of financial position date consisting of \$2,149,867 of cash and \$267,883 of receivables. None of these financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditures within one year of the statement of financial position date.

(3) Property and Equipment

Property and equipment are recorded at cost. A summary of property and equipment at June 30, 2019 and 2018 is as follows:

	<u>2019</u>	<u>2018</u>
Leasehold improvements	\$ 566,046	518,983
Furniture and equipment	<u>214,118</u>	<u>613,486</u>
	780,164	1,132,469
Less accumulated depreciation and amortization	<u>(282,513)</u>	<u>(734,736)</u>
Net property and equipment	\$ <u>497,651</u>	<u>397,733</u>

(4) 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 \$573,946 and \$564,360 for the years ended June 30, 2019 and 2018, respectively.

Minimum future payments for the five years following June 30, 2019 and thereafter are as follows:

2020	\$ 577,400
2021	577,400
2022	571,679
2023	571,679
2024	571,679
Thereafter	<u>1,143,358</u>
	\$ <u>4,013,195</u>

NIAGARA CHARTER SCHOOL  
Notes to Financial Statements, Continued

(4) Commitments, Continued

(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 two years following June 30, 2019 are as follows:

2020	\$ 350,387
2021	<u>350,387</u>
	\$ <u>700,774</u>

(5) Pension Plans

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

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

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

The School is required to contribute an actuarially determined rate. The rates for NYSTRS were 10.62% and 9.80% of the annual covered payroll as of June 30, 2019 and 2018, respectively. Required annual contributions of \$186,009 and \$164,657 were paid to NYSTRS by the School for the years ended June 30, 2019 and 2018, respectively.

(6) 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.

NIAGARA CHARTER SCHOOL  
Notes to Financial Statements, Continued

(7) Escrow Account

As set forth in its charter, the School established an escrow account in September 2013 in the amount of \$75,000 for the purpose of funding legal and audit fees in the event of dissolution. The amount in escrow was \$77,222 and \$76,645 as of June 30, 2019 and 2018, 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, 2019, 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 28, 2019.

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 28, 2019



<b>School Name:</b>
Date (Report is due Nov. 1):
Primary District of Location (If NYC select NYC DOE):
If located in NYC DOE select CSD:
School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:
Audit Period:
Prior Year:

**The following items are required:**

- 1.) The independent auditor’s report
- 2.) Excel template file containing Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting

The additional items listed below should be submitted if applicable. If the items are not included, Example 1 and Example 2. If the school did not expend federal Title I funds, a management letter response will be required. The management letter response will be due 10 business days from the submission of the report.

Item
Management Letter
Management Letter Response
Federal Single Audit (A-133)
Corrective Action Plan



# Annual Financial Statement Audit

<b>Niagara Charter School</b>
November 1, 2019
-
-
Timothy Hyland
[REDACTED]
EFPRGroup, CPAs, PLLC
Sara Menth
[REDACTED]
-
-

**ed to be included:**

ort on financial statements and notes.

the Financial Position, Statement of Activities, Cash Flow and

ver financial reporting and on compliance.

ould be included if applicable. Please explain the reason(s) if  
 les might include: a written management letter was not issued;  
 funds in excess of the Single Audit Threshold of \$750,000; the  
 e submitted by the following date (should be no later than 30  
 port); etc.

If not included, state the reason(s) below (if not applicable fill in N/A)
Uploaded
None required.
None required. Threshold amount to do audit not met
None required



# Niagara Charter School

## Statement of Financial Position

### as of June 30

	-
<b><u>CURRENT ASSETS</u></b>	
Cash and cash equivalents	\$ -
Grants and contracts receivable	
Accounts receivables	
Prepaid Expenses	
Contributions and other receivables	
Other current assets	
<b>TOTAL CURRENT ASSETS</b>	
<b><u>NON-CURRENT ASSETS</u></b>	
Property, Building and Equipment, net	\$ -
Restricted Cash	
Security Deposits	
Other Non-Current Assets	
<b>TOTAL NON-CURRENT ASSETS</b>	
<b>TOTAL ASSETS</b>	-
<b><u>CURRENT LIABILITIES</u></b>	
Accounts payable and accrued expenses	\$ -
Accrued payroll, payroll taxes and benefits	
Current Portion of Loan Payable	
Due to Related Parties	
Refundable Advances	
Deferred Revenue	
Other Current Liabilities	
<b>TOTAL CURRENT LIABILITIES</b>	
<b><u>LONG-TERM LIABILITIES</u></b>	
Loan Payable; Due in More than One Year	\$ -
Deferred Rent	
Due to Related Party	
Other Long-Term Liabilities	
<b>TOTAL LONG-TERM LIABILITIES</b>	
<b>TOTAL LIABILITIES</b>	

**NET ASSETS**

Unrestricted

Temporarily restricted

Permanently restricted

\$ -

**TOTAL NET ASSETS**

---

**TOTAL LIABILITIES AND NET ASSETS**

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-

# Niagara Charter Scho

## Statement of Financial Po

### as of June 30

	-
<b><u>CURRENT ASSETS</u></b>	
Cash and cash equivalents	\$ -
Grants and contracts receivable	
Accounts receivables	###
Prepaid Expenses	
Contributions and other receivables	###
Other current assets	
<b>TOTAL CURRENT ASSETS</b>	
<b><u>NON-CURRENT ASSETS</u></b>	
Property, Building and Equipment, net	\$ -
Restricted Cash	
Security Deposits	###
Other Non-Current Assets	
<b>TOTAL NON-CURRENT ASSETS</b>	
<b>TOTAL ASSETS</b>	-
 <b><u>CURRENT LIABILITIES</u></b>	
Accounts payable and accrued expenses	\$ -
Accrued payroll, payroll taxes and benefits	
Current Portion of Loan Payable	###
Due to Related Parties	
Refundable Advances	###
Deferred Revenue	
Other Current Liabilities	
<b>TOTAL CURRENT LIABILITIES</b>	
<b><u>LONG-TERM LIABILITIES</u></b>	
Loan Payable; Due in More than One Year	\$ -
Deferred Rent	
Due to Related Party	###
Other Long-Term Liabilities	
<b>TOTAL LONG-TERM LIABILITIES</b>	
<b>TOTAL LIABILITIES</b>	

**NET ASSETS**

Unrestricted

Temporarily restricted

Permanently restricted

\$ -

**TOTAL NET ASSETS**

**TOTAL LIABILITIES AND NET ASSETS**

-

# Niagara Charter School Statement of Activities as of June 30

	Unrestricted	Temporarily Restricted
		-
<b>OPERATING REVENUE</b>		
State and Local Per Pupil Revenue - Reg. Ed	\$ -	\$ -
State and Local Per Pupil Revenue - SPED		-
State and Local Per Pupil Facilities Revenue		-
Federal Grants		-
State and City Grants		-
Other Operating Income		-
Food Service/Child Nutrition Program		-
<b>TOTAL OPERATING REVENUE</b>		-
<b>EXPENSES</b>		
Program Services		
Regular Education	\$ -	\$ -
Special Education		-
Other Programs		-
Total Program Services		-
Management and general		-
Fundraising		-
<b>TOTAL EXPENSES</b>		-
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>		-
<b>SUPPORT AND OTHER REVENUE</b>		
Interest and Other Income	\$ -	\$ -
Contributions and Grants		-
Fundraising Support		-
Investments		-
Donated Services		-
Other Support and Revenue		-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>		-
<b>Net Assets Released from Restrictions / Loss on</b>	\$ -	\$ -
<b>CHANGE IN NET ASSETS</b>		-
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ -	\$ -



	-
<b>Total</b>	<b>Total</b>

\$	-	\$	-	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

\$	-	\$	-	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

\$	-	\$	-	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

\$	-	\$	-	
			-	-

\$	-	\$	-	
----	---	----	---	--



# Niagara Charter School Statement of Cash Flows

as of Ju

		-
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$	-
Revenues from School Districts		
Accounts Receivable		
Due from School Districts		
Depreciation		
Grants Receivable		
Due from NYS		
Grant revenues		
Prepaid Expenses		
Accounts Payable		
Accrued Expenses		
Accrued Liabilities		
Contributions and fund-raising activities		
Miscellaneous sources		
Deferred Revenue		
Interest payments		
Other		
Other		
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	\$	-
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	\$	
Purchase of equipment		
Other		
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	\$	-
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	\$	
Principal payments on long-term debt		
Other		
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	\$	-
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	\$	-
Cash at beginning of year		
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	\$	-



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

		Program Services				Sup
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising
		-				
Personnel Services Costs		\$	\$	\$	\$	\$
Administrative Staff Personnel		-	-	-	-	-
Instructional Personnel		-	-	-	-	-
Non-Instructional Personnel		-	-	-	-	-
Total Salaries and Staff		-	-	-	-	-
Fringe Benefits & Payroll Taxes			-	-	-	-
Retirement			-	-	-	-
Management Company Fees			-	-	-	-
Legal Service			-	-	-	-
Accounting / Audit Services			-	-	-	-
Other Purchased / Professional / Consulting Services			-	-	-	-
Building and Land Rent / Lease			-	-	-	-
Repairs & Maintenance			-	-	-	-
Insurance			-	-	-	-
Utilities			-	-	-	-
Supplies / Materials			-	-	-	-
Equipment / Furnishings			-	-	-	-
Staff Development			-	-	-	-
Marketing / Recruitment			-	-	-	-
Technology			-	-	-	-
Food Service			-	-	-	-
Student Services			-	-	-	-
Office Expense			-	-	-	-









# Entry 5c Additional Financial Docs

Last updated: 11/01/2019

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/119167466/8mMlunnVv3/>

**Explanation for not uploading the Management Letter.**

All other info contained with uploaded audit of financial statements

### 2. Form 990

(No response)

**Explanation for not uploading the Form 990.**

Extension filed. Form 990 won't be completed until later

### 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.**

None Required. Don't meet threshold amount to be done.

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.**

Don't know what this is referring to

## 5. Evidence of Required Escrow Account

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

<https://nysed.cso.reports.fluidreview.com/resp/119167466/pN6H0Nalce/>

**Explanation for not uploading the Escrow evidence.** (No response)

## 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. Two items noted were minor oversights. Employees were reminded to follow procedures.

FOR INQUIRIES CALL: SLADE AVENUE OFFICE  
(716) 824-5334

*Escrow*

ACCOUNT TYPE	
M&T MARKET ADVANTAGE FOR BUSINESS	

ACCOUNT NUMBER	STATEMENT PERIOD
[REDACTED]	JUN.01-JUN.30,2019

BEGINNING BALANCE	\$77,217.34
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
INTEREST	5.07
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$77,222.41

[REDACTED]

P

NIAGARA CHARTER SCHOOL  
ESCROW ACCOUNT  
2077 LOCKPORT RD  
NIAGARA FALLS NY 14304

RECEIVED  
7/1/19

INTEREST PAID YEAR TO DATE \$248.53

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2019	BEGINNING BALANCE			\$77,217.34
06/28/2019	INTEREST PAYMENT	\$5.07		77,222.41
	ENDING BALANCE			\$77,222.41

INTEREST RATE HISTORY

INTEREST RATE	BEGINNING DATE	ENDING DATE
0.08%	05/31/2019	06/30/2019

00000484-0000743-Page 1 of 1-DID:50529191548951302-00044412



# Entry 5d Financial Services Contact Information

Last updated: 11/15/2019

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 CHARTER SCHOOL 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		

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	EFPR Group LLP			5

### 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

### 2019-20 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> 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 <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . 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, 2019 to June 30, 2020**

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	4,494,358	323,075	-	6,621	15,295	4,839,349
Total Expenses	4,084,399	480,201	-	2,000	271,958	4,838,558
Net Income	409,959	(157,126)	-	4,621	(256,663)	791
Actual Student Enrollment	311	36				-
Total Paid Student Enrollment	-	-				-

REGULAR	PROGRAM SERVICES SPECIAL	OTHER	SUPPORT SERVICES FUNDRAISING	MANAGEMENT &	TOTAL
---------	-----------------------------	-------	---------------------------------	--------------	-------

**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

District of Location

- Niagara Falls City School District
- Lockport City School District
- Wilson Central School District
- School District 5 (Enter Name)

\$11,700.00
\$12,371.00
\$11,292.00
\$12,007.00

105,300	-	-	-	-	105,300
3,995,833	-	-	-	-	3,995,833
158,088	-	-	-	-	158,088
12,007	-	-	-	-	12,007
-	-	-	-	-	-
<b>4,271,228</b>					<b>4,271,228</b>

Special Education Revenue

Grants

- Stimulus
- Other

Other State Revenue

-	268,000	-	-	-	268,000
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**TOTAL REVENUE FROM STATE SOURCES**

<b>4,271,228</b>	<b>268,000</b>				<b>4,539,228</b>
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**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

- Charter School Program (CSP) Planning & Implementation
- Other

Other Federal Revenue

-	38,500	-	-	-	38,500
124,913	9,322	-	-	9,178	143,413
34,916	2,606	-	-	2,565	40,087
14,960	1,040	-	-	-	16,000
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>174,789</b>	<b>51,468</b>			<b>11,743</b>	<b>238,000</b>
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**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

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

Food Service (Income from meals)

Text Book

Other Local Revenue

-	-	-	6,621	-	6,621
6,968	520	-	-	512	8,000
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
41,373	3,087	-	-	3,040	47,500

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>48,341</b>	<b>3,607</b>		<b>6,621</b>	<b>3,552</b>	<b>62,121</b>
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**TOTAL REVENUE**

<b>4,494,358</b>	<b>323,075</b>		<b>6,621</b>	<b>15,295</b>	<b>4,839,349</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

- Executive Management
- Instructional Management
- Deans, Directors & Coordinators

1.00
1.00
2.00

103,170	7,699	-	-	7,581	118,450
77,127	5,756	-	-	5,667	88,550
98,205	7,329	-	-	7,216	112,750

**Niagara Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2019 to June 30, 2020**

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	4,494,358	323,075	-	6,621	15,295	4,839,349
Total Expenses	4,084,399	480,201	-	2,000	271,958	4,838,558
Net Income	409,959	(157,126)	-	4,621	(256,663)	791
Actual Student Enrollment	311	36	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

	REGULAR	PROGRAM SERVICES SPECIAL	OTHER	SUPPORT SERVICES FUNDRAISING	MANAGEMENT &	TOTAL
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	2.00	74,035	5,525	-	5,440	85,000
Administrative Staff	3.00	118,696	8,858	-	8,721	136,275
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>9</b>	<b>471,233</b>	<b>35,167</b>		<b>34,625</b>	<b>541,025</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	14.00	655,681	48,931	-	48,179	752,791
Teachers - SPED	2.00	-	119,000	-	-	119,000
Substitute Teachers	3.00	82,135	6,130	-	6,035	94,300
Teaching Assistants	12.00	276,978	20,670	-	20,352	318,000
Specialty Teachers	4.00	181,263	13,527	-	13,319	208,109
Aides	-	-	-	-	-	-
Therapists & Counselors	1.00	39,631	2,957	-	2,912	45,500
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>36</b>	<b>1,235,688</b>	<b>211,215</b>		<b>90,797</b>	<b>1,537,700</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	2.50	44,517	3,322	-	3,271	51,110
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>3</b>	<b>44,517</b>	<b>3,322</b>		<b>3,271</b>	<b>51,110</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>48</b>	<b>1,751,438</b>	<b>249,704</b>		<b>128,693</b>	<b>2,129,835</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-	140,297	10,470	-	10,309	161,076
Fringe / Employee Benefits	-	535,404	39,955	-	39,341	614,700
Retirement / Pension	-	140,820	10,509	-	10,347	161,676
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>816,521</b>	<b>60,934</b>		<b>59,997</b>	<b>937,452</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,567,959</b>	<b>310,638</b>		<b>188,690</b>	<b>3,067,287</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	22,211	1,658	-	1,631	25,500
Legal	-	26,130	1,950	-	1,920	30,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	5,052	377	-	371	5,800
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	37,453	2,795	-	2,752	43,000
Special Ed Services	-	-	46,500	-	-	46,500
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	68,635	5,122	-	5,043	78,800
<b>TOTAL CONTRACTED SERVICES</b>		<b>159,481</b>	<b>58,402</b>		<b>11,717</b>	<b>229,600</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	1,742	130	-	128	2,000
Classroom / Teaching Supplies & Materials	-	28,570	-	-	-	28,570

**Niagara Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2019 to June 30, 2020**

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	4,494,358	323,075	-	6,621	15,295	4,839,349
Total Expenses	4,084,399	480,201	-	2,000	271,958	4,838,558
Net Income	409,959	(157,126)	-	4,621	(256,663)	791
Actual Student Enrollment	311	36	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

	REGULAR	PROGRAM SERVICES SPECIAL	OTHER	SUPPORT SERVICES FUNDRAISING	MANAGEMENT &	TOTAL
Special Ed Supplies & Materials	-	3,430	-	-	-	3,430
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	5,879	439	-	-	432	6,750
Telephone	5,226	390	-	-	384	6,000
Technology	9,668	722	-	-	710	11,100
Student Testing & Assessment	7,839	585	-	-	576	9,000
Field Trips	19,510	2,890	-	-	-	22,400
Transportation (student)	320,513	30,248	-	-	-	350,761
Student Services - other	3,255	245	-	-	-	3,500
Office Expense	44,399	3,313	-	-	3,263	50,975
Staff Development	59,751	4,459	-	-	4,390	68,600
Staff Recruitment	4,355	325	-	-	320	5,000
Student Recruitment / Marketing	11,323	1,677	-	-	-	13,000
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	10,452	780	-	-	768	12,000
Fundraising	-	-	-	2,000	-	2,000
Other	-	-	-	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	<b>532,482</b>	<b>49,633</b>		<b>2,000</b>	<b>10,971</b>	<b>595,086</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	24,388	1,820	-	-	1,792	28,000
Janitorial	143,715	10,725	-	-	10,560	165,000
Building and Land Rent / Lease	510,045	38,063	-	-	37,477	585,585
Repairs & Maintenance	57,051	4,257	-	-	4,192	65,500
Equipment / Furniture	2,178	163	-	-	159	2,500
Security	12,194	910	-	-	896	14,000
Utilities	39,195	2,925	-	-	2,880	45,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>788,766</b>	<b>58,863</b>			<b>57,956</b>	<b>905,585</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>35,711</b>	<b>2,665</b>			<b>2,624</b>	<b>41,000</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>4,084,399</b>	<b>480,201</b>		<b>2,000</b>	<b>271,958</b>	<b>4,838,558</b>
<b>NET INCOME</b>	<b>409,959</b>	<b>(157,126)</b>		<b>4,621</b>	<b>(256,663)</b>	<b>791</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	9	1	10
Niagara Falls City School District	290	32	322
Lockport City School Districts	12	2	14
Wilson Central School District	-	1	1
School District 5 (Enter Name)	-	-	-
<b>TOTAL ENROLLMENT</b>	<b>311</b>	<b>36</b>	<b>347</b>
<b>REVENUE PER PUPIL</b>	<b>14,451</b>	<b>8,974</b>	<b>-</b>

**Niagara Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2019 to June 30, 2020**

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	4,494,358	323,075	-	6,621	15,295	4,839,349
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Net Income	409,959	(157,126)	-	4,621	(256,663)	791
Actual Student Enrollment	311	36				-
Total Paid Student Enrollment	-	-				-

	REGULAR	PROGRAM SERVICES SPECIAL	OTHER	SUPPORT SERVICES FUNDRAISING	MANAGEMENT &	TOTAL
<b>EXPENSES PER PUPIL</b>	13,133	13,339	-			









**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

JAMES C MUFFOLETTO

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

NIAGARA CHARTER SCHOOL

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

PRESIDENT, TREASURER

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

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

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

     Yes  No

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

*NONE*

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

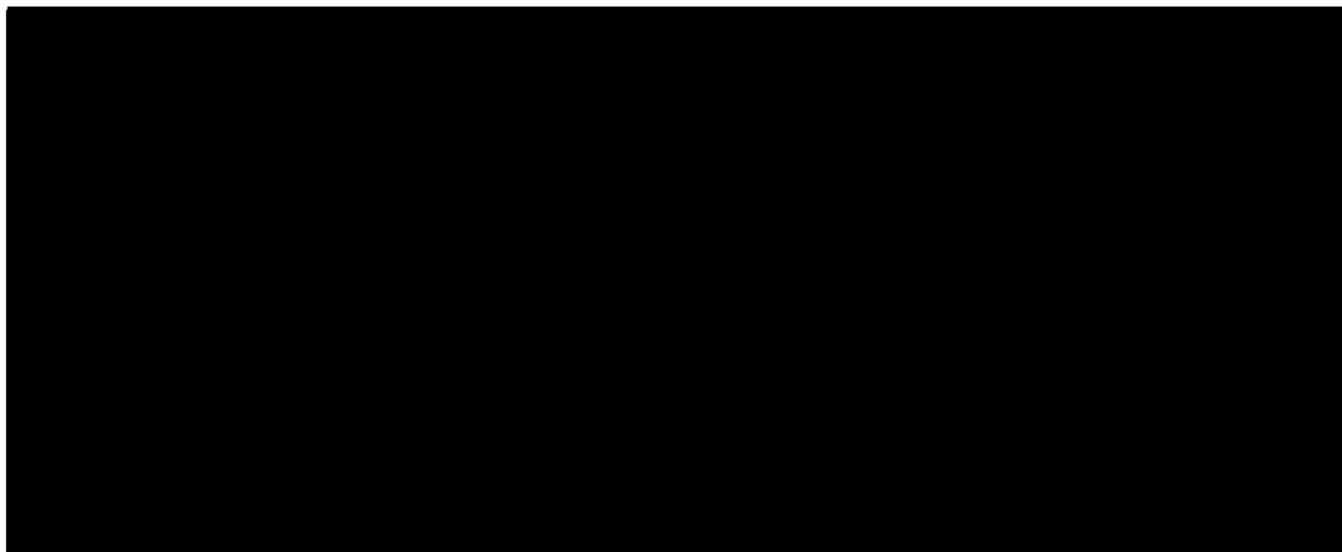
*James M. [Signature]*

Signature

*6/18/19*

Date

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



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

Ricky Scott

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

NIAGARA CHARTER SCHOOL

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

TREASURER

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

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

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

Yes  No

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

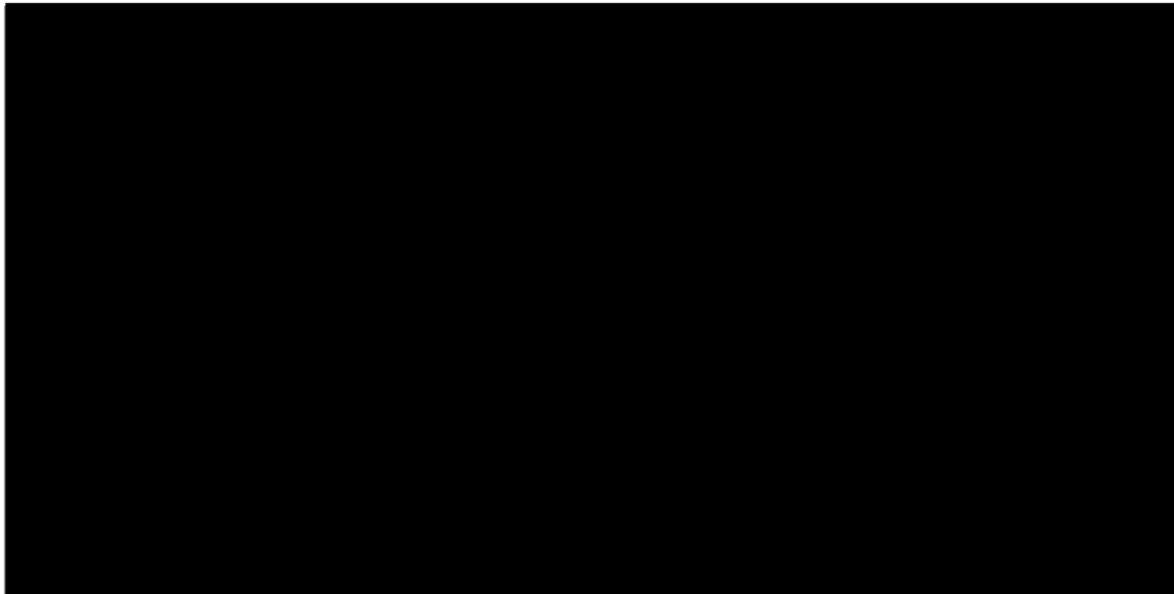
5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

*Bucky Scott*  
 Signature

*6/18/2019*  
 Date

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



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name:

MARY SCHEELER

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

Niagara Charter

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

Secretary  
Academic Chair

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

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

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

Yes  No

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

*None*

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

*Mary Scheeler*  
 \_\_\_\_\_  
 Signature

*6/18/19*  
 \_\_\_\_\_  
 Date

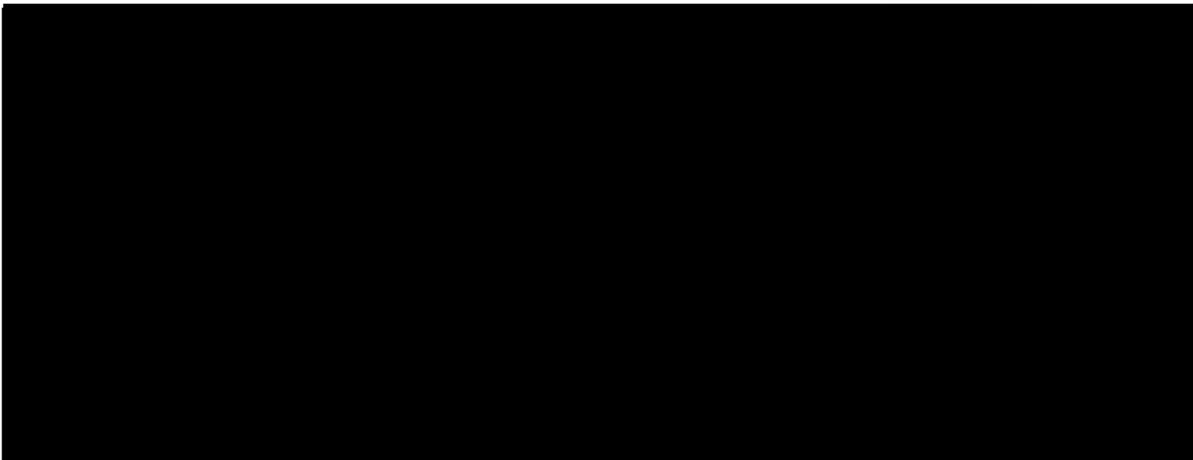
*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name:

Amy DiMaggio

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

Niagara Charter School

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

→ At-large member  
→ Vice-president

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

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

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

Yes  No

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

Past employment:

Achievement Coordinator, Special Education Teacher  
August 1, 2006 → August, 2018

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write None if applicable. Do not leave this space blank.</i></p> <p style="text-align: center; font-size: 2em; font-family: cursive;">None</p>			

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

None

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

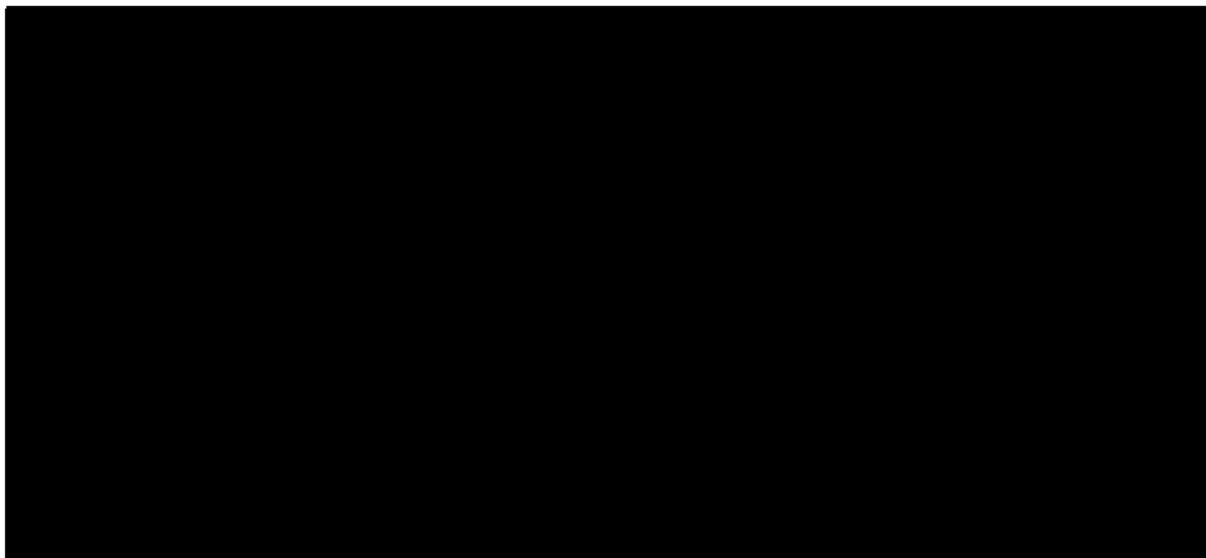
*[Handwritten Signature]*

Signature

*6/18/19*

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.*





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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> <div style="text-align: center; font-size: 2em; font-family: cursive;">None</div>			

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; text-align: center; margin: 0;">NONE</p>				

*Judith E. DiCamillo*  
 \_\_\_\_\_  
 Signature

*June 18, 2019*  
 \_\_\_\_\_  
 Date

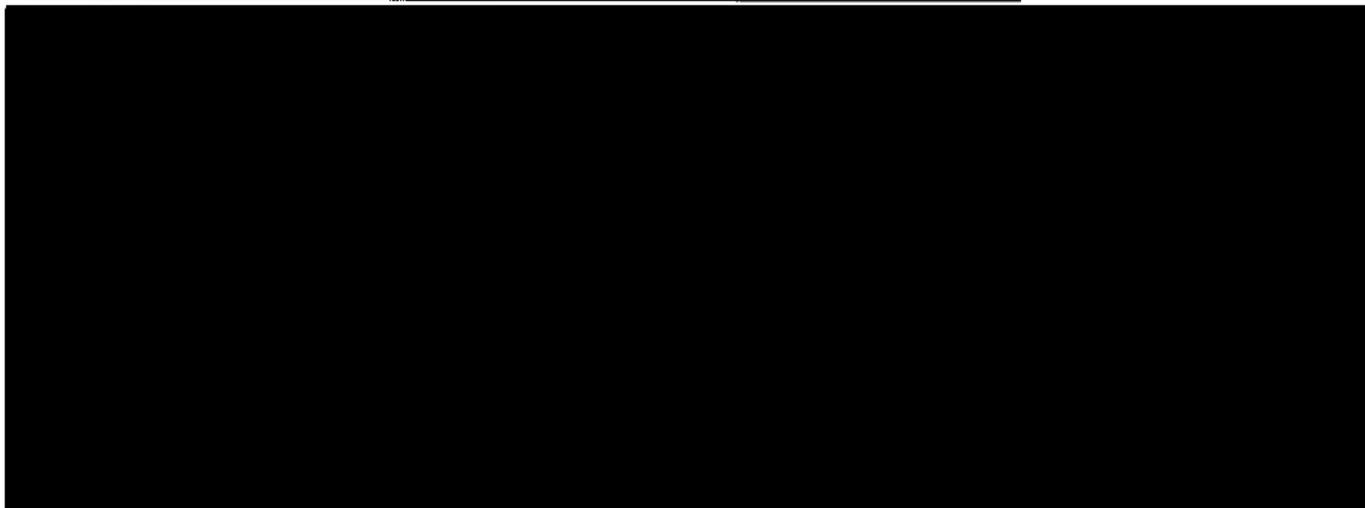
*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

*NA*

**Business Address:**

*NA*



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name: Donelle Williams

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

Niagara Charter School

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

Parent Representative

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

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

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

Yes  No

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

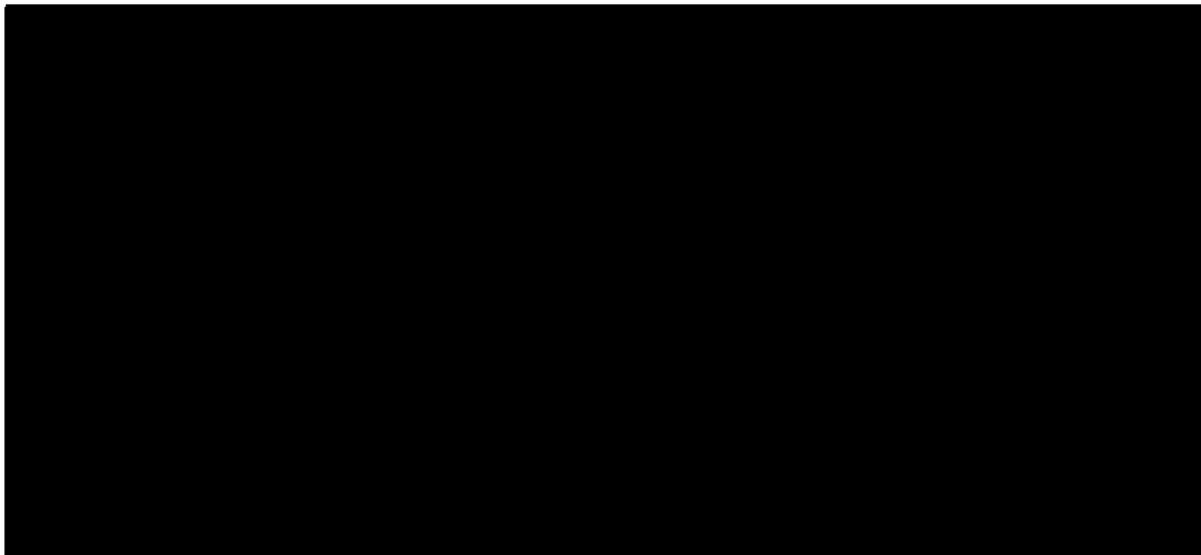
5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

*D. Williams*  
 Signature

*6/18/19*  
 Date

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



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

Name:

Lakiesha Pince

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

Niagara Charter School

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

Parent Trustee

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

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

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

Yes  No

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

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) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="text-align: center; font-size: 2em; font-weight: bold;">NONE</p>			

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

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

Darius M. Novak  
Signature

7.17.19  
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.*



Home Telephone: n/a

Home Address: n/a



# Entry 8 BOT Table

Created: 07/17/2019 • Last updated: 07/23/2019

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

## 1. 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 2018 19
1	James Muffoletto [REDACTED]	Chair	Finance Executive	Yes	5	06/14/2016	06/30/2019	10
2	Amy DiMaggio [REDACTED]	Vice Chair	Academic Executive	Yes	1	9/18/2019	06/30/2019	10
3	Ricky Scott [REDACTED]	Treasurer	Governance Finance Executive	Yes	4	6/13/2017	06/30/2020	11
4	Mary Scheeler [REDACTED]	Secretary	Academic Executive	Yes	4	06/16/2018	06/30/2021	12
5	Janet Hill [REDACTED]	Vice Chair	Academic	Yes	8	06/14/2017	08/14/2018	5 or less
6	Judy DiCamillo [REDACTED]	Trustee/Member		Yes	1	05/21/2018	06/30/2021	10

7	Lakiesha Price [REDACTED]	Parent Rep		Yes	1	11/20/2018	06/30/2019	8
8	Danelle Williams [REDACTED]	Parent Rep		Yes	1	8/14/2018	6/30/2019	10
9								

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

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2019	7
b.Total Number of Members Added During 2018 19	3
c. Total Number of Members who Departed during 2018 19	1
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	7

**3. Number of Board meetings held during 2018-19** 12

**4. Number of Board meetings scheduled for 2019-20** 12

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/23/2019

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## [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 2018 June 2019, which should match the number of meetings held during the 2018 19 school year.

### **NIAGARA CHARTER SCHOOL**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?** No

**B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2018-19 school year.**

Combine all monthly meeting minutes into one .PDF file.

<https://nysed.cso.reports.fluidreview.com/resp/109958292/wNFCVDEEJA/>

**Niagara Charter School  
Minutes of Board of Trustees Annual Meeting  
July 17, 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; Karen Gantz, Aimee Gonzalez

*Other:* Jonathan Schecter, Esq.;

*Excused Absence:* Lynn Kirshy

*Unexcused Absence:* Shantielle Johnson

The meeting was called to order at 5:10 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.

Annual Review of the School Year: Darci Novak, CAO

- The 17/18 school year started off with excellent news in terms of student performance. NCS outperformed the state in Math, and exceeded the Niagara Falls City School district performance in nearly all grades. In comparison to the other WNY charters, NCS ranked 3<sup>rd</sup> in ELA performance and 1<sup>st</sup> in math.
- The 17/18 state assessment scores have not yet been released. I hope to report back to the board in August or latest September with more positive gains in student achievement.
- The school did experience some teacher turnover this year, and therefore we had to fill open classrooms with long-term substitutes and hire a music and art teacher. The small percentage of turnover did provide opportunities for current building substitutes to advance at NCS.
- On behalf of the NCS staff, I would like to thank the board for the following:
  - o In an effort to promote longevity, and retain effective and highly effective staff, the trustees graciously adopted a salary structure that increases salaries for staff members working at NCS for five or more years.
  - o The instructional year was modified from 200 to 190 instructional days
  - o Approval of annual faculty merit bonuses
- Thank you everyone for another successful year.

Board Elections

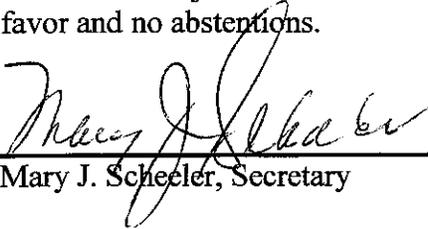
- Parent Trustee seats
  - o Mr. Muffoletto received a letter from Lakiesha Price for her interest in joining the board. Mr. Muffoletto would like to postpone the election for this position until the August meeting so he is able to obtain a copy of the parent's resume for board review.
- At Large Trustee seats
  - o Mary Scheeler was reelected to the board for a three-year term expiring June 30, 2021 with all in favor and no abstentions.

- Teacher Trustee seats
  - o Mr. Muffoletto has nominated Lynn Kirshy and Aimee Gonzalez as teacher trustees, Mary Scheeler has seconded this nomination.
  - o The position of teacher trustee was discussed.
  - o Lynn Kirshy and Aimee Gonzalez were reelected to the board for a one-year term expiring June 30, 2019 with all in favor and no abstentions.

Other/New Business

- Election of Officers: Mr. Muffoletto has requested that the current officers and committee chairs keep their positions until the board is fully seated for our 2018-2019 school year.

A motion to adjourn at 5:31 PM was made by Mr. Scott, second by Mrs. Scheeler, with all in favor and no abstentions.



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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
August 14, 2018 at 5:00 PM  
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

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

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Amy DiMaggio, Recording Secretary; Lynn Kirshy; Timothy Hyland;

*Others in Attendance:* Danelle Williams

*Excused Absence:*

*Unexcused Absence:*

The meeting was called to order at 5:05 PM with President James C. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the annual board meeting of July 17, 2018 were approved as corrected on a motion by Mrs. Scheeler, second by Mr. Scott, with all in favor and no abstentions.

The minutes for the regular board meeting of July 17, 2018 were approved as corrected on a motion by Mr. Scott, second by Mrs. DiCamillo, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development:
  - o July 30<sup>th</sup> Alana C. and Alicia R. attended "Nurturing a Growth Mindset through O/N BOCES.
- General Announcements
  - o There was only one instance of teacher turnover. Ms. Jacqueline LaRocque resigned her position as an art teacher. Ms. Jenna Schratz, a building-based substitute, will be a long-term sub for the art position.
  - o There are three vacancies for Associate Teacher positions.
  - o Ms. Novak received an email from NYSED stating the NYS 3-8 ELA and Math test scores will be available the week of August 27, 2018.

Standing Committees:

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Mrs. Scheeler attempted to contact Leadership Niagara with no response from the organization.
- Dr. Bowen gave a summary of his evaluation for Ms. Novak.
  - o Dr. Bowen provided an overview of the evaluation tool used.
  - o Ms. Novak submitted a professional portfolio for Dr. Bowen's review.

- Dr. Bowen provided a scoring worksheet that was utilized to calculate a total composite score for Ms. Novak's Annual Professional Performance Review. Ms. Novak scored 54 out of 60 points. This rates Ms. Novak as Highly Effective.
- Dr. Bowen distributed a CAO Performance Evaluation Highlight document that summarizes the evaluation in its entirety.
- Ms. Novak thanked Dr. Bowen for their work together in the 2017-2018 school year. She looks forward to their work in the upcoming 2018-2019 school year.

Governance: Mrs Kirshy, Governance Committee Chair:

- Mrs. Kirshy presented Mrs. Janet Hill's resignation letter. A motion with great regret to accept Mrs. Hill's resignation was made by Mr. Scott, seconded by Mrs. Scheeler, with all in favor and no abstentions.
- The meeting then continued with board elections for parent trustee. Upon the motion of Mrs. Scheeler and seconded by Mr. Scott, Ms. Danelle Williams was nominated to serve as a parent trustee for a term of one year as follows: subject to the Niagara Charter Board of Trustees conducting a thorough background check via fingerprint scan, as required, and discovering no state or federal criminal history, or subject to providing such history to the SCD if found, the board of trustees has voted to select Danelle Williams as a parent representative to its board of trustees with a term expiring June 30, 2019, pending further approval by the SED and resolution formerly being approved upon formal approval by the SCD. The motion was passed with all in favor.
- Mrs. Kirshy will reach out to Ms. Price about her letter of interest in a Parent Trustee position on the board.
- The Charter Board Partners sent a Memorandum of Understanding (MOU) to Ms. Novak for NCS to work as partners with the board for board training at no cost to the school. A motion to authorize the chair to enter and sign an MOU with Charter Board Partners was made by Mr. Scott, a second by Mrs. DiCamillo. Board members held a general discussion around the Charter Board Partners MOU document. The board unanimously voted to authorize the chair to enter into an MOU with Charter Board Partners.
- Mrs. Kirshy distributed a one-page summary of board dates. A general discussion was held around the location and times of meetings. Board meetings will be scheduled monthly at 5:00 pm. Most board meetings will be held at the school. The October 16, 2018 meeting will tentatively be held at the Niagara Falls Public Library depending on availability of the location.
- There is one At-Large Trustee position open at this time.
  - Mrs. Kirshy will reach out to the Air Force Base.
  - Mr. Scott will call the Links organization.

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

- Mr. Scott stated that there is no formal report for this meeting.

Unfinished Business:

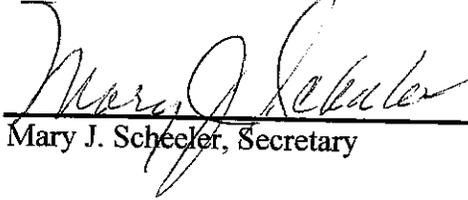
- Board Policy Manual
- Mr. Muffoletto has requested that the board members hold their positions until the board is fully seated.

New Business:

Executive Session:

- There is no need for an Executive Session.

A motion to adjourn at 6:23 PM was made by Mrs. Scheeler, second by Mr. Scott with all in favor and no abstentions.

  
Mary J. Scheeler, Secretary

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**Niagara Charter School  
Minutes of Board of Trustees Meeting  
September 18, 2018 at 5:00 PM  
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

*Trustees in Attendance:* James C. Muffoletto, President; Mary Scheeler; Ricky Scott; Judy DiCamillo; Danelle Williams

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Aimee Gonzalez; Timothy Hyland; Karen Gantz; Jennifer Smith; Theresa Boniface; Christie Grant

*Others in Attendance:* Amy DiMaggio; Kathy Liebner; Lakiesha Price; Porsha Edwards

*Excused Absence:*

*Unexcused Absence:*

The meeting was called to order at 5:11 PM with Ricky Scott presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of August 14, 2018 were approved as corrected on a motion by Mrs. Scheeler, seconded by Mrs. DiCamillo, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- Professional Development:
  - o Ms. Novak will update the trustees on professional development at next month's meeting.
- General Announcements
  - o Ms. Novak distributed the updated Charter School Performance Framework. The framework was updated to reflect the Every Student Succeeds Act (ESSA). A general discussion was held around the new framework.
  - o Ms. Novak stated that the NYS assessment scores are still embargoed. Growth scores will be released October 4, 2018. She will share the scores with the trustees when they become public.
  - o A general discussion of the monthly dashboard took place.

Standing Committees:

Governance: Ms. Kirshy, Governance Committee Chair:

- Ms. Kirshy welcomed Ms. Amy DiMaggio as a candidate for the open At-Large Trustee seat. Ms. DiMaggio spoke of her desire to serve on the Niagara Charter School Board of Trustees.
- Mr. Scott inquired about the appropriateness of an administrator of another charter school serving on the NCS board. Kathy Liebner, attorney for NCS, stated that there is no conflict of interest.
- The meeting then continued with the Board elections. Upon the motion of Mr. Muffoletto and seconded by Mary Scheeler, Ms. DiMaggio was nominated to serve as a

trustee for a term of three years as follows: subject to the Niagara Charter Board of Trustees conducting a thorough criminal history record check via fingerprinting which is deemed acceptable by SED, and discovering no state or federal criminal history, or subject to providing such history to the SED if found, and verifying that any academic and/or professional credential or qualification presented by the proposed member is genuine, and reviewing the application in its entirety, the board of trustees has voted to select Amy DiMaggio as a representative to its board of trustees with a term expiring June 30, 2021, pending approval by the SED and resolution formerly being approved upon formal approval by the SED. The motion was passed with all in favor.

- Ms. Kirshy has been invited to serve as a member of the Commissioner's Advisory Council for New York State Teachers. The Advisory Council will meet on November 7, 2018, February 27, 2019, and May 22, 2019.
- Charter Board Partners-Trustees need to register for the October 12, 2018 or the November 17, 2018 training. Trustees need to register for one of the sessions by October 1, 2018. The location of the trainings is to be announced.
- Ms. Kirshy introduced Lakiesha Price, the mother of a fifth grade student at Niagara Charter School. Ms. Price expressed her desire to serve as a Parent Trustee.
- Policy Manual-Erie 1 BOCES provided NCS with a draft policy manual, which was given to Jonathan Schechter. Kathy Liebner stated that an extensive review of the draft manual was done to see which policies pertained to charter schools. Mr. Schechter will take Niagara Charter School's current manuals and incorporate the relevant policies from Erie 1 BOCES into our current policies.
- Governance meeting dates were discussed. Ms. Kirshy will send an email to teachers inviting them to volunteer to be on the Governance committee.
- The next Board Meeting date is October 16, 2018. The meeting will take place at the Niagara Falls Public Library at 5:00 PM. PRIDE Spotlight awards will be announced at the meeting.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Mrs. Scheeler stated that there is no report for this meeting.

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

- Mr. Scott stated that there is no report for this meeting.

Unfinished Business:

- Board Policy Manual was discussed during the Governance Report
- Mr. Muffoletto will contact each trustee to see what they would like to do to help. Appointments will take place next meeting.

New Business:

PRIDE Spotlight-Jill Keicher

- This month's Habit of Scholarship is Perseverance: I keep trying. Crew 101-Laila R.; Crew 102-Averyona M.; Crew 103-Romeo C.; Crew 104-Christian M.; Crew 105-Khaleef C.; Crew 106-Franklin H.; Crew 107-Serenity M.; Crew 108-Zander K.; Crew 114-Isabel V.; Crew 115-Madison S.; Crew 116-Adriannah W.; Crew 117-Wendell R.; Crew 118-Ty R.; Crew 119-Mia K.; Music-Quanniyah L.; Art-Jaydyn G.; Physical Education-Jae'ona G.

Executive Session:

- There is no need for an Executive Session.

A motion to adjourn at 5:50 PM was made by Mr. Scott, seconded by Mrs. Scheeler, with all in favor and no abstentions.



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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
October 16, 2018 at 5:00 PM  
Niagara Falls Public Library, 1425 Main Street, Niagara Falls, NY 14305**

*Trustees in Attendance:* James C. Muffoletto, President; Mary Scheeler; Judy DiCamillo; Danelle Williams; Amy DiMaggio

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Aimee Gonzalez; Timothy Hyland; Alanna Cecala; Andrea Hopkins; Kelsey House; Maranda Paonessa; Jennifer Smith; Theresa Boniface

*Others in Attendance:* Jonathan Schechter; Stacy Gleason; Philip Dean; Tracy Dean; John Paonessa; Jenna McCreary; Doug McCreary; Stephanie Hayes; Dewayne Jamison; Latrice Palmer; Nakeenin Bryant; Nasai Bryant; Rosemary Gray; Timothy Gray

*Excused Absence:* Ricky Scott

*Unexcused Absence:*

The meeting was called to order at 5:10 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of September 18, 2018 were approved as corrected on a motion by Mrs. Gonzalez, seconded by Mrs. DiCamillo, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

This month's Habit of Scholarship is Respect: I value myself and others.

Crew 101-Natalee D.; Crew 102-Veronica W.; Crew 103-Giavonna B.; Crew 104-Ana'Re B.; Crew 105-Jacob M.; Crew 106-Joshua M.; Crew 107-Robert S.; Crew 108-Raj'zyane P.; Crew 114-Damir J.; Crew 115-Deiontre M.; Crew 116-Timothy G.; Crew 117-Julian H.; Crew 118-Amya K.; Crew 119-Kieamarie N.; Music-Anaya J.; Art-Christian M.; Physical Education-Alexis S.

- Teacher of the Month

Mariannina Tallarico was nominated by Katie Sclafani and Andrea Hopkins to receive the Teacher of the Month award, stating "Mariannina demonstrates a strong commitment to her students and the 3<sup>rd</sup> grade team. She goes above and beyond when pushing into the classroom. Mariannina takes initiative when working with students. She is flexible and willing to jump into various class projects and lessons. Mariannina has offered since the beginning of the year to cover various associate teacher roles. She has consistently checked in with our team to ensure we are supported. Mariannina's students, who are pulled for interventions, genuinely look forward to working with her each morning. She continues to support our team and students by going above and beyond in helping with our bus line bus dismissal routine. We love having her in our classrooms engaging in daily instruction."

- Professional Development:
  - o August 1<sup>st</sup>: Darci Novak & Jill Keicher attended Western NY Education Law Conference in Buffalo, NY. Christie Grant, Ashley Malinowski & Christa Frost attended Teaching Creative Thinking Skills through your Content through the Orleans-Niagara Teacher Center
  - o August 1<sup>st</sup>-August 3<sup>rd</sup>: Darci Novak & Jill Keicher attended School Administrators Association of NYS conference in Rochester, NY
  - o August 13<sup>th</sup>-15<sup>th</sup>: Cindy Rice and Staci Intriligator from EL Education were here to work with the leadership team on the work plan and teachers on the enhanced EL Modules.
  - o August 6<sup>th</sup>: Julie Stevener Attended NYS Training in the Needs of Children with Autism at Erie 1 BOCES
  - o August 6<sup>th</sup>-27<sup>th</sup>: Alanna Cecala participated in an online book study for *Discipline with Dignity* through the Orleans-Niagara Teacher Center
  - o August 21<sup>st</sup>: Chris Stoianoff attended Educational Technology Conference through the Niagara Orleans BOCES Teacher Center
  - o September 5<sup>th</sup>: Julie LoRusso was here for grade level meetings with teachers continuing on our work in implementing the 6 + 1 writing traits
  - o September 11<sup>th</sup>: Theresa Killian & Alanna Cecala attended Developing Effective Classrooms to Support Positive Behavior at Erie 1 BOCES
  - o September 11<sup>th</sup>: Julie Stevener participated in an online workshop Getting Started with Benchmark Screening for Teachers through Aimsweb.
  - o September 14<sup>th</sup>: Karen Gantz and Darci Novak attended the District Data Coordinator Training at Erie 1 BOCES
  - o September 14<sup>th</sup>: Dave Mileham was here from Erie 1 BOCES for a ½ day whole staff Technology Security Training.
  - o September 17<sup>th</sup>: Cindy Rice from EL Education was here to meet with the leadership team for the EL credentialing process and the 6<sup>th</sup> grade team on passage portfolios
  - o September 18<sup>th</sup>: Sherrie Tracy attended the Instructional Coaching Consortium at Erie 1 BOCES
  - o September 19<sup>th</sup>: ANet virtual met with grades 2<sup>nd</sup>-6<sup>th</sup> for an introduction on their assessment system
  - o September 20<sup>th</sup>: Karen Gantz & Lisa Pearce participated in CPI Nonviolent Crisis Intervention Online Training at Erie 1 BOCES. Lynn Kirshy started an online training Mindful Education Essentials through Mindful Schools. Staci Intiligator was here to meet with grades 3, 4 & 5 for the painted essay writing strategy
  - o September 25<sup>th</sup>: Christa Frost, Ashley Malinowski, Rebecca Armstrong & Lauren Zaleski attended Discipline with Dignity at Erie 1 BOCES
  - o September 26<sup>th</sup>: ESC was here for a faculty meeting on Emotional Intelligence
  - o September 27<sup>th</sup>: Lisa Pearce attended McKinney-Vento Liaisons online webinar training

- September 28<sup>th</sup>: Karen Gantz & Lisa Pearce attended CPI Nonviolent Crisis Intervention Training at Erie 1 BOCES. Aimee Gonzalez attended the Buffalo State Professional Development Schools annual retreat

- General Announcements

- Ms. Novak congratulated the students and teachers of Niagara Charter School for their amazing performance on the New York State ELA and Math assessments.
- Ms. Novak and Mr. Muffoletto thanked the parents for entrusting NCS with their children.

Community Liaison: Megan Corsaro

- Parent Involvement

- The next Family School Association meeting will take place at NCS on October 24<sup>th</sup> at 5:30 PM
- Niagara University will provide families with emergency preparedness training on November 14, 2018.
- Mrs. Corsaro received applications for the firefighters' clothing and toy drives.
- The WNY Foodbank Backpack Program is scheduled to begin on October 19, 2018.
- Parent-teacher conferences are scheduled for November 15-16, 2018.
- The Family School Association will host winter crafts for families who attend Exhibition Night on December 6, 2018.

- Recruitment

- Mrs. Corsaro reported that NCS is fully enrolled, with a healthy waitlist.
- Mrs. Corsaro is looking into Facebook advertising for NCS.
- Mrs. Corsaro is reaching out to Head Start to set up recruitment presentations for the Spring.

- School

- Mrs. Corsaro will be attending EL National Conference in November.

Standing Committees:

Governance:

Ms. Kirshy, Governance Committee Chair

- Ms. Kirshy requested board members to submit their signed Covenant.
- The next board meeting is scheduled for November 20<sup>th</sup> at the Niagara Falls Library at 5:00 PM.

Mr. Schechter, Attorney for NCS

- Mr. Schechter, attorney for NCS, reported that paper work for Ms. DiMaggio and Ms. Williams was submitted to State Education Department.
- Mr. Schechter described the compatibility of office common law issues and recommended that NCS should amend its bylaws to no longer reserve teacher trustee positions on the Board of Trustees.
- Mr. Schechter revised the by-laws so that teachers can continue to be actively involved with the process of the development of school policies and procedures that will benefit the school.

- The committee structure was revised to include committees of the board (finance committee) and corporation committees (academic committee and governance committee).
- Next, there was a discussion of the revisions to the By-Laws of the School. Upon motion duly made by Ms. DiMaggio and seconded by Ms. DiCamillo, it was resolved, that the Board of Trustees approve the changes to the School's By-Laws as presented at the meeting and that a track change version be sent to the Charter School office as a non-material revision to the By-Laws for their review and comment, subject to any changes as approved by the Board Chair and recommended by Charter School liaison Susan Gibbons.
- Mr. Schechter will continue to revise NCS's current policies in conjunction with the recommended policies from Erie 1 BOCES. He will provide drafts for the trustees at the next meeting.

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Mrs. Scheeler is proud to say that the school's growth score is 15/20, which is effective. Individual teacher growth scores were not issued by SED, and the school's leadership team is looking into why we didn't get them.
- The academic committee discussed staff evaluations and staff members on improvement plans. The school is still looking for K, 1, and 2 Associate Teachers.
- Achievement Network (ANet) is the new company providing the interim assessments and data coaching for teachers in grades 2-6.

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

- Mr. Muffoletto stated that the school received the first draft of the audit report. Mr. Hyland will review the report. The complete audit report and updated budget report will be provided to trustees next month.

Unfinished Business:

Board Appointments

- Mr. Muffoletto reported that the current trustees with board appointments would like to continue in the positions, and Ms. DiMaggio agreed to be Vice President. Mr. Muffoletto recommended the election of the current slate of officers. A motion was made by Mrs. Scheeler, seconded by Ms. DiCamillo, with all in favor and no abstentions.

New Business:

Executive Session:

- There is no need for an Executive Session.

A motion to adjourn at 6:04 PM was made by Ms. DiMaggio, seconded by Ms. Williams, with all in favor and no abstentions.

  
Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
November 20, 2018 at 5:00 PM  
Niagara Falls Public Library, 1425 Main Street, Niagara Falls, NY 14305**

*Trustees in Attendance:* James C. Muffoletto, President; Ricky Scott; Mary Scheeler; Danelle Williams; Amy DiMaggio

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Timothy Hyland; Theresa Boniface; Jennifer Smith; Kelsey House; Alanna Cecala; Andrea Hopkins; Karen Gantz

*Others in Attendance:* Jonathan Schechter; Lakiesha Price; Rich Nagelhout; Angela Nagelhout; Tracy Dean; Philip Dean; Neil Thompson; Arrielle Homeyer; Nancy McIntyre; Jen Kubek; Gary Wallace; James Lindsay; Heather Paul; Elvis Nunez; Yanira Maldonado; Sabrina Tavaréz

*Excused Absence:* Judy DiCamillo

*Unexcused Absence:*

The meeting was called to order at 5:08 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of October 16, 2018 were approved as corrected on a motion by Mr. Scott, seconded by Ms. Kirshy, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight  
This month's Habit of Scholarship is Integrity: I am honest with myself and others.  
Crew 101-De'Shayah P.; Crew 102-Layla C.; Crew 103-Osias W.; Crew 104-Janae J.;  
Crew 105-Amya J.; Crew 106-Savannah M.; Crew 107-Emmalee S.; Crew 108-Jordan L.;  
Crew 114-Jakyia S.; Crew 115-Angel H.; Crew 116-Ajah M.; Crew 117-Anaya J.;  
Crew 118-Derrick H.; Crew 119-Ashley N.; Music-Na'Tavia J.; Art-Timothy G.;  
Physical Education-Giavonna B.
  
- Professional Development:
  - o October 2<sup>nd</sup>: Julie LoRusso from BOCES was here for grade level meetings with teachers continuing our work on writing traits.
  - o October 4<sup>th</sup>: Linnea DuFour & Sherrie Tracy attended K-2 Deep Curriculum Alignment for Science Standards at Erie 1 BOCES.
  - o October 5<sup>th</sup>: Darci Novak & Karen Gantz attended a District Data Coordinator meeting at Erie 1 BOCES
  - o October 11<sup>th</sup>: Andrea Cwynar was here for grade level meetings to continue the work with the Next Generation Standards for Math
  - o October 12<sup>th</sup>: Kim Abrams attended PE & Health Education Directors Consortium at Erie 1 BOCES and Karen Gantz attended PowerSchool Incident Management at Erie 1 BOCES. The staff also attended a ½ day training on an introduction to ANet

- October 13<sup>th</sup>: Lynn Kirshy attended National Kids Yoga Conference in Virginia
  - October 15<sup>th</sup>: Sherrie Tracy and Katie Sclafani attended 3-5 Deep Curriculum Alignment for Science Standards at Erie 1 BOCES.
  - October 15<sup>th</sup>-October 29<sup>th</sup>: Megan Ackerman participated in an online course STEAM Fun in the classroom through Orleans-Niagara Teacher Center
  - October 16<sup>th</sup>: Karen Gantz attended Excel Basics through Fred Pryor and Lynn Kirshy attended Visible Learning for Literacy Within a Response to Interventions Model through NYS RTI
  - October 17<sup>th</sup>: Cindy Rice from EL Education was here to work with the leadership team on the credentialing process
  - October 17<sup>th</sup>-October 31<sup>st</sup>: Kelsey House, Kim Abrams, Julie Stevener, Marissa Austin, Dana Burwell, Jen Smith, Lauren Nowicki, Theresa Boniface & Andrea Hopkins attended Literacy Strategies for ELL Students online through Orleans-Niagara Teacher Center
  - October 18<sup>th</sup>: Sharon Novak attended NYS Center for School Health at Monroe 2-Orleans BOCES
  - October 19<sup>th</sup>: Karen Gantz attended FileBound Electronic Document Management User Group Meeting at Erie 1 BOCES
  - October 22<sup>nd</sup>-November 19<sup>th</sup>: Alanna Cecala, Kelsey House, Megan Ackerman, Jen Smith & Christa Frost participated in an online book study *That One Kid: Changing Lives 1 Student at a Time* through Orleans-Niagara Teacher Center
  - October 23<sup>rd</sup>: Kim Abrams attended PE Teacher Consortium at Erie 1 BOCES and Katie Sclafani and Andrea Hopkins attended Escape Classrooms at O/N BOCES Teacher Center
  - October 24<sup>th</sup>: Darci Novak & Jill Keicher attended Admin. Series: Student Centered Learning: Models of Engagement at Erie 1 BOCES
  - October 25<sup>th</sup>: Katie Sclafani & Theresa Boniface attended Making Culturally Responsive and Sustaining Pedagogies Real in the Classroom at Erie 1 BOCES
  - October 26<sup>th</sup>: Karen Gantz attended Introduction to Restorative Practices at Erie 1 BOCES and Staci Intriligator was here for meetings with grades K-2 for planning for module 1 and looking at the first assessment
  - October 29<sup>th</sup>: Sherrie Tracy attended Creating Writing Tools: Exploring Argument & Narrative Genres in the Elementary Classroom at Erie 1 BOCES
  - October 31<sup>st</sup>: 4<sup>th</sup>-6<sup>th</sup> grade had a Financial Literacy presentation from Northwest bank, and all other staff had an Ethics Training from ESC
  - October 31<sup>st</sup>- November 14<sup>th</sup>: Christa Frost & Sara Felmet started an online learning course Journal Writing through Orleans-Niagara Teacher Center.
- General Announcements
- Ms. Novak updated the trustees on grant monies received by NCS. We received a \$20,000 grant through the Niagara County Sherriff's department to improve school safety and security.
  - The school is at full capacity with over 70 students on the waitlist.

Standing Committees:Governance:Ms. Kirshy, Governance Committee Chair

- The meeting then continued with the Board elections. Upon the motion of Mr. Muffoletto and seconded by Mr. Scott, Ms. Lakiesha Price was nominated to serve as a Parent Trustee for a one year term as follows: subject to the Niagara Charter Board of Trustees conducting a thorough criminal history record check via fingerprinting which is deemed acceptable by SED, and discovering no state or federal criminal history, or subject to providing such history to the SED if found, and verifying that any academic and/or professional credential or qualification presented by the proposed member is genuine, and reviewing the application in its entirety, the board of trustees has voted to select Lakiesha Price as a parent representative to its board of trustees with a term expiring June 30, 2019, pending approval by the SED and resolution formerly being approved upon formal approval by the SED. The motion was passed with all in favor.
- Ms. DiMaggio shared her big takeaways from the Charter Board Partners training: Succession planning and annual goal setting.
- Ms. Kirshy distributed a copy of the agenda from the Commissioner's Advisory Council meeting she attended.
- The next board meeting is scheduled for December 18, 2018 at 5:00 at the Niagara Falls Public Library

Academic Committee: Mrs. Scheeler, Academic Committee Chair:

- Mrs. Scheeler distributed Ms. Novak's professional goals and asked trustees to review them in terms of Ms. Novak's priorities for the school year. Trustees should email comments directly to Mrs. Scheeler.
- Mrs. Scheeler discussed the four domains Ms. Novak and Dr. Bowen will focus on this year.
- Mr. Scott asked for an update on ANet. Ms. Novak explained that ANet is NCS's new interim assessment program. Assessments are used as a growth measure to inform teachers so they can modify instruction and refine their skills. ANet is not a predictor for state assessment performance.
- Ms. Novak stated that NCS received a grant from ESSA to partner with ANet, and there is strong system of accountability within the ESSA grant.

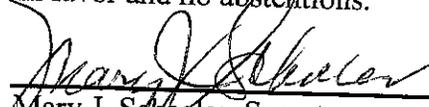
Financial and Audit Committee: Mr. Ricky Scott, Financial and Audit Committee Chair:

- Mr. Scott distributed the internal audit report. NCS continues to operate in a fiscally sound manner. A motion was made by Mr. Scott to accept the audit as is, seconded by Ms. Scheeler, with all in favor and no abstentions.

Unfinished Business:New Business:Executive Session:

- A motion was made to go into Executive Session at 5:42 PM by Mr. Scott, seconded by Mrs. Scheeler. A motion to come out of Executive Session at 6:07 PM was made by Mr. Scott, seconded by Ms. Kirshy.

A motion to adjourn at 6:10 PM was made by Ms. Williams, seconded by Mrs. Scheeler, with all in favor and no abstentions.

  
Mary J. Scheeler, Secretary

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**Niagara Charter School  
Minutes of Board of Trustees Meeting  
December 17, 2018 at 5:00 PM  
Niagara Falls Public Library, 1425 Main Street, Niagara Falls, NY 14305**

*Trustees in Attendance:* James C. Muffoletto, President; Ricky Scott; Mary Scheeler; Danelle Williams; Amy DiMaggio; Judy DiCamillo

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Aimee Gonzalez; Timothy Hyland; Karen Gantz; Kelsey House; Andrea Hopkins; Theresa Boniface

*Others in Attendance:* Jonathan Schechter; Ivory Hardy; Jeremy Slattery; Latricia Herbert; Robin Norwich; Elizabeth Linanne; Linda Powell; Jamilah Black; Lloyd Nair; Marie Nair; Tracy Nair; Ernest Horton; David Scott; Becca Santiago; Doug Barts; Denise Mejia; Danelle Wenke; Janya McDougald; Richard McDougald; Ashley Armagost; Marvin Crittenden; Carl Cain; Jennifer Kubek; Gary Wallace; Djuan Richardson; Christine Conklin; Ebony Ewing; Rick Ewing

*Excused Absence:* Lakiesha Price

*Unexcused Absence:*

The meeting was called to order at 5:11 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of November 20, 2018 were approved as corrected on a motion by Mr. Scott, seconded by Mrs. Scheeler, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The November Habit of Scholarship is Dedication: I am honest with myself and others. Crew 101-Kaedon S.; Crew 102-Aubrienne T.; Crew 103-Akira J.; Crew 104-Hadassah F.; Crew 105-Evalyn M.; Crew 106-Marvin C.; Crew 107-Jackalyhna M.; Crew 108-Elijah W.; Crew 114-Rolland O.; Crew 115-Rachel L.; Crew 116-Aidan F.; Crew 117-Amerie S.; Crew 118-Jonathan S.; Crew 119-Dewayne J.; Music-Isaiah H.; Art-Ty R.; Physical Education-Mason C.

Employee of the Month

Vincent Wright was named Employee of the Month for November.

- Professional Development:

- o 9 Staff members (Killian, Lemme, Novak, Keicher, Gordon, Gantz, Tracy, Stevener & Felmet) attended professional development at Erie 1 BOCES including Kagan Win-Win Discipline, You Don't have to be Bad to get Better, District Data Coordinator Training, Instructional Coaching Consortium, PowerSchool PowerTeacher training and the 6-8<sup>th</sup> grade English Teacher's Consortium.
- o 8 Staff members (Frost, Felmet, DuFour, Cecala, Burwell, Smith, Boniface, House) participated in online learning through Orleans-Niagara Teacher Center including

Journal Writing, The Hungry Brain: Nutrition/Cognition Connection and The Taming of the Crew: Working Successfully with Difficult Students

- 2 Staff members (Austin & DuFour) attending WNY Invention Convention
  - 4 Teachers (House, Schratz, Sykes & Corsaro) attended EL Education National Conference
  - 1 Teacher (Burwell) attended Applied Behavior Analysis through the Institute for Education Development
  - EL Education school designers were here for 2 full days in Nov. working with grades 3-5 and Specials
  - BOCES math was here for 2 full days in Nov. working with all grade levels
- General Announcements
- This year, the school's big goal is to update the interactive boards in the classrooms, but there are not a lot of grants available at this time. Ms. Novak is working on getting proposals for updating all interactive boards in the school. She will be meeting with West Buffalo Charter School to learn about the process the school went through to update their interactive boards. Ms. Novak would like to work with the finance committee to develop a financial plan to acquire this technology.

#### Committees:

#### Governance:

Ms. Kirshy, Governance Committee Chair

- The draft Policy Manual was corrected by the Governance Committee members and forwarded to Mr. Schechter for review.
- The committee reviewed the proposal from Ken Rogers to update the Strategic Plan. All members agreed that the proposal was costly, and the committee agreed to take on the task of updating the plan.
- Ms. Kirshy distributed the Succession Plan and asked trustees to review and provide feedback.
- The next Governance Committee meeting is January 8, 2019 at 4:15 PM
- The next Board Meeting will be held on January 15<sup>th</sup> at the Niagara Falls Library at 5:00 PM

#### Academic Committee

- Mrs. Scheeler stated that there is no formal report for this meeting.

#### Financial and Audit Committee:

Mr. Ricky Scott, Financial and Audit Committee Chair:

- A general discussion around the financial reports took place.
- Mr. Scott stated that the school has done really well with securing grants.

#### Unfinished Business:

IT Audit Response Letter Corrective Action Plan-

In January 2017, the State Comptroller's office conducted an audit, with a focus on technology. The audit provided NCS with recommendations regarding the school's technology, many which

have already taken place. Ms. Novak and Mr. Stoianoff, the school's IT Coordinator, developed and submitted a Corrective Action Plan, which included actions steps and a time line for completion.

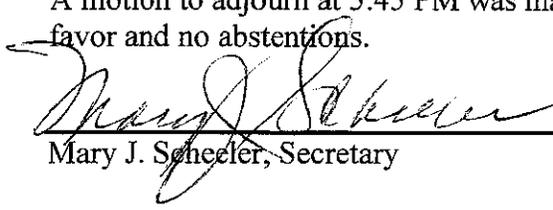
New Business:

There

Executive Session:

- There is no need for executive session.

A motion to adjourn at 5:45 PM was made by Ms. DiMaggio, seconded by Mr. Scott, with all in favor and no abstentions.

  
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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
January 15, 2019 at 5:00 PM  
Niagara Falls Public Library, 1425 Main Street, Niagara Falls, NY 14305**

*Trustees in Attendance:* James C. Muffoletto, President; Ricky Scott; Mary Scheeler; Danelle Williams; Amy DiMaggio; Judy DiCamillo; Lakiesha Price

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Aimee Gonzalez; Timothy Hyland; Karen Gantz; Kelsey House; Andrea Hopkins; Theresa Boniface; Jennifer Smith; Katie Sclafani; Kim Abrams

*Others in Attendance:* Jonathan Schechter; Olivia Mechit; Ellen Lamar; Stacey Markovich; Barb Hogan; Ashley Baxter; Johnikia Dix; Cornell Nalls; Melissa Nalls; Shantielle Johnson; Nicole Dibble; Regina Riley; Mark Saunders; Kayla Saunders; Jennifer Hardy

*Excused Absence:*

*Unexcused Absence:*

The meeting was called to order at 5:15 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of December 17, 2018 were approved as corrected on a motion by Ms. DiMaggio, seconded by Mrs. Scheeler, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The December Habit of Scholarship is Excellence: I push myself to do more than I thought possible.

Crew 101-Karmello F.; Crew 102-Noah H.; Crew 103-Zyier B.; Crew 104-Dariona T.; Crew 105-Benjamin S.; Crew 106-Gabriel N.; Crew 107-Iyanah S.; Crew 108-Addisyn G.; Crew 114-Natilya D.; Crew 115-A'Shaun G.; Crew 116-Nevaeh N.; Crew 117-Isaiah H.; Crew 118-Ma'Siyah P.; Crew 119-Jhonnea H.; Music-Ashley N.; Art-Neven M.; Physical Education-Damian T.

Employee of the Month

Theresa Boniface was named Employee of the Month for December.

- Professional Development:

- Rob Fetter from the Achievement Network was at NCS one day to meet with grades 2<sup>nd</sup>-6<sup>th</sup> to preview interim assessment 2.
- Cindy Rice from EL Education was at NCS for two days. Cindy worked with specials teachers on their next final product, and for a ½ day professional development with the whole staff on the High Quality Work Protocol for their final products from Module 1.

- 9 Staff members (Sara Felmet, Chris Stoianoff, Katie Sclafani, Theresa Boniface, Darci Novak, Karen Gantz, Dawn VeRost, Elizabeth Skyes, Sherrie Tracy, Christie Grant & Andrea Hopkins) attended workshops at Erie 1 BOCES including Makey Makey for Educators, Making Culturally Responsive and Sustaining Pedagogies Real in the Classroom, District Data Coordinator Meeting, Deep Curriculum Alignment for Science Standards.
- 2 Staff members (Dawn VeRost and Elizabeth Sykes) attended Motivating and Managing Hard to Reach, Uninterested and Disruptive Students through the Teacher Learning Center.
- General Announcements
  - Ms. Novak and Mrs. Keicher sat in on a webinar to view a demonstration of the In Focus flat panel interactive boards. Ms. Novak will have a proposal for the February board packets, and is hoping for installation to begin over Spring Break.
  - Mrs. Corsaro, Community Liaison, will present to the trustees at the March meeting.
  - The next FSA meeting will be held on January 23, 2019 at 5:00 PM at Niagara Charter School
  - NCS is hosting a Black History Month celebration at the school February 26-28 from 1:30-3:30. It will be the same program all three days.
  - Ms. Novak introduced Katie Sclafani as 3<sup>rd</sup> grade teacher and administrative intern. Ms. Sclafani analyzed the results of the State Education Department School Climate Survey. A designated Task Force at the school will look at the data more closely to develop an action plan.

#### Committees:

#### Governance:

##### Mr. Ricky Scott

- The Charter Board Partners survey results were received. The Governance Committee members will continue to analyze the data to identify training opportunities through Charter Board Partners.
- Trustees are allocated five hours of training with Charter Board Partners. The Governance Committee would like to request one hour of the work be with the Committee.
- Mr. Scott noted board effectiveness was a category that rated low in the survey results. Mr. Scott would like to explore why this is and how to improve on it.
- The Governance Committee would like to make a change to the dashboard in regards to certain items that involve student privacy and confidentiality.
- A motion was made by Mr. Scott to remove the discipline data from the dashboard, seconded by Mrs. Scheeler, with all in favor and no abstentions.
- The Governance Committee members recommended that Niagara Charter School change the kindergarten admission cutoff date to December 1<sup>st</sup> to coincide with all participating district schools.
- Upon motion duly made by Ms. DiMaggio, seconded by Mrs. Scheeler, with all in favor and no abstentions, it was resolved that the Board of Trustees approve that the Enrollment Admission Policy and Procedures be amended to change the kindergarten

admission cutoff date to December 1<sup>st</sup> and that a track change version be sent to the Charter School office as a non-material charter revision for its review and comment, subject to any changes as approved by the Board Chair and recommended by Charter School liaison Susan Gibbons.

- Mr. Scott would like to plan a training session on how to read financial statements for all trustees.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Mrs. Scheeler reported that the second round of formal observations have been scheduled and are starting in February.
- Students in grades 2-6 are taking the second round of ANet assessments. The leadership team will be holding Result Meeting Protocols with the teachers after the 2nd round is complete.
- Dr. Bowen is scheduled to meet with Ms. Novak on February 8th.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Mr. Scott stated that there is no formal report for this meeting.
- The Finance Committee will meet in February.

Unfinished Business:

- There is no unfinished business.

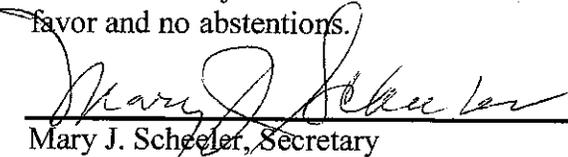
New Business:

- There is no new business.

Executive Session:

- There is no need for executive session.

A motion to adjourn at 5:53 PM was made by Mr. Scott seconded by Mrs. DiCamillo with all in favor and no abstentions.

  
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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
February 12, 2019 at 5:00 PM  
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

*Trustees in Attendance:* James C. Muffoletto, President; Ricky Scott; Mary Scheeler; Danelle Williams

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Aimee Gonzalez; Timothy Hyland; Kelsey House; Andrea Hopkins; Theresa Boniface; Jennifer Smith; Marissa Austin; Linnea DuFour; Julie Stevener; Alanna Cecala; Christie Grant; Kim Abrams

*Others in Attendance:* Jonathan Schechter; Tiffany Chew; Nicole Genshar; Terry Moore; Keyante Law; Nadine Blue; Valerie Reed; Lisa Cunningham; LaJon Chandler

*Excused Absence:* Amy DiMaggio, Judy DiCamillo, Lakiesha Price

*Unexcused Absence:*

The meeting was called to order at 5:04 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of January 15, 2019 were approved as corrected on a motion by Mrs. Scheeler, seconded by Mrs. Scott, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The January Habit of Scholarship is Perseverance: I keep trying.

Crew 101-Jaunie R.; Crew 102-Kamarrah B.; Crew 103-Raeshawn G.; Crew 104-Kaiden M.; Crew 105-LaVaya C.; Crew 106-Stephan L.; Crew 107-Devon B.; Crew 108-Jianna J.; Crew 114-Jaiden M.; Crew 115-Jordan J.; Crew 116-Anthony L.; Crew 117-Kamariea N.; Crew 118-Jesse C.; Crew 119-Michael C.; Music-James H.; Art-Howard P.; Physical Education-Namar B.; Nominated by Mrs. Stevener-Jy'Shawn C.; Nominated by Ms. Kirshy-Lindsey K.

Employee of the Month

Alanna Cecala was named Employee of the Month for January.

- Professional Development:

Ms. Novak will update the trustees on professional development at the March meeting.

- General Announcements

- o Ms. Novak reported that NCS has two English-language learners enrolled at NCS.
- o Ms. Novak procured a quote to re-outfit the entire school with 16 mounted and 3 mobile interactive flat panels. Ms. Novak requested board approval for this expenditure in order for the installation to take place over Spring Break. A

motion was made to approve the purchase of flat panels by Mr. Scott, seconded by Ms. Williams, with all in favor and no abstentions.

- Ms. Novak stated that a group of teachers from the Academic Committee condensed the EL Work Plan to a one-page summary. Mrs. Gonzalez, Mrs. Stevener, Mrs. DuFour, and Ms. Grant provided the trustees with an explanation of the EL Work Plan Summary.
- Ms. Novak distributed fliers for the school's Black History Month Living Museum and Exhibit scheduled for February 26-28, 2019.

#### Committees:

##### Governance:

Mr. Ricky Scott

- The Governance Committee met on Tuesday, February 5, 2019.
- The policy manual, parent manual, and student code of conduct drafts are being reviewed.
- Ms. Kirshy is in contact with Charter Board Partners to schedule board trainings.
- Niagara Charter School's Strategic Plan extended through 2018. The Governance Committee will be updating the plan and putting a new long-term program in place.
- The next Governance Committee meeting will be on March 12, 2019 at 4:15 pm.
- The next board meeting will be on March 19, 2019 at 5:00 pm at the Niagara Falls Library.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- A Net results have been shared with the Academic Committee. Two assessments have been given to date.
- The results show NCS students doing well, especially in math.

##### Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- The Finance Committee met and made the necessary mid-year adjustments to the budget. Adjustments were made to fund the purchase of the Interactive Flat Panels.
- Mr. Scott distributed a resource guide to assist trustees in reading the financial reports.
- A discussion ensued regarding the current interim financial reports.
- A motion was made by Mr. Scott to accept the revised budget, seconded by Mrs. Scheeler, with all in favor and no abstentions.

##### Unfinished Business:

- There is no unfinished business.

##### New Business:

- There is no new business.

##### Executive Session:

- There is no need for executive session.

A motion to adjourn at 5:49 PM was made by Mr. Scott seconded by Mrs. Scheeler with all in favor and no abstentions.

  
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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
March 19, 2019 at 5:00 PM  
Niagara Falls Public Library, 1425 Main Street, Niagara Falls, NY 14305**

*Trustees in Attendance:* Amy DiMaggio; Ricky Scott; Mary Scheeler; Judy DiCamillo; Lakiesha Price

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Aimee Gonzalez; Karen Gantz; Kelsey House; Alanna Cecala; Jennifer Smith; Lauren Zaleski; Theresa Boniface; Andrea Hopkins; Megan Corsaro

*Others in Attendance:* Cindy Rice; Jonathan Schechter; Tamara Mercado; Janei Hoffman; Erika Benton; Lynne Spina; Martin Elizondo; Andrea Campbell; Johnny Campbell; S. Danley; M. Sanmarco; M. Carter; Frankie Nalls Jr.; Les Howe; Carmella Bradley; Marco Smith; Xi Smith; Xana Smith; Latoya Lindsay; Chris Hosey; Christina Hosey; Nicole Ramos; Isaiah Hosey; Christopher Hosey; Kristian Watson; Stephen Wruck; Casandra Mercado; Andrew Westfahl; Jason Kozakowski

*Excused Absence:* James Muffoletto; Danelle Williams

*Unexcused Absence:*

The meeting was called to order at 5:03 PM with Ms. DiMaggio presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of February 12, 2019 were approved as corrected on a motion by Mrs. DiCamillo, seconded by Mrs. Scheeler, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The February Habit of Scholarship is Respect: I value myself and others.  
Crew 101-Jacob H.; Crew 102-Julian E.; Crew 103-Andre C.; Crew 104-Giana N.; Crew 105-Sophia K.; Crew 106-Marquan M.; Crew 107-Jermere M.; Crew 108-Adriana T.; Crew 114-Anazja S.; Crew 115-Taheya C.; Crew 116-Sha'niya B.; Crew 117-Mariah D.; Crew 118-Denes C.; Crew 119-Dominic D.; Music-Da'Shanti H.; Art-Maddie O.; Physical Education-Amirah B.; Nominated by Mrs. Stevener-Isyss D.; Nominated by Ms. Kirshy-Addisyn G.

Employee of the Month

Aimee Gonzalez, 6<sup>th</sup> Grade Teacher, was named Employee of the Month for February.

- Professional Development:

Ms. Novak updated the trustees on professional development for January and February via email.

- General Announcements

- o Ms. Novak introduced Cindy Rice, Niagara Charter School's School Designer from EL Education
- o Mrs. Rice provided the trustees with a presentation about what it means to be an EL School.
- o Ms. Novak forwarded the weekly update from Robert J. Miller Associates via email.
- o The In-Focus flat panels arrived at the school and the installation will take place over Spring Break
- o NCS was contacted by the Charter School Office at the State Education Department. The Charter School Office will be conducting a Mid-Year Site Visit on Tuesday March 26, 2018. The team would like to meet with the Board of Trustees 3:15-4:15 on this day.

Community Liaison Report, Megan Corsaro

- o The Black History Living Museum was a success. Mrs. Corsaro complimented the work of all teachers and staff, and looks forward to the event next school year.
- o The next FSA meeting will be held on March 27<sup>th</sup> at 5:00 pm at NCS. A representative from Achievement Network will hold an informational session on student interim assessments.
- o EL Education's Better World Day is May 3<sup>rd</sup>. NCS received a \$500 stipend from EL Education to help cover costs for service projects. Mrs. Corsaro is looking into a membership with Niagara Beautification Commission to provide students service learning opportunities.
- o The Colgate Dental Van is scheduled to be at NCS in May. Students with a signed parent consent will receive a free dental screening.
- o An advertisement ran in the Education section of WNY Family Magazine in February. A front page advertisement was also published in the Niagara Wheatfield Tribune and the Lewiston-Porter Sentinel.
- o An advertisement will run in the Niagara Gazette and the Lockport Union-Sun on March 22, 2019.
- o Mrs. Corsaro and Mrs. DuFour presented at Niagara Falls Head start in February.
- o Mrs. Corsaro will be meeting with Entercom Communication to discuss a possible three-month advertising campaign.
- o The lottery will be held April 1, 2019 at 1:30 pm.

Committees:

Governance:

Ms. Lynn Kirshy

- The Governance Committee did not meet in March.
- The next meeting will be April 2, 2019 at 4:15 pm

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- Achievement Network Assessment 3 is being administered and results meetings have been scheduled.
- Ms. Novak and Mrs. Keicher are conducting the second round of formal observations for instructional staff.
- Students in grades 3-6 will be taking the New York State ELA exams On April 2-3.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- The Finance Committee did not meet last month. A report will be given at the next meeting.

Unfinished Business:

- There is no unfinished business.

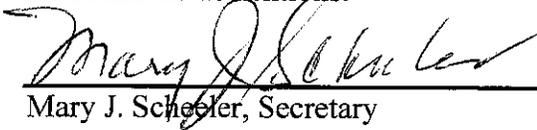
New Business:

- There is no new business.

Executive Session:

- There is no need for executive session.

A motion to adjourn at 5:42 PM was made by Mrs. Scheeler seconded by Mr. Scott with all in favor and no abstentions.



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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
April 30, 2019 at 5:00 PM  
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

*Trustees in Attendance:* James Muffoletto; Amy DiMaggio; Ricky Scott; Mary Scheeler; Judy DiCamillo; Danelle Williams; Lakiesha Price

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Lynn Kirshy; Aimee Gonzalez; Karen Gantz; Kelsey House; Alanna Cecala; Jennifer Smith; Lauren Zaleski; Theresa Boniface; Andrea Hopkins; Katie Sclafani; Maranda Paonessa

*Others in Attendance:* Staci Intriligator; Jonathan Schechter; Andrea Searight; Edward Nelson; Heather McMaster; Sean Hunt; Nicole Hunt; Olivia Merchant; Al Lamar; Eric James; Robin James; Shaquilla Brinson;

*Excused Absence:*

*Unexcused Absence:*

The meeting was called to order at 5:04 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

The agenda was approved as amended on a motion by Mr. Scott, seconded by Ms. Williams, with all in favor and no abstentions.

The minutes for the board meeting of March 19, 2019 were approved as corrected on a motion by Mrs. Scheeler, seconded by Ms. DiMaggio, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The March Habit of Scholarship is Integrity: I am honest with myself and others.  
Crew 101-Karmello F.; Crew 102-Kaiden J.; Crew 103-Elijah N.; Crew 104-Nelson J.; Crew 105-Layleona P.; Crew 106-Jaiden M.; Crew 107-Dawn-Maree G.; Crew 108-Samuel R.; Crew 114-Abigail F.; Crew 115-Mariela R.; Crew 116-Ava Y.; Crew 117-Nevaeh K.; Crew 118-Azarian M.; Crew 119-Elias H.; Music-Delilah H.; Art-Devon B.; Physical Education-Da'Shanti H.; Nominated by Mrs. Stevener-Giavonna B.; Nominated by Ms. Kirshy-Amir G.

Employee of the Month

Jenna Schratz, Building-based Substitute, was named Employee of the Month for March.

- Professional Development:

- o BOCES conducted a ½ day training on using apps in the classroom.
- o Rob Fetter from ANet met with the leadership team on data reflection meetings.
- o The whole staff participated in a poverty simulation through the Orleans-Niagara Teacher Center, and was joined by staff from Lancaster and Discovery School in Rochester.
- o 8 Staff members (Kim Abrams, Darci Novak, Karen Gantz, Andrew Sliwowski, Sherrie Tracy, Christa Frost, Jen Smith, Andrea Hopkins) attended workshops at

Erie 1 BOCES including, PE Health Education Directors Consortium, District Data Coordinator, Phenomena Based Lessons, Western Zone NYS AHPERD Annual Conference, Instructional Coaching Consortium, PE Teacher Consortium, Grades 3-5 Deep Curriculum Alignment for Science Standards, and Creating Culturally Responsive Classrooms.

- 2 Staff members (Julie Stevener and Theresa Killian) participated in online workshops through the Orleans-Niagara Teacher Center including Mindful Teaching and Teaching Mindfulness and Even on Your Worst Day.
- Dana Burwell attended Strengthen Students' Mindfulness through the Institute of Educational Development

- General Announcements

- Ms. Novak was pleased to announce that all flat panels were successfully installed over a two-day period over Spring Break. She thanked the trustees again for this technology investment for our students and faculty.
- NCS's annual Scholastic Book Fair raised over \$5,000 in proceeds. A portion of the proceeds goes back to Scholastic and NCS will use the rest to purchase books for the library.
- The leadership team will hold a school-wide book study on The Leader in Me next school year. Ms. Novak would like to have all stakeholders involved in the book study. Ms. Novak asked trustees who are interested in participating in the book study to email her so she can order enough copies of the text.
- Ms. Novak asked trustees to review and adopt three draft policies submitted to SED Charter School Office for the Mid-Term Site Visit, in order to re-submit the policies as adopted.
- Mr. Schechter, attorney for NCS, recommended the trustees adopt the draft policies subject to review for any necessary updates.
- The Enrollment and Admissions policy was approved, with all in favor and no abstention.
- The Code of Conduct was approved, as amended, with all in favor and no abstentions.
- The Complaint Policy was approved, with all in favor and no abstentions.

Committees:

Governance:

Ms. Lynn Kirshy

- The Governance Committee met on April 9, 2019.
- The Strategic Plan has been updated to Imperative 5.
- The Governance Committee elected a Vice-Chair, Theresa Boniface.
- The Next Board Meeting will be on May 21, 2019 at 5:00 PM at Niagara Charter School
- The next Governance Committee meeting will be on May 14<sup>th</sup> at 4:15 PM.
- Charter Board Partners will be contacted regarding survey results.

**Academic Committee**

Mrs. Mary Scheeler, Academic Committee Chair

- Dr. Bowen met with Novak on April 17, 2019 to review goals and progress. Their next meeting is scheduled for June 11, 2019.
- Students in grades 3-6 will be taking the New York State Math exams on May 1-2. There were three NCS students who opted out of the New York State ELA exams.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- Mr. Scott distributed Budget vs. Actual report for discussion.

Unfinished Business:

- Ms. Novak reviewed LED Sign Quotations from Cooper Sign Company.
- Mr. Muffoletto made a motion, subject to legal counsel and contractual approval, to approve Option 4 for an amount not to exceed \$52, 294, seconded by Ms. DiMaggio, with four trustees in favor, and one opposed.

New Business:

- There is no new business.

Executive Session:

- There is no need for executive session.

A motion to adjourn at 6:19 PM was made by Ms. DiMaggio seconded by Mrs. DiCamillo with all in favor and no abstentions.

  
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Mary J. Scheeler, Secretary

**Niagara Charter School  
Minutes of Board of Trustees Meeting  
May 21, 2019 at 5:00 PM  
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

*Trustees in Attendance:* Ricky Scott; Mary Scheeler; Judy DiCamillo

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Aimee Gonzalez; Christopher Stoianoff; Jenna Schratz; Dawn VeRost; Theresa Boniface; Alanna Cecala; Andrea Hopkins

*Others in Attendance:* Jonathan Schechter; Diane Betton; Toni Thomas; Taylor Smith; Sarah Stone; Rachel Nelson; Kibir Tadesse; Jessika Stewart; Krea Kent; Iris Crespo; LaDonna Vincent

*Excused Absence:* James Muffoletto; Amy DiMaggio; Lakihsa Price; Danelle Williams

*Unexcused Absence:*

The meeting was called to order at 5:04 PM with Mr. Scott presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of April 30, 2019 were approved as corrected on a motion by Mrs. DiCamillo, seconded by Mrs. Scheeler, with all in favor and no abstentions.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The April Habit of Scholarship is Dedication: I am committed to our PRIDE values. Crew 101-Nevaeh S.; Crew 102-Makenzi N.; Crew 103-Lilliana S.; Crew 104-Dariona T.; Crew 105-Mason T.; Crew 106-Miaelis C.; Crew 107-Amarionna C.; Crew 108-Loral B.; Crew 114-Ysella M.; Crew 115-V'Ada H.; Crew 116-Ashley B.; Crew 117-Anaya J.; Crew 118-Aniya S.; Crew 119-Da'reonna H.; Music-Madison S.; Art-Nevaeh K.; Physical Education-Stephen N.; Nominated by Mrs. Stevener-Natalie S.; Nominated by Ms. Kirshy-Jacob H.

Employee of the Month

Christa Frost, 4<sup>th</sup> Grade Teacher, was named Employee of the Month for April.

- Professional Development:

- o Erie 1 BOCES conducted a ½ day training on using apps in the classroom.
- o Karen Gantz attended the District Data Coordinator Training at Erie 1 BOCES
- o Marissa Austin attended "Powerful Strategies to Boost the Success of Your Struggling Readers" through the Bureau of Education and Research
- o Lynn Kirshy and Katie Sclafani attended a tourette's training at Niagara Falls City School District

- Darci Novak and Lynn Kirshy attended Northeast Charter School Network Western NY Regional conference
  - BOCES coordinators Susan Cryulik and Julie LoRusso were each here for a day working with grades 3-5 on writing and planning for the new Science standards
  - Staci Intriligator from EL Education was here for 1 day to meet with Kindergarten for planning for the new Kindergarten EL module.
  - Staci Intriligator from EL Education and Rob Fetter from ANet presented an informational session to the FSA.
- General Announcements
- Ms. Novak distributed invitations for Niagara Charter School's first annual Alumni Social Reunion that will take place on Thursday, May 23, 2019 from 5:30-7:30.
  - The draft calendar for the 2019-2020 was approved on a motion by Mrs. Scheeler, seconded by Mrs. DiCamillo, with all in favor and no abstentions
  - Mr. Christopher Stoianoff, IT Coordinator, conducted a demonstration of the new Interactive Flat Panels.
  - Mrs. Gonzalez presented on Passage Implementation at Niagara Charter School. She invited trustees to participate in passage presentations that will take place on June 5-6, 2019.

Committees:

Governance:

Mr. Ricky Scott

- The Governance Committee met on May 14, 2019.
- Ms. Kirshy will work with Ms. Novak to finish updating the Strategic Plan
- Charter Board Partners
- There are two parent trustee and two at-large trustee terms expiring in June.

Academic Committee

Mrs. Mary Scheeler, Academic Committee Chair

- There is no formal report.

Finance Committee:

Mr. Ricky Scott, Finance Committee Chair:

- There is no formal report.

Unfinished Business:

- There is no unfinished business.

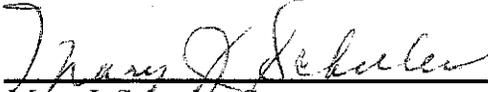
New Business:

- There is no new business.

Executive Session:

- There is no need for executive session.

A motion to adjourn at 5:50 PM was made by Mrs. Scheeler seconded by Mrs. DiCamillo with all in favor and no abstentions.

  
Mary J. Scheeler, Secretary

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**Niagara Charter School  
Minutes of Board of Trustees Meeting  
June 18, 2019 at 5:00 PM  
Niagara Charter School, 2077 Lockport Road, Niagara Falls, NY 14304**

*Trustees in Attendance:* James Muffoletto; Amy DiMaggio; Ricky Scott; Mary Scheeler; Judy DiCamillo; Danelle Williams

*Staff in Attendance:* Darci Novak, CAO; Jill Keicher, AAO; Aimee Gonzalez; Jennifer Smith; Theresa Boniface; Andrea Hopkins

*Others in Attendance:* Jonathan Schechter; Roger Canning; Amy Canning; Ricardo Groom; Christine Smith; Johnisha Dix; Karen Sanders; Shonda Sanders; Eric Valery; Mark Morgan; Jeanette Smigielski

*Excused Absence:*

*Unexcused Absence:* Lakiehsa Price

The meeting was called to order at 5:09 PM with Mr. Muffoletto presiding.

Public Notice was confirmed.

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

The minutes for the board meeting of May 21, 2019 were approved as corrected on a motion by Mrs. Scheeler, seconded by Ms. DiMaggio, with all in favor and no abstentions.

Next, 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 May 21, 2019, where a quorum was not present.

Upon motion duly made by Mr. Scott and seconded by Ms. DiMaggio 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 May 21, 2019.

General Update: Darci Novak, CAO

- PRIDE Spotlight

The May Habit of Scholarship is Excellence: I push myself to do more than I thought possible.

Crew 101-Love J.; Crew 102-Joshua S.; Crew 103-Zoey K.; Crew 104-A'marionna F.; Crew 105-LeMeirah G.; Crew 106-Jameir V.; Crew 107-Ricardo G.; Crew 108-William C.; Crew 114-Storm G.; Crew 115-Aubrie Carmona.; Crew 116-Eric V.; Crew 117-Ramone W.; Crew 118-Jonathan S.; Crew 119-Dewayne J.; Music-Derrick H.; Art-Nevaeh K.; Physical Education-Derrick D.; Nominated by Mrs. Stevener-Anaya J.; Nominated by Ms. Kirshy-Tavarius R.

### Employee of the Month

Christopher Stoianoff, IT Coordinator/Facilities Manager, was named Employee of the Month for May.

#### - Professional Development:

- 7 staff members (Darci Novak, Jill Keicher, Karen Gantz, Kim Abrams, Sara Felmet, Sherrie Tracy & Maria Lemme) attended workshops at Erie 1 BOCES including District Data Coordinator, Admin Series: Leadership Standards/Reflecting on Supporting All Learners, PE Health Education Directors Consortium, ELA: Grades 6-8 English Teacher's Consortium, 3-5 Deep Curriculum Alignment for Science Standards and Instructional Coaching Consortium.
- 5 Staff members (Andrea Hopkins, Julie Stevener, Kelsey House, Theresa Killian, Megan Ackerman) attended online workshops through Orleans-Niagara Teacher Center including Tech Tools for ELLs, The End of Molasses Classes: Getting Kids Unstuck, The Last Lecture, and The Taming of the Crew.
- Sharon Novak attended the 13<sup>th</sup> Annual Immunization Conference through the WNY Immunization Coalition.
- Teachers in grades K-2 visited Sidway Elementary with Julie LoRusso from Erie 1 BOCES and conducted observations on writer's workshop.
- Jessica Karnes from BOCES was at NCS for 1 day to meet with teachers in K-6 for plan for the new Social Studies curriculum.
- Stephanie Baxter, behavior specialists from BOCES was at NCS for 1 day to conduct observations on classroom instruction.
- General Announcements
  - Ms. Novak announced that Niagara Charter School has been selected as a Community Action Project (CAP) partner with Leadership Niagara. Leadership Niagara will assist NCS staff in building several gardens on school premises. In the upcoming school year, students will learn about and care for the gardens.
  - Ms. Novak thanked Mr. Scott, Mrs. Scheeler, and Mrs. DiCamillo for their participation in 6<sup>th</sup> grade passage presentations.
  - Niagara Charter School held our first annual Alumni Social on May 23, 2019. 63 former Niagara Charter School students attended the event.

### Committees:

#### Governance:

##### Mr. James Muffoletto

- The Governance Committee met on June 11, 2019.
- The Charter Board Partners survey results will be reported to the board at the July meeting.
- A Board Retreat will be scheduled this fall. The committee is currently looking for facilitators. Mr. Scott will present on financial reporting at the retreat.
- Ms. Novak and Ms. Kirshy updated the school's Strategic Plan and will be providing the trustees with a draft for approval.
- Two parent trustee positions will be up for election at the next meeting. Ms. Williams and Ms. Price will not be running for re-election.

- Mr. Muffoletto and Ms. DiMaggio will submit their names to continue for a three-year term.
- The committee would like to invite teachers to present at monthly board meetings.
- The next board meeting will take place on Monday July 22, 2019 at 5:00 PM at NCS.
- The next Governance Committee meeting will take place on Tuesday, August 20, 2019 at 4:15 PM.

**Academic Committee**

**Mrs. Mary Scheeler, Academic Committee Chair**

- Mrs. Scheeler was pleased with the passage presentations she participated in.
- K-2 teachers will be implementing the Lucy Calkins writing curriculum next year
- The school will also be implementing new science standards. New science kits aligned to the standards have been purchased.
- A new social studies curriculum has been purchased.

Finance Committee:

**Mr. Ricky Scott, Finance Committee Chair:**

- Mr. Scott distributed 2018-2019 Budget vs. Actual report and discussed proposed adjustments.
- Mr. Scott pointed out funds allocated for the performance bonuses, subject to audit approval.
- The proposed adjustments to the 2018-2019 budget were approved on a motion by Mr. Scott, seconded by Ms. DiMaggio, with all in favor and no abstentions.
- Mr. Scott presented the draft 2019-2020 budget.
- Discussed after school program grant, cost of transportation, using surplus
- The 2019-2020 budget was approved on a motion by Mr. Scott, seconded by Mrs. DiCamillo, with all in favor and no abstentions.

Unfinished Business:

- LED Sign Update: Ms. Novak and Mr. Stoianoff are working to get three electrical and excavation quotes for installation of the new sign.

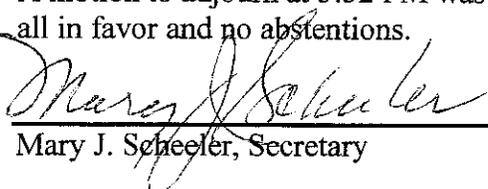
New Business:

- There is no new business.

Executive Session:

- There is no need for executive session.

A motion to adjourn at 5:52 PM was made by Mrs. Scheeler seconded by Mrs. DiCamillo with all in favor and no abstentions.

  
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Mary J. Scheeler, Secretary



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/17/2019 • Last updated: 08/20/2019

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2019 20.

### NIAGARA CHARTER SCHOOL Section Heading

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	<p>NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:</p> <ul style="list-style-type: none"> <li>• Distribution of brochures and school information to parents and outside businesses and agencies</li> <li>• Scheduled meetings with local PreK and Head start programs</li> <li>• Building tours available throughout the school year</li> <li>• Announcements and advertisements in local papers such as, the Niagara Gazette, Lockport Union Sun &amp; Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, and WNY Family Magazine</li> <li>• Radio advertisements</li> <li>• Applications are easily accessible to parents via the school’s website; Applications can be completed online and are sent directly to the school’s Community Liaison</li> <li>• All recruitment efforts target special populations</li> </ul>	<p>NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:</p> <ul style="list-style-type: none"> <li>• Distribution of brochures and school information to parents and outside businesses and agencies; a local mass mailing will be sent in the spring</li> <li>• Scheduled meeting with local PreK and Head start programs</li> <li>• Building tours available throughout the school year</li> <li>• Announcements and advertisements in local papers such as, the Niagara Gazette, Lockport Union Sun &amp; Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, and WNY Family Magazine</li> <li>• Radio advertisements and bus bench ads</li> <li>• Applications are easily accessible to parents via the school’s website; Applications can be completed online and are sent directly to the school’s Community Liaison</li> <li>• All recruitment efforts target special populations</li> </ul> <p>The Community Liaison will attend various community events, and distribute information about NCS to local health agencies</p> <p>New promotional materials will be purchased in the 19/20 year</p>

<p>English Language Learners/Multilingual Learners</p>	<p>NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:</p> <ul style="list-style-type: none"> <li>• Distribution of brochures and school information to parents and outside businesses and agencies</li> <li>• Scheduled meeting with local PreK and Head start programs</li> <li>• Building tours available throughout the school year</li> <li>• Announcements and advertisements in local papers such as, the Niagara Gazette, Lockport Union Sun &amp; Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, and WNY Family Magazine</li> <li>• Radio advertisements</li> <li>• Applications are easily accessible to parents via the school’s website; Applications can be completed online and are sent directly to the school’s Community Liaison</li> <li>• All recruitment efforts target special populations including ELL students</li> </ul>	<p>NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:</p> <ul style="list-style-type: none"> <li>• Distribution of brochures and school information to parents in languages other than English to outside businesses and agencies; a local mass mailing will be sent in the spring</li> <li>• Scheduled meeting with local PreK and Head start programs</li> <li>• Building tours available throughout the school year</li> <li>• Announcements and advertisements in local papers such as, the Niagara Gazette, Lockport Union Sun &amp; Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, and WNY Family Magazine</li> <li>• Radio advertisements and bus bench ads</li> <li>• Applications are easily accessible to parents via the school’s website; Applications can be completed online and are sent directly to the school’s Community Liaison</li> <li>• All recruitment efforts target special populations</li> </ul> <p>The Community Liaison will attend various community events, and distribute information about NCS to local health agencies</p> <p>New promotional materials will be purchased in the 19/20 year</p>
<p>Students with Disabilities</p>	<p>NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:</p> <ul style="list-style-type: none"> <li>• Distribution of brochures and school information to parents and outside businesses and agencies</li> <li>• Scheduled meeting with local PreK and Head start programs</li> <li>• Building tours available throughout the school year</li> <li>• Announcements and advertisements in local papers such as, the Niagara Gazette, Lockport Union Sun &amp; Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, and WNY Family Magazine</li> <li>• Radio advertisements</li> <li>• Applications are easily accessible to parents via the school’s website; Applications can be completed online and are sent directly to the school’s Community Liaison</li> </ul>	<p>NCS staffs a Community Liaison to focus on recruitment efforts. Some of the current recruitment plans include:</p> <ul style="list-style-type: none"> <li>• Distribution of brochures and school information to parents and outside businesses and agencies; a local mass mailing will be sent in the spring</li> <li>• Scheduled meeting with local PreK and Head start programs</li> <li>• Building tours available throughout the school year</li> <li>• Announcements and advertisements in local papers such as, the Niagara Gazette, Lockport Union Sun &amp; Journal, Niagara Wheatfield Tribune, Lewiston Sentinel, and WNY Family Magazine</li> <li>• Radio advertisements and bus bench ads</li> <li>• Applications are easily accessible to parents via the school’s website; Applications can be completed online and are sent</li> </ul>

- All recruitment efforts target special populations including SWD
- Speech screenings for all new kindergarteners are administered by Buffalo Hearing and Speech; an initial referral for special education services is sent to the district CSE for any students not passing the screening
- Please see attached Corrective Action Plan for benchmark 9 or the Performance Framework

directly to the school's Community Liaison

- All recruitment efforts target special populations

The Community Liaison will attend various community events, and distribute information about NCS to local health agencies

New promotional materials will be purchased in the 19/20 year

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
Economically Disadvantaged	<ul style="list-style-type: none"> <li>• The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year</li> <li>• Transportation is provided to all students at no cost to our families</li> <li>• Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies</li> <li>• All students received free breakfast, lunch, and snack daily</li> <li>• Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools</li> <li>• Every NCS teacher receives a classroom budget to purchase materials and resources for students</li> <li>• Students have access to technology they may not have in their home</li> <li>• NCS employs a full time counselor and nurse; maintains relationship with community agencies and social service agencies to support students and families</li> </ul>	<ul style="list-style-type: none"> <li>• The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year</li> <li>• Transportation is provided to all students at no cost to our families</li> <li>• Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies</li> <li>• All students received free breakfast, lunch, and snack daily</li> <li>• Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools</li> <li>• Every NCS teacher receives a classroom budget to purchase materials and resources for students</li> <li>• Students have access to technology they may not have in their home</li> <li>• NCS employs a full time counselor and nurse; maintains relationship with community agencies and social service agencies to support students and families</li> </ul>
	<ul style="list-style-type: none"> <li>• The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year</li> <li>• Transportation is provided to all students at no cost to our families</li> <li>• Monies are allocated in the annual budget</li> </ul>	<ul style="list-style-type: none"> <li>• The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year</li> <li>• Transportation is provided to all students at no cost to our families</li> <li>• Monies are allocated in the annual budget</li> </ul>

<p>English Language Learners/Multilingual Learners</p>	<p>for families in need of assistance purchasing uniforms or supplies</p> <ul style="list-style-type: none"> <li>• All students received free breakfast, lunch, and snack daily</li> <li>• Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools</li> <li>• Every NCS teacher receives a classroom budget to purchase materials and resources for students</li> <li>• Students have access to technology they may not have in their home</li> <li>• NCS employs a full time counselor and nurse; maintains relationship with community agencies and social service agencies to support students and families</li> </ul>	<p>for families in need of assistance purchasing uniforms or supplies</p> <ul style="list-style-type: none"> <li>• All students received free breakfast, lunch, and snack daily</li> <li>• Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools</li> <li>• Every NCS teacher receives a classroom budget to purchase materials and resources for students in their language</li> <li>• Students have access to technology they may not have in their home</li> <li>• NCS employs a full time counselor and nurse; maintains relationship with community agencies and social service agencies to support students and families</li> </ul>
<p>Students with Disabilities</p>	<ul style="list-style-type: none"> <li>• The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year</li> <li>• Transportation is provided to all students at no cost to our families</li> <li>• Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies</li> <li>• All students received free breakfast, lunch, and snack daily</li> <li>• Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools</li> <li>• Every NCS teacher receives a classroom budget to purchase materials and resources for students</li> <li>• Students have access to technology they may not have in their home</li> <li>• NCS employs a full time counselor and nurse; maintains relationship with community agencies and social service agencies to support students and families</li> </ul>	<ul style="list-style-type: none"> <li>• The Community Liaison position is designed to work collaboratively with families providing support as needed. The Liaison communicates regularly with parents, addressing any concerns or issues in an effort to retain students year to year</li> <li>• Transportation is provided to all students at no cost to our families</li> <li>• Monies are allocated in the annual budget for families in need of assistance purchasing uniforms or supplies</li> <li>• All students received free breakfast, lunch, and snack daily</li> <li>• Preference is given to currently enrolled students' siblings, so families do not have children attending different elementary schools</li> <li>• Every NCS teacher receives a classroom budget to purchase materials and resources for students</li> <li>• Students have access to technology they may not have in their home</li> <li>• NCS employs a full time counselor and nurse; maintains relationship with community agencies and social service agencies to support students and families</li> <li>NCS employs two full time special education teachers and AIS support staff to support the needs of SWD</li> </ul>



# Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/17/2019

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

### 1. Classroom Teacher Attrition Table

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

### 2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
	3	0	0	0	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.**

In the 18/19 year, the Art teacher resigned her position prior to the start of school. The position was filled with a Building Based Substitute, and the position has been filled with an Art teacher for the start of the 19/20 year.

**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?**

	Not Applicable
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**Thank you**



# Entry 12 Uncertified Teachers

Last updated: 07/17/2019

## 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.

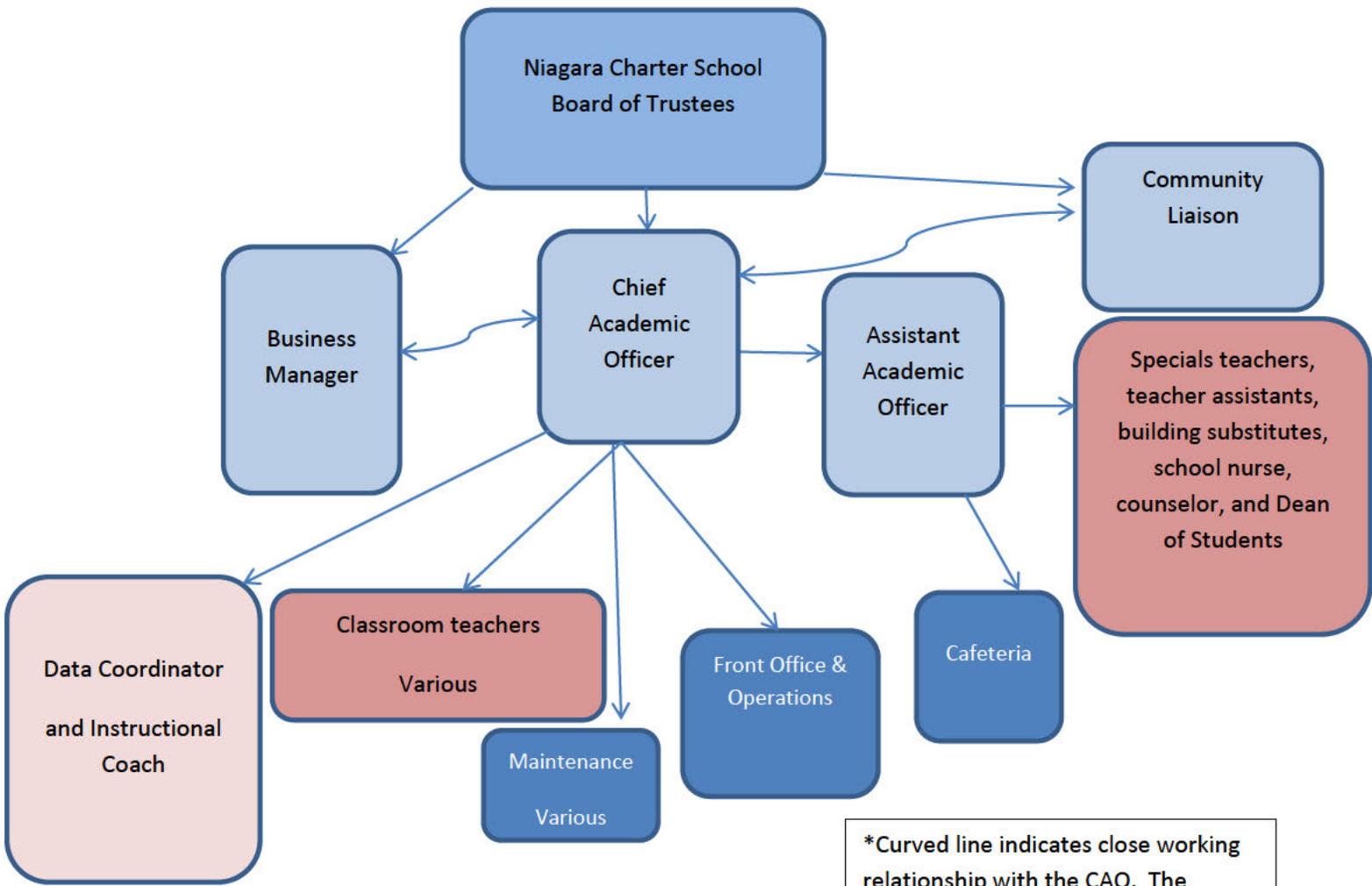
FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6 30 19)	0
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6 30 19)	0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6 30 19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6 30 19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6 30 19)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6 30 19)	0

**FTE Count of All Uncertified Teachers as of 6/30/19**                      0

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

**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.



## 2019-2020 School Calendar

*calendar subject to change*

<p><b><u>AUGUST</u></b> (10 instructional days)  <b>12<sup>th</sup></b>- Teachers Report  <b>15<sup>th</sup></b>- Kindergarten orientation &amp; school supply drop off  <b>19<sup>th</sup></b>- 1<sup>st</sup> Day of School/ Students Report</p> <p><b><u>SEPTEMBER</u></b> (20 instructional days)  <b>2<sup>nd</sup></b>- NO SCHOOL/ Labor Day  <b>20<sup>th</sup></b>- ½ Day 12 PM Dismissal</p> <p><b><u>OCTOBER</u></b> (22 instructional days)  <b>11<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>14<sup>th</sup></b>- NO SCHOOL/ Columbus Day  <b>31<sup>st</sup></b>- ½ Day 12 PM Dismissal</p> <p><b><u>NOVEMBER</u></b> (18 instructional days)  <b>11<sup>th</sup></b>- NO SCHOOL/ Veterans Day  <b>15<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>27<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>28<sup>th</sup> &amp; 29<sup>th</sup></b>- NO SCHOOL/ Fall Break</p> <p><b><u>DECEMBER</u></b> (15 instructional days)  <b>20<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>23<sup>rd</sup>-31<sup>st</sup></b>- NO SCHOOL/Winter Break</p> <p><b><u>JANUARY</u></b> (21 instructional days)  <b>1<sup>st</sup></b>- NO SCHOOL  <b>2<sup>nd</sup></b>- Students Report  <b>20<sup>th</sup></b>- NO SCHOOL/ Martin Luther King Day  <b>31<sup>st</sup></b>- ½ Day 12 PM Dismissal</p>	<p><b><u>FEBRUARY</u></b> (15 instructional days)  <b>17<sup>th</sup>- 21<sup>st</sup></b>- NO SCHOOL/ February Break</p> <p><b><u>MARCH</u></b> (22 instructional days)  <b>5<sup>th</sup></b>- NO SCHOOL/ Superintendent's Day  <b>6<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>20<sup>th</sup></b>- ½ Day 12 PM Dismissal</p> <p><b><u>APRIL</u></b> (12 instructional days)  <b>6<sup>th</sup>-17<sup>th</sup></b>- NO SCHOOL/ Spring Break  <b>20<sup>th</sup></b>- Students Report</p> <p><b><u>MAY</u></b> (20 instructional days)  <b>8<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>22<sup>nd</sup></b>- ½ Day 12 PM Dismissal  <b>25<sup>th</sup></b>- NO SCHOOL/ Memorial Day</p> <p><b><u>JUNE</u></b> (15 instructional days)  <b>5<sup>th</sup></b>- NO SCHOOL/ Superintendent's Day  <b>12<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>18<sup>th</sup></b>- ½ Day 12 PM Dismissal  <b>19<sup>th</sup></b>- ½ Day 12 PM Dismissal/ Tentative Last Day of School  <b>22<sup>nd</sup>-26<sup>th</sup></b>- <i>Snow day make-up days</i></p>
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\*Please refer to the monthly calendar for school events to be announced.