

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

August 28, 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 August 28, 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, Patricia Soussloff, Katy Saintil, Jessica Reid, Adam Rashid, Ruth Meyler and Brian Hamilton.

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

Jefferson Hughes and Justena Kavanagh were 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 6:05 p.m.

Welcome. Ms. Meyler introduced Dr. Arthur Sadoff, a trustee candidate. Dr Sadoff was known to many Board members already but reintroduced himself and spoke about his interest in the school. A motion was made to elect Dr. Sadoff as a trustee, was seconded and unanimously approved.

Ms. Meyler announced that the December meeting date for the Board will take place on Wednesday, December 4.

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 June, 26, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini reported on staffing, enrollment and the opening of school. He has engaged the services of a consultant who is providing leadership coaching to him, Mr. Salazar and Ms. Smith. Mr. Gallini also reported on the soon to be released DOE survey of the School.

Finance Committee Report. Mr. Rashid presented the June Financial Report.

Facilities Update. Ms Soussloff updated the Board on progress in the School's search for a permanent facility.

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 August 28, 2013.
Dated: 2013

EXHIBIT A

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

August 28, 2013

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

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

September 25, 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 September 25, 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, Jefferson Hughes, Patricia Soussloff, Nicole Scanlin, Justena Kavanagh, Adam Rashid, Ruth Meyler and Brian Hamilton.

The Head of School, Brett Gallini, Director of Operations, Sherita Smith, trustee candidate Arthur Sadoff, Office Manager, Samantha Azing, and Lunchroom Attendant, Annette Richards, were also present.

Katy Saintil and Jessica Reid were 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 6:05 p.m.

Welcome. Ms. Meyler introduced the visiting staff members.

Ms. Meyler discussed potential impact of upcoming mayoral elections and responded to questions.

Public Comment. The Chair opened the floor for public comment. Ms. Richards and Ms. Azing both remarked on the dedication of the School’s teachers and observed that the students seem calm and happy.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the August 28, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented a dashboard report on enrollment, attendance, homework completion, reading levels and math mastery. Students are taking the Terra Nova test in the fall and spring and will also take quarterly assessments created by Ed Vistas that align with our curriculum.

Mr. Gallini also presented his goals for the year.

Finance Committee Report. Mr. Rashid presented the August Financial Report.

Facilities Update. Ms Soussloff updated the Board on progress in the School's search for a permanent facility.

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 September 25, 2013.

Dated: 2013

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

October 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 October 30, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Andrew Popper, Gail Brousal, Jefferson Hughes, Patricia Soussloff, Jefferson Hughes, Justena Kavanagh, Adam Rashid, Ruth Meyler and Katy Saintil.

The Head of School, Brett Gallini; Director of Operations Sherita Smith; Assistant Principal, Deyvis Salazar; and NCSH parent Brian Pew were also present.

Arthur Sadoff, Nicole Scanlin, Brian Hamilton and Derek Fleming were 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 6:05 p.m.

Welcome. Ms. Meyler introduced Mr. Pew.

Ms. Meyler explained two proposed changes to the School’s Employee Handbook. After discussion a motion was made to approve a resolution in substantially the form of attached Exhibit A, was seconded and unanimously approved.

Public Comment. The Chair opened the floor for public comment. Ms. Pew said a few words about his interest in the School and his daughter’s experience in the second grade.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the September 25, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented a dashboard report on enrollment, attendance, homework completion, reading levels and math mastery. He explained the Cooperative Learning through the Arts period introduced into the curriculum this year. He also updated the board on personnel changes. Mr. Gallini told the board that he testified before the NY City Council during a session on the DOE’s special education reforms and was well received.

Finance Committee Report. Mr. Rashid presented the September Financial Report. He also reviewed a revised 8-year projected budget. A motion was made, seconded and unanimously approved to authorize the submission of this budget in connection with the

school's negotiations for a permanent facility. . Finally, Mr. Rashid presented the 2012-13 Audit Report and SAS Form 114 (Management Letter) from the auditors. A motion to approve the Audit Report and Management Letter in the form attached as Exhibit A, was made, seconded and unanimously approved.

Facilities Update. Ms. Soussloff updated the Board on progress in the School's search for a permanent facility.

Development Update. Ms. Soussloff reported on the Development Committee's plan for the year. The holiday party hosted by the board for the School staff will take place December 13.

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 30, 2013.

Dated: 2013

EXHIBIT A

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

October 30, 2013

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees approve the revision of the School's Personnel Manual in accordance with the attached document entitled Proposed Changes to Personnel Manual and dated October 30, 2013; and

FURTHER RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees accept and approve the attached 2012-13 Audit Report and SAS Form 114 (Management Letter) from MBAF CPAs LLC dated October 30, 2013; and

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

December 4 , 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 December 4, 2013 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Jefferson Hughes, Justena Kavanagh, Adam Rashid, Ruth Meyler, Arthur Sadoff, Nicole Scanlin, and Katy Saintil.

The Head of School, Brett Gallini, Director of Operations Sherita Smith and Cliff Schneider, the school’s real estate attorney were also present.

Andrew Popper and Patricia Soussloff were absent.

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

Welcome. Ms. Meyler presented a video made by Trustee Andrew Popper that shows parents talking about the school. The video will be posted on the school’s website and will be used for other publicity purposes.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the October 30, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved, subject to one minor amendment.

Head of School Report. Mr. Gallini presented the November Dashboard and the revised results of the May Terra Nova test. He also reported to the board on the check-in meeting with Kimberly Santiago, the school’s liaison at the NYS Education Department, scheduled to take place on December 11, 2013 and on his meeting with Erik Joerrs of the NYC Charter Center. Ms Smith, Director of Operations, presented a proposed change to the School’s Employee Handbook. A motion was made to approve a resolution in substantially the form of attached Exhibit A, was seconded and unanimously approved.

Facilities Task Force. Ms Meyler and Mr. Rashid presented the proposed draft lease for a new facility and explained that the lease was still being negotiated. They also explained that the facility is located in CSD 6 and a move to a new district requires the consent of the NYSED. Mr Schneider explained the major terms of the lease to the Board and the financial implications for the School. After discussion, a motion was made to approve a resolution in substantially the form of attached Exhibit B. The motion was

seconded and unanimously approved. A motion was made to approve a second resolution in substantially the form of attached Exhibit C, was seconded and unanimously approved.

Finance Committee. Mr Rashid presented the October Financial Report.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:30 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 December 4, 2013.

Dated: 2013

EXHIBIT A

Proposed Changes to Personnel Manual

Vacation – Administrative Employees

Current

Regular full-time administrative employees are entitled to three weeks (15 days) paid vacation during each calendar year. Administrative employees may take vacation days with the prior written consent of the Head of School or Director of Operations. Except in exceptional circumstance, administrative employees will not be permitted to take vacation when classes are in session as shown on the School Calendar.

Change

Regular full-time administrative employees are entitled to three weeks (15 days) paid vacation during each fiscal year. Administrative employees may take vacation days with the prior written consent of the Head of School or Director of Operations. Except in exceptional circumstance, administrative employees will not be permitted to take vacation when classes are in session as shown on the School Calendar. An employee who is hired after the start of the fiscal year will be entitled to a pro-rated number of vacation days. Unused vacation days may not be carried over

after the end of the fiscal year. An employee who is terminated or who resigns is not entitled to compensation for any unused vacation days.

EXHIBIT B

RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

December 4, 2013

The following resolutions were adopted at a duly called meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

WHEREAS, the Board has previously given authority to the Board’s Real Estate Task Force (the “Task Force”) to identify and negotiate a lease for a new facility for the School; and

WHEREAS, working with the School’s real estate brokers (the “Brokers”), the Task Force has identified such a potential facility located at 691 St. Nicholas Avenue, New York, NY (the “Facility”); and

WHEREAS, The Task Force, consistent with the authority granted to it by the Board, continues to work with the Brokers and legal counsel for the School to negotiate the terms and conditions of a lease; and

WHEREAS, the proposed lease (the “Draft Lease”- attached hereto as Exhibit A) is near completion but requires further negotiation surrounding certain terms; and

WHEREAS, the Task Force along with the Brokers and legal counsel for the School anticipate concluding negotiations and the drafting of the Draft Lease itself in the next few days and in the interest of time to move the project forward seek Board approval to complete negotiations and enter into the actual Lease (the “Lease”);

BE IT RESOLVED, the School is hereby authorized and empowered to enter into the Lease consistent with the terms and conditions as set forth in the Draft Lease but with such modifications as the Task Force deems necessary to conform the Lease’s requirements with the School’s projected budget, in such a manner as to ensure that the School maintains the proper reserves and conservative forecasting required by the Board in all transactions;

BE IT FURTHER RESOLVED, that any officer of the School (each an “Authorized Person”) be, and hereby is, jointly or severally, authorized and directed, at any time and from time to time, to do all such things and acts and to execute and deliver all such applications, documents and instruments in writing and to expend such fees for and on behalf of the School as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these resolutions including, without limitation, to negotiate, execute and deliver the Lease and

documents required in connection with the Lease for the Facility, in the name and on behalf of the School, on such terms and conditions as approved by the Task Force and in such form deemed necessary or desirable and approved by such Authorized Person with such changes, modifications and amendments thereto as the Task Force may in its discretion approve, which approval shall be conclusively evidenced by the execution and delivery of such applications, documents and instruments in writing; and

BE IT FURTHER RESOLVED, that all actions previously taken by the Task Force and/or Authorized Person in furtherance of the foregoing resolutions are hereby ratified and confirmed.

EXHIBIT C

RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

December 4, 2013

The following resolutions were adopted at a duly called meeting of the Board of Trustees (the “Board”) of The Neighborhood Charter School of Harlem (the “School”), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

WHEREAS, the Board has previously given authority to the Board’s Real Estate Task Force (the “Task Force”) to identify and negotiate a lease for a new facility for the School; and

WHEREAS, the Task Force has worked diligently for 18 months to identify a facility that meets the School’s needs in Community School District 5 (CSD 5), but has failed to do so; and

WHEREAS, working with the School’s real estate brokers the Task Force has identified such a potential facility located at 691 St. Nicholas Avenue, New York, NY (the “Facility”) which Facility is located in CSD 6; and

WHEREAS, the Board is satisfied that moving to CSD 6 would not compromise the Mission of the School in any way;

BE IT RESOLVED, that the School’s move to CSD 6 is hereby approved, subject to the consent of the School’s Authorizer:

BE IT FURTHER RESOLVED, the School is hereby authorized and empowered to make a formal application to the Charter School Office of the New York State Education Department for consent to the School’s move to CSD 6 in the summer of 2015.

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

January 29, 2014

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 29, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present.

Gail Brousal, Derek Fleming, Brian Hamilton, Adam Rashid and Nicole Scanlin were absent.

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

Welcome. Ms. Meyler presented a summary of the portions of Governor Cuomo’s budget that may affect the School. She announced that she would be attending Advocacy Day in Albany on February 4 with other charter school leaders, parents and advocates.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Meyler asked for a motion to approve the minutes of the December 4, 2013 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented the December Dashboard and reported the numbers of applicants to the School so far for school year 2014-15. He shared the content of a NYC Charter Center ad campaign that will feature a family in the School. He also reported on his efforts to reach out to Chancellor Farina, whom he knows from prior positions and on a limited access letter given to parent who has made physical threats to staff members.

Facilities Task Force. Ms. Soussloff reported that the lease for a new facility on St. Nicholas Avenue has been signed and explained next steps. She updated the Board on the status of negotiations for a lease extension for a third year in our present location and an option to renew for a fourth year.

Finance Committee. Ms. Smith presented the December Financial Report. She raised the question whether the School should consider changing auditors. Discussion ensued and the consensus was that we should get proposals from other accounting firms and consider them.

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 January 29, 2014.

Dated: 2014

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

March 26, 2014

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 March 26, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present.

Derek Fleming, Gail Brousal, Brian Hamilton and Nicole Scanlin were absent.

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

Welcome. Ms. Meyler reported that the State Education Department approved the School's request to move to CSD 6 when the new building is ready. She also updated the Board on the status of New York State budget negotiations as they pertain to charter schools.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the February 26, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented the March Dashboard and reported on teacher and student recruitment. He asked for Board approval to extend the school day by 15 minutes next year to allow for a full last period before students need to pack up and be dismissed for buses and parental pickup. A motion was made to approve extending the school day in substantially the form attached as Exhibit A, was seconded and unanimously approved.

Facilities Task Force and Development Committee. Ms. Soussloff updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and on fundraising progress in connection with the Red Rooster Gala on May 14.

Finance Committee. Mr. Rashid presented the February Financial Report. On behalf of the Finance Committee, Ms Smith presented a proposal from Mengel

Metzger Barr & Co. to provide audit services to the School. Following discussion, a motion was made to approve Mengel Metzger as the School's auditing firm in the form attached as Exhibit A, was seconded and unanimously approved.

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 March 26, 2014.
Dated: 2014

EXHIBIT A

RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

March 26, 2014

The following resolutions were adopted at a duly called meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

WHEREAS, the school day currently ends at 4:00pm; and

WHEREAS, students currently begin to pack their belongings before the end of the last instructional period in order to be dismissed at 4:00pm; and

WHEREAS, the School desires to provide students with a full last period of instruction;

THEREFORE BE IT RESOLVED, that the school day be extended to 4:15pm daily commencing in School Year 2014-15.

FURTHER, WHEREAS, the School desires to change ; and

WHEREAS the Finance Committee reviewed proposals submitted by three auditing firms and recommended the firm of Mengel Metzger Barr & Co. to the Board;

THEREFORE BE IT RESOLVED, that the School appoints Mengel Metzger Barr & Co. to perform audit services for the School in accordance with New York State Law, starting with the 2014/2015 financial year.

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

April 30, 2014

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 March 26, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, , Katy Saintil, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present, as was a parent, Ms. Rivera.

Jefferson Hughes and Arthur Sadoff were absent.

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

Welcome. Ms. Meyler reported that she, Ms. Soussloff and Mr. Sadoff attended a meeting of the Coalition of Community Based Charter Schools. No recommendation was made at this time whether or not to officially join this group. Ms. Meyler also reported on a conversation with another leader of one of the 67 charter schools currently in private space who were left out of the recent state budget deal.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the March 26, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Strategic Plan. Ms. Meyler raised a number of long-range or strategic questions facing the School including the possibility and timing of adding a pre-k, replicating and increasing enrollment, long-term facilities and funding issues and whether to increase the number of Board members. She proposed to convene a task force in the fall to explore these issues and create a strategic plan. Ms. Smith will investigate possible consultants to facilitate the process.

Head of School Report. Mr. Gallini announced that the admissions lottery went smoothly and all families have been informed of the results. We had over 800 applicants for 55 kindergarten openings and a small number of openings in 1st

grade. Mr. Gallini also presented the results of a recent employee satisfaction survey, followed by Board discussion. He announced changes to the School calendar for next year. Next he recommended a change to the School's Personnel Handbook. A motion was made to approve the change in substantially the form attached as Exhibit A, was seconded and unanimously approved. Finally, Mr. Gallini reported on a visit to the School that day (April 30) by NYC Schools Chancellor Carmen Farina and announced the upcoming visit of Michaela Daniel, Senior Policy Advisor to Deputy Mayor Richard Buery.

Facilities Task Force and Development Committee. Ms. Soussloff updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and on fundraising progress in connection with the upcoming Red Rooster Gala on May 14.

Finance Committee. Mr. Rashid presented the March Financial Report.

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

Executive Session. A motion was made, seconded and unanimously approved to go into Executive Session to discuss a draft evaluation plan for the Head of School. The Board unanimously approved the evaluation plan proposed by the Accountability Committee.

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 30, 2014.

Dated: 2014

EXHIBIT A

RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

April 30, 2014

The following resolution was adopted at a duly called meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

RESOLVED, that the following provision be added to the School's Personnel Handbook, effective immediately:

Employee Arrest

Any person employed by the Neighborhood Charter School of Harlem who has been arrested and charged with a felony, misdemeanor or violation must notify the Head of School in writing within three days following arrest and provide a copy of the criminal court complaint. Notification to a supervisor alone does not satisfy this reporting requirement.

Failure to properly notify the Head of School may result in disciplinary action, including termination.

Upon notification of an arrest, the Neighborhood Charter School of Harlem may investigate the matter and take disciplinary action when appropriate for the best interest of the School.

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

May 28, 2014

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 28, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Jefferson Hughes, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini and Director of Operations Sherita Smith were also present.

Justena Kavanagh and Nicole Scanlin were absent.

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

Welcome. Ms. Meyler reported that she and Ms. Soussloff spoke with Marci Cornell-Feist, CEO of The High Bar, a charter school board consulting group, regarding our proposed strategic plan. Marci recommended two potential consultants. Ms. Meyler and Ms. Soussloff will reach out to them for proposals to facilitate our strategic planning process. We hope to begin the strategic planning process in the fall and finish by next June.

Ms. Meyler announced that committees and officers will be elected at the June board meeting and invited board members to let her know if they are interested in a different position.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the April 30, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini presented the Dashboard and the results of the Terra Nova tests administered to all students this spring. The Board congratulated him on the School’s excellent Terra Nova results, both in absolute terms and progress from last year. Next he recommended a change to the School’s Personnel Handbook to satisfy legal requirements under New York City’s Paid Sick Leave Law. A motion was made to approve the change in substantially the form

attached as Exhibit A, was seconded and unanimously approved. Finally, Mr. Gallini reported on teacher recruitment and hiring for next year.

Finance Committee. Mr. Rashid presented the April Financial Report and a draft of the fiscal year 2014/15 budget.

Facilities Task Force and Development Committee. Ms. Soussloff updated the Board on the status of progress on the site at 691 St. Nicholas Avenue and on fundraising results from Red Rooster Gala on May 14.

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

Executive Session. A motion was made, seconded and unanimously approved to go into Executive Session to discuss the Head of School's performance review presented by the Accountability Committee.

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 28, 2014.
Dated: 2014

EXHIBIT A

RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM

May 28, 2014

The following resolution was adopted at a duly called meeting of the Board of Trustees (the "Board") of The Neighborhood Charter School of Harlem (the "School"), a New York not-for-profit education corporation, having an office and place of business at 132 W. 124th Street, New York, NY.

RESOLVED, that the current Personal Days and Sick Days policy be removed from the School's Personnel Handbook and replaced with the Paid Time Off policy below, effective immediately:

Paid Time Off ("PTO")

The School provides eligible full-time employees with six (6) days paid time off ("PTO") from work during each fiscal year. PTO may be taken for any reason, including illness and other personal time away from work. You must request PTO at least 7 (seven) days in advance from the Head of School or Director of Operations.

Unscheduled PTO may be taken only for an employee's own illness or injury, or that of the employee's family. For the purposes of this paragraph, "family" is defined as an employee's child, spouse, domestic partner or parent, or the child or parent of an employee's spouse or domestic partner. Notice of absence from work due to illness should be provided to the Head of School and Director of Operations by 6:00 a.m. on the day of absence, if possible, or as soon thereafter as is reasonable, so there is enough time to find a substitute teacher, in the case of instructional staff, or temporary help, in the case of administrative staff. Certification by your health care provider is required for absences due to your illness or injury of four or more consecutive workdays.

An employee who is hired after the start of the fiscal year will be entitled to a pro-rated number of PTO days. Employees may accumulate PTO from year to year up to a maximum of nine. An employee who is terminated or who resigns is not entitled to compensation for any unused PTO days.

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

June 25, 2014

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 June 25, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Brian Hamilton, Jefferson Hughes, Justena Kavanagh, Ruth Meyler, Andrew Popper, Adam Rashid, Arthur Sadoff, Katy Saintil and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith, Assistant Principal Deyvis Salazar, Math Achievement Coach Kelly Scott and Parents’ Association President Allison Peters were also present.

Derek Fleming and Nicole Scanlin were absent.

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

Welcome and President’s Report. Ms. Meyler reported that she and Ms. Soussloff spoke with two strategic planning consultants recommended by Marci Cornell-Feist, CEO of The High Bar: John Tarvin and Jim Ford. An interim Strategic Planning Task Force consisting of Ms. Meyler, Ms. Soussloff, Mr. Hamilton and Mr. Hughes is following up with further conversations with the candidates and will make a recommendation to the Board at the September meeting.

Ms. Meyler next reported on a conversation with Andrea Rogers of the Northeast Charter School Network about NECSN’s efforts to secure equitable facilities funding for the “Orphan 67.” Mr. Gallini reported on a NYC Charter School telephone briefing on a related topic.

Ms. Meyler announced that Allison Peters was elected President of the Parents’ Association and, in that capacity, will serve as an ex-officio Trustee of the school in accordance with the School’s Bylaws, following her election by the Board and approval by the SED. A motion was made, seconded and unanimously approved to elect Ms. Peters pursuant to a Resolution in the form attached as Exhibit A.

As outgoing PA President Ms. Saintil submitted a letter of resignation from the Board prior to the meeting. Ms. Meyler thanked Ms. Saintil for her extremely valuable service on the Board and as President of the Parents’ Association. Ms. Saintil expressed her appreciation of her time on the Board and her continued commitment to the School.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the May 28, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Next Ms. Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue.

Annual Meeting. Ms Meyler, on behalf of the Governance Committee, informed the Board that the terms of office of Adam Rashid and Andrew Popper had expired and asked the Board to re-elect both. She also presented a slate of Officers for the 2014/2015 school year as follows:

President: Ruth Meyler

Vice-President and Secretary: Patricia Soussloff

Treasurer: Adam Rashid

Motions were made, seconded and unanimously approved to re-elect Adam Rashid and Andrew Popper and to approve the slate of Officers pursuant to a Resolution in the form of Exhibit A.

Ms. Meyler presented committee recommendations for the 2014/15 school year and asked for input from Board members. Following discussion a motion was made, seconded and unanimously approved to elect committee members and Chairs in accordance with the Resolution attached as Exhibit A.

Head of School Report. Mr. Gallini presented the Dashboard and Ms. Scott presented a detailed report of the results of the spring Terra Nova tests. Finally, Mr. Gallini reported on the work that he, Mr. Salazar and Ms. Smith accomplished with the help of a leadership consultant.

Finance Committee. Mr. Rashid presented the May Financial Report and the draft budget for fiscal year 2014/15, circulated in advance of the meeting. The budget was approved by resolution duly made, seconded and unanimously approved.

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

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

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 June 25, 2014.

Dated: 2014

EXHIBIT A

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

June 25, 2013

RESOLVED, that The Neighborhood Charter School of Harlem Board of Trustees vote to select Allison Peters 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 Allison Peters is formally adopted upon SED’s approval.

AND FURTHER RESOLVED, that Adam Rashid and Andrew Popper 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

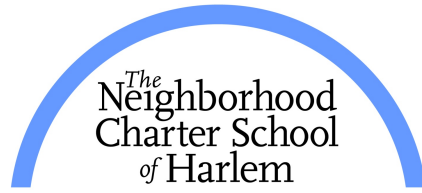
AND FURTHER RESOLVED, that the Chairs and members of the Committees for the 2014/2015 school year shall be as follows:

Executive Committee: Meyler, Soussloff, Rashid, Brousal, Scanlin

Finance Committee: Rashid (Chair), Hughes, Fleming

Accountability Committee: Meyler/Hamilton (co-Chairs), Brousal, Sadoff

Governance Committee: Meyler, Soussloff, Popper, Peters



[Please click here to view the 2013-2014
annual report.](#)