

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

July 17, 2012

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on July 17, 2012 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Ruth Meyler, Patricia Soussloff, Derek Fleming, Sharon Joseph, Adam Rashid, Erik Dowling, Andrew Popper, Everardo Jefferson and Jeff Hughes. The Head of School, Brett Gallini, the Director of Special Education, Deyvis Salazar and Advisory Board member Loretta Kleinberg were also present, as was Jessica Reid, a prospective new Board member.

Gail Brousal was absent.

Ms. Meyler presided as Chair of the meeting and Ms. Soussloff recorded the minutes as Secretary. Ms. Meyler called the meeting to order at 6:00 p.m.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the June 7 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Board Chair Report. Ms. Meyler announced that the School is fully enrolled and fully staffed. We have a new website which will go live soon.

Ms. Soussloff organized a book drive resulting in over 1,000 books for a family lending library.

We received good news that the NYC Department of Education is providing our requested supplemental funding for our ASD students.

The State Education Department will visit the School, probably in late July. They must verify our compliance with a checklist of items before the School can open.

Our "Ribbon Cutting" party for our First Friends and others friends and supporters will take place September 20 6-8pm at the School.

The September 18 Board meeting will longer than usual, 5:00-9:00pm, to allow time to provide Board training.

Nominating Committee. Ms. Soussloff asked Jessica Reid to step out of the meeting. After her departure, Ms. Soussloff referred to her resume circulated in advance of the meeting. Members of the Nominating Committee met with Ms. Reid, were very impressed with her knowledge and experience as an educator and enthusiastically recommend her for election to the Board., A motion was made to elect Ms. Reid pursuant to the Resolution in the attached Exhibit A, was seconded and unanimously approved. Ms. Reid returned to the meeting.

Approval of Board Policies. The following documents were circulated in advance of the meeting:

- Admissions procedures from our Charter, marked with proposed changes
- Proposed Changes to the Personnel Manual
- Amendment to the Financial Policies and Procedures manual
- Family Handbook
- Wellness Policy

A motion was made to approve these policies and changes, seconded and unanimously approved pursuant to the Resolutions contained in the attached Exhibit A.

Finance Committee. Mr. Gallini presented the financial report for the period ended June 30, 2012. He also presented a draft of monthly projected cash flow for our first year of operations.

Head of School Update. Mr. Gallini updated the Board in the following areas:

Student Enrollment – The School is fully enrolled with general education students. We have a long waitlist in Kindergarten and are starting to build a 1st grade waitlist. We are fully enrolled with ASD students in 1st grade and have 7 ASD students enrolled in kindergarten. We will continue to try to find at least one more kindergarten ASD student. We have 10 students with other special needs who will receive special education funding as well.

Staff – All staff is hired except for a lunch aide.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 8:00 pm

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on July 17, 2012 at which a quorum was present throughout.

Dated: 2012

Patricia Soussloff
Secretary

Resolutions of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

July 17, 2012

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees vote to select Jessica Reid as the final candidate to its Board of Trustees, with a term expiring on at the conclusion of the 2015 Annual Meeting, pending approval by the State Education Department. This resolution approving Jessica Reid is formally adopted upon SED’s approval;

FURTHER RESOLVED, that the proposed changes to the School’s admissions procedures, in substantially the form attached hereto as **Exhibit B**, be and hereby are, authorized and approved;

FURTHER RESOLVED, that the proposed changes to the School's Personnel Manual, in substantially the form attached hereto as **Exhibit C**, be and hereby are, authorized and approved;

FURTHER RESOLVED, that the proposed changes to the School's Financial Policies and Procedures Manual, in substantially the form attached hereto as **Exhibit D**, be and hereby are, authorized and approved;

FURTHER RESOLVED, that the Code of Conduct and Parents' Grievance Procedures contained in the School's Family Handbook, in substantially the form attached hereto as **Exhibit E**, be and hereby are, authorized and approved; and

FURTHER RESOLVED, that the School's Wellness Policy, in substantially the form attached hereto as **Exhibit F**, be and hereby is, authorized and approved.

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

August 21 2012

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on August 21 2012 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Ruth Meyler, Gail Brousal, Derek Fleming, Sharon Joseph, Adam Rashid, Jessica Reid and Everardo Jefferson. The Head of School, Brett Gallini, and Advisory Board member Loretta Kleinberg were also present.

Erik Dowling, Andrew Popper, Jeff Hughes and Patricia Soussloff were absent.

Ms. Meyler presided as Chair of the meeting and recorded the minutes in the absence of the Secretary, Ms Soussloff. Ms. Meyler called the meeting to order at 6:00 p.m.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the July 17 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini reported on summer teacher professional development and the opening of the school. The school is over-enrolled which gives us some flexibility to accommodate the inevitable attrition during the school year. The first two days went well and most students are adapting to the routines of school although a few are still having problems.

The Board asked Mr. Gallini to present a proposal at the next meeting to mitigate teacher burnout .

Finance Committee Report. Mr. Gallini and Mr. Rashid briefly presented the July Financial Report.

Emergency Conditional Appointment. Ms. Meyler reported to the Board that several trustees and other friends of the school have volunteered to work with students in the after school program and that these volunteers must receive an emergency conditional appointment until they can complete the procedure for being fingerprinted.

A motion was made, seconded and unanimously approved to adopt the Emergency Conditional Appointment Resolution contained in the attached Exhibit A.

Code of Ethics and Conflict of Interest Policy. Ms. Meyler presented the Code of Ethics and Conflict of Interest policies previously adopted by the Board and asked trustees to review them and to sign a copy of each to acknowledge receipt.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 8:00 pm

Respectfully submitted,

Ruth Meyler, President on behalf of
Patricia Soussloff
Secretary

I, Ruth Meyler, do hereby certify that I am the duly qualified and acting President of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on August 21, 2012 at which a quorum was present throughout.

Dated: 2012

Ruth Meyler, President on behalf of Patricia Soussloff
Secretary

Resolution of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

August 21 , 2012

**Neighborhood Charter School of Harlem
Emergency Conditional Appointment Resolution
August 21 2012**

WHEREAS: the School has decided to offer an after school program for 90 minutes after end of each school day, starting August 27 2012.

WHEREAS: the School wishes to use volunteers and contracted assistants to assist with this program

WHEREAS: the School is in the process of working with the New York City Department of Education (“DOE”) to arrange for full clearance for these volunteers through the DOE’s Go Pass system and one of the assistants is in the process of receiving full clearance through the TEACH system.

WHEREAS: the Board Chair has recommended the below-listed volunteers and assistant for an Emergency Conditional Appointment (“ECA”); now, therefore, be it:

RESOLVED: that the Board hereby finds that the volunteers and assistant listed below are necessary for the successful operation of the after school program:

RESOLVED: that Brett Gallini is hereby appointed as the designee of the Board to take any action required in connection with these or appointments, including, without limitation, to renew said ECAs after expiration, if necessary and if permitted by law; and be it further

RESOLVED: that Brett Gallini is hereby directed to obtain from the said volunteers and assistant the signed statement required by New York State Education Law subdivision 2854(3)(a-2)(iii) prior to the start of the after school program; and be it further

RESOLVED: that the following Safety Policy is hereby adopted to ensure the safety of children having contact with volunteers holding ECAs:

1. Volunteers and the assistant holding ECAs will be supervised at all times while children are present by personnel holding full clearances.
2. No volunteer or assistant holding an ECA may be left alone with an individual student or with a group of students without the presence of a person holding full clearance.
3. Volunteers and the assistant holding ECAs will be subject to additional administrative supervision including unannounced visits to the after school program by the Head of School.

and be it further

RESOLVED: that the ECA of the following volunteers is hereby approved:

Ruth Meyler
Patricia Soussloff
Adam Rashid
Gail Brousal
Susan Buckley

Alessandra Devine
Carol McNierney
Bonnie Pope
Tena Kavanagh
Sharon Joseph
Derek Fleming
Celia Choy

and that the ECA of the following assistant is hereby approved:

Maria Martins

And be it further

RESOLVED: that Brett Gallini shall report to the Board regarding the above ECAs, and take steps to bar any employee from the School premises who does not receive an appropriate clearance from the State Education Department.

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

September 18, 2012

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on September 18, 2012 beginning at 5:00 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the start of the meeting: Ruth Meyler, Patricia Soussloff, Gail Brousal, Sharon Joseph, Andrew Popper, Jeff Hughes, Adam Rashid, Jessica Reid and Everardo Jefferson. The Head of School, Brett Gallini, and Director of Special Education, Deyvis Salazar, were also present.

Erik Dowling joined the meeting at 6:00 pm. Derek Fleming was absent.

Ms. Meyler presided as Chair of the meeting and Ms Soussloff, as Secretary, recorded the minutes. Ms. Meyler called the meeting to order at 5:00 p.m.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the August 21 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Finance Committee Report. Mr. Gallini and Mr. Rashid briefly presented the August Financial Report. Mr. Rashid stated that CSBM is having trouble preparing the budget in a timely fashion for the Board meetings. He will discuss this further with them.

Mr. Gallini asked the Board to approve the hiring of two School Culture Associates whose jobs will include helping in classrooms as needed, creating awards assemblies and incentive programs for good behavior, weekly student meetings on character education, and helping supervise lunch, recess and the after-school program. Following discussion, a motion to approve the hiring of two School Culture Associates was made, seconded and unanimously approved.

Accountability Committee Report. Ms. Soussloff presented Mr. Gallini's goals for the year and the evaluation rubric that the Accountability Committee proposed to use to evaluate his performance. After discussion, a motion was made and seconded to approve the goals and evaluation rubric, and was unanimously approved.

Ribbon Cutting. Ms. Soussloff explained to the Board of the details of the school's Ribbon Cutting party to take place September 20.

Head of School Report. Mr. Gallini reported on the first few weeks of school. The students are deep into curriculum and adjusting to the routine and behavior expectations. We held a parent workshop on the School's approach to teaching reading and math and how parents can help with homework. We also held our first open house at which about 75 parents observed the first period of their child's school day. Representatives from the SED visited the school and said they very pleased with the way things look at this stage in the year. Approximately half our students are participating in the After School Program.

Mr. Gallini is putting in place some measures to show our appreciation to our teachers for the hard work they are doing. These will include drinks and snacks in the teacher resource room, monthly staff appreciation lunches and gift cards for teachers.

Board Training. The business portion of the meeting having been completed at 6:00pm, the following three hours of the meeting was devoted to presentations on board governance, accountability and special education.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on September 20, 2012 at which a quorum was present throughout.

Dated: 2012

Patricia Soussloff
Secretary

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

October 16, 2012

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on October 16, 2012 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the start of the meeting: Patricia Soussloff, Gail Brousal, Andrew Popper, Jeff Hughes, Adam Rashid, Jessica Reid and Everardo Jefferson. The Head of School, Brett Gallini, the Director of Operations, Sherita Smith and Director of Special Education, Deyvis Salazar, were also present.

Sharon Joseph joined the meeting at 7:00pm.

Ruth Meyler, Erik Dowling and Derek Fleming were absent.

Ms. Soussloff presided as Chair of the meeting in Ms. Meyler's absence and Ms. Reid recorded the minutes. Ms. Soussloff called the meeting to order at 6:05 p.m.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the September 18 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Finger Printing Policy. NCSH offers an after school program each day from 4:00 – 5:30 pm. Ms. Soussloff asked for a motion to approve a policy regarding volunteers in the School's after-school program, in the form attached as Exhibit A, which was circulated in advance of the meeting. After discussion, a motion was made to approve the policy, was seconded and unanimously approved.

Change of Meeting Date. CSBM has indicated they need more time to prepare monthly financial reports in advance of the Board meeting. After discussion, it was agreed to move Board meetings to the last Wednesday of the month. The Board President will circulate a revised calendar.

Head of School Report. Mr. Gallini reported on enrollment, attendance, homework completion, discipline issues, new staff hires and initial assessment data for our students. He is pleased with the choice of curriculum and level of academic

rigor he sees in classrooms. Students struggling with reading are receiving pull-out intervention and support.

Finance Committee Report. Mr. Gallini and Mr. Rashid presented the September Financial Report, highlighting enrollment numbers (higher than budgeted) on revenue side and additional personnel (school culture associates) as an added expense.

Real Estate Task Force. Ms. Soussloff reported that the Real Estate Task Force has begun exploring options for a long-term facility. The group is looking at several possibilities. Once they have narrowed the choices they will present the most promising proposals and make a recommendation to the Board.

Development Committee. Representatives of The Robin Hood Foundation visited the School on October 10 and met with Brett, Deyvis and Patti.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on October 16, 2012 at which a quorum was present throughout.

Dated: 2012

Patricia Soussloff
Secretary

Exhibit A

Resolutions of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

October 16, 2012

RESOLVED, that the School adopt the following policy for volunteers in its after-school program:

VOLUNTEER CATEGORIES

1. All members of the regular school staff will receive full security clearance before being hired.
2. Additional paid staff working in the after school program will apply for full security clearance and will be supervised as described below while awaiting clearance.
3. Adult volunteers who volunteer regularly will apply for full security clearance through the Go Pass System and will be supervised as described below while they are awaiting clearance.
4. Adult volunteers who do not volunteer regularly and all high school volunteers will not be required to obtain full security clearance. All such volunteers will be supervised as described below.

SUPERVISION

1. Except in cases of emergency, at least two members of the regular school staff who hold full clearances will be present at all times while children are present during the after school program.

2. Volunteers who do not hold a full clearance will be supervised at all times by holders of full clearances.
3. A volunteer who does not hold a full clearance will not be permitted to be alone with an individual student or group of students. A person holding a full clearance must always be present in the same room.
4. Members of the school's administrative staff will make unannounced visits to the after school program to verify compliance with this policy.

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

November 28, 2012

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on October 16, 2012 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the start of the meeting: Patricia Soussloff, Gail Brousal, Andrew Popper, Jeff Hughes, Adam Rashid, Ruth Meyler, Derek Fleming, Erik Dowling and Everardo Jefferson. Jessica Reid joined the meeting late. The Head of School, Brett Gallini, the Director of Operations, Sherita Smith and Director of Special Education, Deyvis Salazar, were also present.

Sharon Joseph was absent.

Ms. Meyler presided as Chair of the meeting and Ms. Soussloff recorded the minutes. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome. Ms. Meyler introduced potential new Board members Tena Kavanagh and Katy Saintil.

She then announced a special presentation. In appreciation for the tremendously hard work on the part of Mr. Gallini, Ms. Smith and Mr. Salazar to get the school up and running and off to a successful start, the Board decided to award them start-up bonuses. She presented them with checks. A motion of formal thanks on behalf of the Board was made, seconded and unanimously approved.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Trustees. Ms. Meyler announced that Sharon Joseph has resigned from the Board because personal circumstances currently prevent her from attending meetings regularly. However, we hope and expect she will remain involved with the school through service on the Advisory Board. A motion was made, seconded and unanimously approved thanking Sharon for her valuable service on the Board.

Ms. Meyler presented Tena Kavanagh for election to the Board of Trustees. Ms. Kavanagh's resume was circulated in advance of the meeting. She has been a dedicated volunteer for a year, helping with student recruitment, donation of library books and shelves, and recruitment of volunteers for the after-school program. A motion was made to elect Ms. Kavanagh pursuant to the Resolution attached as Exhibit A was made, seconded and unanimously approved.

Ms. Meyler explained that Katy Saintil is expected to be elected as head of the School's Parents' Association in January. Once she is elected she will be presented for election to serve on the Board of Trustees in that capacity. Ms. Saintil said a few words of introduction and was welcomed to the meeting.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the October 16 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Finance Committee Report. Mr. Gallini and Mr. Rashid presented the October Financial Report and a draft of a 5-year budget. There was discussion about the number of students to include for planning purposes in the 5-year budget.

Accountability Committee. Mr. Gallini presented a dashboard of data showing student enrollment, attendance and achievement, a draft of which was circulated in advance of the meeting.

Head of School Report. Mr. Gallini announced that NYC Department of Education Deputy Chancellor Corinne Rello-Anselmi will visit the school. This is an important visit in that Ms. Rello-Anselmi oversees 1700 schools and is focused on Special Education and English Language Learners.

Bubble, a non-profit organization focused on healthy eating and exercise, will provide healthy eating classes to the first grade and a physical education class to the kindergarten once a week next semester. They will also organize healthy eating classes for parents and a family-style dinner for all families that they prepare.

We will hold our first school-wide spelling bee in January.

Mr. Salazar and the speech pathologist worked together to create a rubric to measure the social and emotional development of our students. The Accountability Committee will review the draft with Mr. Gallini and Mr. Salazar and will present it at a later meeting.

The entire school will take a field trip to see a live theatre production of *Big Annie Saves Christmas*. Kindergarten students went to the Bronx Zoo and participated in a day of hands-on experiments.

The school has had a number of visitors, including journalists from *The Epoch Times*, who wrote a nice article about the School. There is a link to the article on our website.

Development Committee. Ms Soussloff presented information about our recent email newsletter sent via Mail Chimp. A year-end appeal will be sent soon by the same method. Board members are encouraged to forward the email to their contacts with a personal note encouraging them to donate to the school.

Real Estate Task Force. Ms. Soussloff updated the Board on the properties the RETF is exploring for our long-term facility.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 8:00 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on November 28, 2012 at which a quorum was present throughout.

Dated: 2012

Patricia Soussloff
Secretary

EXHIBIT A

Resolutions of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

November 28, 2012

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees vote to select Tena Kavanagh as the final candidate to its Board of Trustees, with a term expiring on at the conclusion of the third Annual Meeting, pending approval by the State Education Department. This resolution is approving Tena Kavanagh is formally adopted upon SED's approval.

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

January 30, 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on January 30, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Patricia Soussloff, Gail Brousal, Andrew Popper, Adam Rashid, Ruth Meyler, Derek Fleming, Jessica Reid, Tena Kavanagh and Everardo Jefferson.

The Head of School, Brett Gallini, the Director of Special Education, Deyvis Salazar, kindergarten teacher Sydney Pender, proposed Trustee Brian Hamilton and parent Katy Saintil were also present.

Jefferson Hughes and Erik Dowling were absent.

Ms. Meyler presided as Chair of the meeting. Ms. Reid recorded notes and Ms. Soussloff prepared the minutes. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome. Ms. Meyler introduced potential new Board member Brian Hamilton. Brian's resume was circulated in advance of the meeting. Brian said a few words about his professional background and interest in the School. Trustees asked questions. Ms. Meyler suggested that the Board postpone the vote to elect Brian at the end of the meeting.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the November 28 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Revised Enrollment Policy. Ms. Meyler explained proposed changes to the School's Enrollment Policy, circulated in advance of the meeting. After discussion a motion was made to adopt the revised Enrollment Policy in the form attached as Exhibit B. The motion was seconded and unanimously approved. The revised Policy will be submitted to the SED for approval.

Finance Committee Report. Mr. Gallini and Mr. Rashid presented the December Financial Report. We are ahead of budget on revenues because we have more students than originally budgeted and expenses are under budget.

Accountability Committee. Ms. Soussloff announced that the Accountability Committee conducted a mid-year review of Brett, consisting of the Committee's and the Board President's evaluation of his performance using a rubric developed at the beginning of the year. Brett also completed a self-evaluation using the same rubric and his progress on his performance goals. Mr. Gallini presented a dashboard of data showing student enrollment, attendance and achievement, a draft of which was circulated in advance of the meeting.

Real Estate Task Force. Ms. Soussloff updated the Board on the properties the RETF is exploring for our long-term facility.

Development Committee. The Development Committee met recently to plan a May fundraising event: a night of Harlem Jazz at the Red Rooster. Nicole Scanlin, a friend of Ms. Reid's who is a development professional, is serving on the committee.

Head of School Report. Mr. Gallini announced that he and Mr. Salazar made a trip to North Carolina to visit an autism inclusion school, two high performing charter schools and the offices of TEACCH. TEACCH has been providing autism consulting work for 45 years and is interested in making a proposal to train our staff in ASD strategies and best practices.

NYC Department of Education Deputy Chancellor Corinne Rello-Anselmi visited the school and was very complimentary. Liz Feld, President of Autism Speaks, also visited the school and loved it. We are following up with Autism Speaks on possible joint initiatives and will be applying for a community grant.

Election of Trustee. Ms. Meyler presented Brian Hamilton for election to the Board of Trustees. A motion to elect Mr. Hamilton pursuant to the Resolution attached as Exhibit A was made, seconded and unanimously approved.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:45 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on January 30, 2013 at which a quorum was present throughout.
Dated: 2013

Patricia Soussloff
Secretary

EXHIBIT A

Resolutions of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

January 30, 2013

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees adopt the revised Enrollment Policy attached as Exhibit B, subject to the approval of the SED..

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees vote to select Brian Hamilton as the final candidate to its Board of Trustees, with a term expiring on at the conclusion of the third Annual Meeting, pending approval by the State Education Department. This resolution approving Brian Hamilton is formally adopted upon SED’s approval

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

February 27, 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on February 27, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Patricia Soussloff, Gail Brousal, Andrew Popper, Adam Rashid, Ruth Meyler, Jeff Hughes, Jessica Reid, Tena Kavanagh, Brian Hamilton and Everardo Jefferson.

Director of Operations Sherita Smith, Parent Association President Katy Saintil and Nicole Scanlin, a development professional who is helping plan the spring gala, were also present.

Derek Fleming and Erik Dowling were absent.

Ms. Meyler presided as Chair of the meeting. Ms. Reid recorded notes and Ms. Soussloff prepared the minutes. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome. Ms. Meyler explained that Ms. Saintil had been elected as President of the Parents' Association and, as such, will serve on the Board. The Board welcomed her to the Board with a unanimous vote of approval. Ms. Saintil introduced herself and spoke briefly about some of the projects the parents are considering.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the January 30 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Finance Committee Report. Mr. Rashid presented the January Financial Report. The school is in good financial condition and cash flow is adequate.

Ms. Smith recommended some minor changes to the School's Financial Policies and Procedures manual. These changes do not affect our financial reporting. A motion was made, seconded and unanimously approved to adopt the Resolution attached as Exhibit A.

Accountability Committee. Ms. Soussloff presented the monthly data dashboard showing student enrollment, attendance and achievement, a draft of which was circulated in advance of the meeting.

Real Estate Task Force. Ms. Soussloff updated the Board on the properties the RETF is exploring for our long-term facility. The RETF has been expanded to include two additional Board members, Mr. Hughes and Mr. Hamilton.

Development Committee. Ms. Soussloff introduced Nicole Scanlin, a development professional, who is helping plan the May 14 Gala at The Red Rooster. Ms. Soussloff encouraged Board members to reach out to their contacts to sponsor the event and to help solicit items for the silent auction.

Head of School Report. Mr. Gallini was in California attending a conference and visiting schools. In his absence, Ms. Smith gave his report. The New York State Education Department visited the school to check whether we are in compliance with our charter. They will send a written report in a couple of weeks. We have 394 applications to date for next year, including 303 for kindergarten, 59 for first grade and 43 for the ASD Program. The lottery will be held on April 10 at the School. Mr. Gallini is in the process of interviewing teachers for second grade and one open first grade position. Ms. Smith announced the hiring of a new second grade teacher and Math Coach for next year. In addition, Ms. Walsh is being promoted to Achievement Coach. Mr. Gallini is changing the schedule for next year to allow more time for literacy centers, math and art.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:35 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on February 27, 2013 at which a quorum was present throughout.
Dated: 2013

Patricia Soussloff
Secretary

EXHIBIT A

Resolutions of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

February 27, 2013

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees approve the revision of the School’s Financial Policies and Procedures in accordance with the attached document entitled “Changes to FP&P” dated 2/27/13.

AND, RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees vote to select Katy Saintil as the final candidate to its Board of Trustees, with a term expiring on at the conclusion of the third Annual Meeting after her election, pending approval by the State Education Department. This resolution approving Katy Saintil is formally adopted upon SED’s approval

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

April 24, 2013

A regularly scheduled meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), was held at 132 West 124th Street, New York, New York on April 24, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Patricia Soussloff, Andrew Popper, Adam Rashid, Ruth Meyler, Brian Hamilton and Justena Kavanagh.

The Head of School, Brett Gallini, the Director of Operations, Sherita Smith, and proposed Trustee and parent Katy Saintil were also present.

Gail Brousal, Jessica Reid, Derek Fleming, Jefferson Hughes, Everardo Jefferson and Erik Dowling were absent.

Ms. Meyler presided as Chair of the meeting. Ms. Soussloff recorded the minutes. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome. Ms. Meyler welcomed everyone present and noted that, as there was not a quorum of Trustees present, no formal actions of the Board would be taken unless and until additional members arrived. Ms. Meyler reported that the NY State Education Department issued its report following its visit to the School. The purpose of the visit was to verify that the school was operating in conformance with its charter and the report indicates that the School is in compliance. A copy of the report was circulated in advance of the meeting. Ms. Meyler further announced a change in the leadership of the Accountability Committee. Ms. Soussloff has resigned as chair and Mr. Hamilton has replaced her. For the first few months of his tenure, Ms. Meyler will act as Mr. Hamilton’s co-chair of the committee.

Public Comment. The Chair opened the floor for public comment. No members of the public were present.

Approval of Minutes. There being no quorum present, approval of the minutes was postponed until the next meeting.

Head of School Report. Mr. Gallini described changes to the school’s organizational chart. Next he presented a summary performance dashboard showing student demographics, enrollment, attendance and achievement as of April 19.

The School has entered a contract with TEACCH to provide staff professional development in working with students with autism spectrum disorders for school year

2013-14. In addition, four staff members will be trained at a four-day workshop in the fall in the Social Thinking methods and strategies of Michelle Garcia Winner.

Ms. Smith and Mr. Gallini reported on the results of an employee satisfaction survey. Discussion ensued. They also reported on the results of the School's lottery on April 10. We had approximately 750 applications for 70 openings.

Real Estate Task Force. Ms. Soussloff updated the Board on the properties the RETF is exploring for our long-term space needs.

Finance Committee Report. Mr. Gallini and Mr. Rashid presented the February and March Financial Reports.

Development Committee. Ms. Soussloff updated the Board on ticket sales and the program planned for the May 14 gala at the Red Rooster.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on April 24, 2013
Dated: 2013

MINUTES OF A MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

May 29, 2013

A regularly scheduled meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), was held at 132 West 124th Street, New York, New York on May 29, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Patricia Soussloff, Andrew Popper, Jessica Reid, Adam Rashid, Ruth Meyler, Brian Hamilton, Katy Saintil and Jefferson Hughes.

The Head of School, Brett Gallini and the Director of Operations, Sherita Smith were also present. A parent of an incoming kindergarten student, Dexter Brooms, joined the meeting late.

Gail Brousal, Derek Fleming, and Justena Kavanagh were absent.

Ms. Meyler presided as Chair of the meeting. Ms. Reid recorded notes and Ms. Soussloff prepared the minutes. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome. Ms. Meyler reported that the School received a final report from the NY State Education Department following its annual visit. The report was favorable. Two trustees have resigned from the Board: Erik Dowling and Everardo Jefferson. Ms. Saintil has been approved by the SED and is now an official trustee.

Public Comment. The Chair opened the floor for public comment. No requests for comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the February 27 and April 24 meetings, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented a summary performance dashboard showing student demographics, enrollment, attendance and achievement as of May 15. He also presented results of the nationally normed *Terra Nova* math and reading assessments administered to our students in April.

Most teaching positions are filled for next year. In addition, the School will have an Achievement Coach focused on ELA and a part-time math coach. Next year the After School program will be run by an outside organization called Fit4Life that will supervise homework completion and run a sports and fitness program. Also, we have engaged an outside vendor, Revolution Foods, to provide nutritious and appealing food for our students for breakfast, lunch and snacks next year.

Finance Committee Report. Mr. Gallini and Mr. Rashid presented the April Financial Report and a draft budget for FY 2014.

Executive Session. Upon motion duly made, the Board went into Executive session to discussion compensation issues, and staff and visitors left the meeting.

Real Estate Task Force. The staff returned to the meeting. Ms. Soussloff updated the Board on negotiations for our long-term space needs, including meetings with the landlord, a draft term sheet and conversations with lawyers.

Development Committee. Ms. Soussloff presented results from the April fundraising gala at the Red Rooster.

Approval of Resolutions. Ms. Meyler requested a motion to approve resolutions in the form attached as Exhibit A regarding the filing of the School's Form 990 and negotiations for the lease of 160 West 124th Street. The motion was made, seconded and unanimously approved

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 8:00 pm.

Respectfully submitted,

Patricia Soussloff
Secretary

I, Patricia Soussloff, do hereby certify that I am the duly qualified and acting Secretary of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on May 29, 2013.

Dated: 2013

EXHIBIT A

Resolutions of the
Board of Trustees (the "**Board**")
of the
Neighborhood Charter School of Harlem (the "**School**")

May 29, 2013

RESOLVED, that the Board Treasurer, Adam Rashid, is hereby authorized to approve the draft form 990 tax return prepared by the School's accountants, MBAF, in the form attached hereto and to authorize MBAF to file the Form 990 electronically.

WHEREAS, the School will be obliged to move into new premises in 2014 as the School grows, and whereas the School has submitted a term sheet, a copy of which is attached, for the lease of part of a building at 160 West 132nd Street, New York:

RESOLVED, that Ruth Meyler, President, and Patricia Soussloff, Vice-President, are hereby authorized to negotiate a lease substantially on the terms set out in the attached term sheet, in consultation with such other trustees as they think fit:

FURTHER RESOLVED, that because of the short period of time within which the lease must be negotiated, Ruth Meyler is authorized to execute the lease on behalf of the school, PROVIDED that the draft lease must be submitted to the full board for review before it is executed if possible and, if not possible, to the members of the Real Estate Task Force;

FURTHER RESOLVED, that Patricia Soussloff is hereby authorized to engage the law firm of Cohen Schneider and O'Neill LLP to advise the School in the negotiation of the lease;

AND FURTHER RESOLVED, that Ruth and Meyler and Patricia Soussloff are hereby authorized to request bids from at least three architectural firms for the work required to build out 160 West 132nd Street for the School's use and to select and engage a firm.

MINUTES OF THE ANNUAL MEETING OF
THE BOARD OF TRUSTEES OF THE
NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

June 26, 2013

A regularly scheduled meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), was held at 132 West 124th Street, New York, New York on May 29, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Andrew Popper, Gail Brousal, Derek Fleming, Jessica Reid, Justena Kavanagh, Adam Rashid, Ruth Meyler, Brian Hamilton, and Jefferson Hughes.

The Head of School, Brett Gallini, Nicole Scanlin, a trustee candidate, and Dr Arthur Sadoff were also present.

Patricia Soussloff, Kati Saintil, and Jessica Reid were absent.

Ms. Meyler presided as Chair of the meeting and recorded the minutes in the absence of the Secretary. Ms. Meyler called the meeting to order at 6:05 p.m.

Welcome. Ms. Meyler introduced Nicole Scanlin, a trustee candidate, and Dr Arthur Sadoff. Ms Scanlin spoke about her visit to the school and her reasons for wishing to be elected as a trustee. After a short discussion a motion to elect Ms Scanlin was made, seconded and unanimously approved. Dr Sadoff also introduced himself and spoke about his interest in the school.

Public Comment. The Chair opened the floor for public comment. No requests for comment were received.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the May 29 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Annual Meeting. Ms Meyler, on behalf of the Governance Committee, informed the Board that her term of office and that of trustee Derek Fleming had expired and asked the Board to re-elect both. She also presented a slate of Officers for the 2013/2014 school year as follows:

President: Ruth Meyler

Vice-President and Secretary: Patricia Soussloff

Treasurer: Adam Rashid.

A motion was made, seconded and unanimously approved to re-elect Ruth Meyler and Derek Fleming and to approve the slate of Officers.

Ms Meyler also presented the Board Calendar for next year.

Finally, Ms Meyler presented a list of Committees and committee members. After some discussion, the membership of the Committees was finalized and approved by resolution made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented a summary performance dashboard showing student demographics, enrollment, attendance and achievement as of June 15. He also reported on staff hiring and presented the Organization Chart for next year.

Finance Committee Report. Mr. Rashid presented the May Financial Report and the draft budget for FY 2014, revised to reflect changes since the May Board meeting and circulated in advance of the meeting. The budget was approved by resolution duly made, seconded and unanimously approved.

Facilities Update. Ms Meyler updated the Board on negotiations for a permanent facility, in the absence of Ms Soussloff.

Executive Session. Upon motion duly made, seconded and unanimously approved, the Board went into Executive session to discuss the evaluation of the Head of School, and staff and visitors left the meeting.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

Ruth Meyler, on behalf of Patricia Soussloff
Secretary

I, Ruth Meyler, on behalf of Patricia Soussloff, do hereby certify that I am the duly qualified and acting President of Neighborhood Charter School of Harlem, a New York education corporation and that the above is a true and complete copy of the Minutes of the meeting of the Board of Trustees of the said corporation held on June 26, 2013.

Dated: 2013

EXHIBIT A

Resolutions of the
Board of Trustees (the “**Board**”)
of the
Neighborhood Charter School of Harlem (the “**School**”)

June 26, 2013

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees vote to select Nicole Scanlin as the final candidate to its Board of Trustees, with a term expiring on at the conclusion of the third Annual Meeting after her election, pending approval by the State Education Department. This resolution approving Nicole Scanlin is formally adopted upon SED’s approval

AND FURTHER RESOLVED, that Derek Fleming and Ruth Meyler are hereby re-elected to the Board of Trustees each for a term expiring at the conclusion of the third Annual Meeting after the date of this resolution.

AND FURTHER RESOLVED, that the following are hereby elected to the Offices shown for the 2013/2014 school year:

President: Ruth Meyler, Vice-President and Secretary: Patricia Soussloff, Treasurer: Adam Rashid

AND FURTHER RESOLVED, that the Chairs and members of the Committees for the 2013/2014 school year shall be as set out in the attached list.