

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

August 27, 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 August 27, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Brian Hamilton, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Arthur Sadoff, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith and Business Manager Rafael Nunez were also present.

Gail Brousal, Derek Fleming, Jefferson Hughes and Justena Kavanagh 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 welcomed staff and trustees to a new school year and introduced Mr. Nunez. She announced that Allison Peters' election by the Board was approved by the SED.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the June 25, 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 and the work of the Strategic Planning Task Force.

Head of School Report. Mr. Gallini reported on the opening of school and new staffing. He then presented a report on staff professional development during the summer and the new curriculum for project based learning in grades K-2 and clubs in grade 3.

Finance Committee. Mr. Rashid presented the June Financial Report, circulated in advance of the meeting.

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

Respectfully submitted,

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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 27, 2014.

Dated: 2014

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

September 24, 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 September 24, 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, Allison Mayne Peters, Andrew Popper, Adam Rashid, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith, Office Coordinator Nhi Trinh, Operations Manager Karina Hwang and Operations Assistant Shaili Kapadia were also present.

Derek Fleming, 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 and President's Report. Ms. Meyler welcomed staff and trustees and asked the operations team to introduce themselves. She updated the Board on facilities funding developments. Next she informed the Board of a potential new trustee and described his credentials and interest in joining the Board. After discussion it was agreed that his resume would be circulated before the next meeting at which time he will be nominated to serve as a Trustee. Ms. Meyler then raised the issue of a modification to the School's enrollment waitlist policy. The policy currently states that applicants will remain on the waitlist for two years. Because of the large number of applicants we receive it has become unduly cumbersome to maintain such a large waitlist. Following discussion, a motion was made, seconded and unanimously approved to adopt a resolution in the form attached as Exhibit A.

Ms. Meyler then invited Ms. Mayne Peters to update the Board on Parents' Association plans for the year. Ms. Peters reported that many of the new parents are very engaged and the PA is working with staff to plan educational evenings for parents on topics that include reading, CGI and special education.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the August 27, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

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

Finance Committee. Mr. Rashid presented the August Financial Report, circulated in advance of the meeting.

Head of School Report. Mr. Gallini presented the September dashboard. He then described the new Project Based Learning curriculum for grades K-2 and discussed staffing and planning for next year.

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

Respectfully submitted,

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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 24, 2014.

Dated: 2014

### **Exhibit A**

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

**September 27, 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. 124<sup>th</sup> Street, New York, NY.

**RESOLVED**, that, the School’s Admissions Procedures, as amended in January 2013, shall be further amended to replace the following sentence under Waitlist Process on page 5:

*Waitlists will be maintained for two years: for example a student who applies for kindergarten for the 2012/2013 school year and is not admitted through the lottery will be retained on the appropriate waitlist through the 2013/2014 school year*

The sentence above shall be replaced with the sentence below:

Waitlists will be maintained throughout the school year, so that if a vacancy arises at any time during the school year, it will be filled from the appropriate waitlist if possible. Each year on the last day of school the waitlist for that year will be deleted. Any vacancy arising after the last day of school will be filled from the waitlist of applicants for the following school year.

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

October 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 September 24, 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, Allison Mayne Peters, Andrew Popper, Adam Rashid, Nicole Scanlin.

The Head of School Brett Gallini, Director of Operations Sherita Smith and trustee candidate Cliff Schneider were also present.

Jefferson Hughes, Arthur Sadoff 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 and President’s Report. Ms. Meyler reported on political developments and informed the board that the NYSED has approved the school’s request to amend the Enrollment Policy.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms Meyler asked for a motion to approve the minutes of the September 24 , 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Election of Trustee. A resolution, attached as Exhibit A, to elect Cliff Schneider as a trustee, subject to the approval of the NYSED, was unanimously approved.

Facilities Update. Ms Meyler updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and potential temporary space.

Finance Committee. Mr. Rashid presented the Report of the school’s auditors and the September Financial Report, circulated in advance of the meeting.

Head of School Report. Mr. Gallini described an improved format for the monthly dashboard and presented the October dashboard. He also presented and discussed his goals for the year, as agreed with the Accountability Committee. The Board unanimously approved the goals.

Committees. Ms Meyler proposed that the Board should form a new committee with responsibilities to include the evaluation of the Head of School, currently the responsibility of the Accountability Committee. The Board accepted the proposal in principle and agreed to continue the discussion at the next meeting.

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

Respectfully submitted,

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Ruth Meyler 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 October 29, 2014.

Dated: 2014

### **Exhibit A**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**October 29, 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. 124<sup>th</sup> Street, New York, NY.

**RESOLVED**, that,

The Neighborhood Charter School of Harlem Board of Trustees vote to select Cliff Schneider 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 Cliff Schneider is formally adopted upon SED's approval.

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

December 10, 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 December 10, 2014 beginning at 6:00 p.m. local time pursuant to notice duly given.

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

The Head of School Brett Gallini, Director of School Support at the NYC Charter Center David Frank, and Georgia Smith, a member of the public, were also present.

Derek Fleming, Brian Hamilton, Arthur Sadoff, Nicole Scanlin and Cliff Schneider 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 introduced the visitors and welcomed them to the meeting.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the October 29, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Charter School Discussion. David Frank presented an overview of the charter sector in NYC and the role of the Charter Center in advocacy and supporting schools. He spoke briefly about the Center’s advocacy priorities for the coming NY State legislative cycle. Mr. Frank will be leaving his position at the Center for a position at the NYC DOE.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and potential temporary space.

Finance Committee. Mr. Rashid presented the October Financial Report, circulated in advance of the meeting.

Committees. Ms. Meyler proposed that the current tasks of Accountability Committee be divided between two separate committees: a Human Resources Committee whose role will be to evaluate the performance of the Head of School and address other



personnel issues and an Accountability Committee whose role will be to monitor academic achievement data, special education and compliance with the School's Charter. She suggested that going forward, the Accountability Committee would review dashboard data every other month and meet with Brett quarterly, and the entire Board will review the dashboard quarterly. A motion was made, seconded and unanimously approved in the form of attached Exhibit A.

Head of School Report. Mr. Gallini described the School's social and emotional learning program. He presented his plans for new faculty positions for next year and presented the December dashboard. The SED will visit the school in February. As part of their comprehensive review of the school they will meet with Board members.

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

Respectfully submitted,

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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 December 10, 2014.

Dated: 2014

### **Exhibit A**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE NEIGHBORHOOD CHARTER SCHOOL OF HARLEM**

**December 10, 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. 124<sup>th</sup> Street, New York, NY.

**RESOLVED**, that the role and responsibilities of the Accountability Committee be revised as follows and that a newly formed Human Resources Committee assume the responsibilities described below:

The Accountability Committee will remain responsible for the academic and other oversight responsibilities of the Committee described in the Bylaws. The Accountability Committee will review the dashboard every other month and will meet with the Head of School before the December, March and June meetings of the Board. The Head of School will then report to the Board in detail on the previous quarter's academic results at these meetings.

The Human Resources Committee will assume the responsibility for setting annual goals for the Head of School and for his mid-year and year-end evaluations, including conducting any surveys that the Committee thinks are necessary. In addition the committee will be responsible for bonus policy and for any other human resources issues that need the Board's attention or approval.

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

January 25, 2015

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 25, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Brian Hamilton, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Arthur Sadoff, Adam Rashid, Nicole Scanlin, Cliff Schneider and Patricia Soussloff.

The Head of School Brett Gallini, Director of Operations Sherita Smith and Business Manager Rafael Nunuz were also present.

Gail Brousal, Derek Fleming and Jefferson Hughes 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 presented a proposed board calendar for completion of various Board and Head of School responsibilities. She also announced new committee assignments.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the December 10, 2014 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

SED Visit. Ms Meyler presented a preliminary schedule for the State Education Department’s full site visit on February 26. A Board focus group is scheduled to meet with SED representatives at 3:30pm that day. Ms. Meyler encouraged all Board members to participate and reviewed a list of topics the SED is likely to cover with the Board. She also presented a draft template for a board self-evaluation tool to be used later in the year.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the School’s request for space from the DOE under the new facilities law, the site at 691 St. Nicholas Avenue and potential temporary space for next year.

Finance Committee. Mr. Rashid presented the December Financial Report, circulated in advance of the meeting.

Head of School Report. Mr. Gallini presented a preliminary organizational chart for school year 2015-16, including leadership coverage for split sites.

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

Respectfully submitted,

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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 25, 2015.

Dated: 2015

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

February 25, 2015

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 25, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Justena Kavanagh, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid and Patricia Soussloff.

The Head of School Brett Gallini was also present.

Brian Hamilton, Jefferson Hughes, Nicole Scanlin and Cliff Schneider were absent with prior notice.

Derek Fleming and Arthur Sadoff were absent without notice.

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 presented the final board calendar for completion of various Board and Head of School responsibilities.

Ms. Meyler explained that in connection with the SED's formal review they noticed that the Board had overlooked the election of Patricia Soussloff to a new three-year term at the June 2014 annual Board meeting, although she was elected as Vice President and Secretary. A motion was made in the form of Exhibit A to elect Ms. Soussloff as a trustee and to ratify her actions taken as a trustee and an officer since June 2015.

Ms. Meyler also proposed that the Board adopt an attendance policy. A motion was made to adopt the policy set forth in Exhibit A, was seconded and was unanimously approved.

Public Comment. No requests for public comment were received.

Approval of Minutes. Ms. Soussloff asked for a motion to approve the minutes of the January 25, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the School's request for space from the DOE under the new facilities law, the site at 691 St. Nicholas Avenue and potential temporary space for next year. She asked for approval of a term sheet for proposed additional temporary space, a draft of which was circulated in advance of the meeting, and for authority for her and Mr. Schneider to negotiate a lease on

substantially those terms. A motion in the form set forth in Exhibit A was made, seconded and unanimously approved.

Development Update. Ms. Soussloff stated that the Development Task Force is beginning to plan the spring fundraising event. A discussion ensued about possible locations.

Finance Committee. Mr. Rashid asked for approval of the School's 2013 IRS Form 990, circulated in advance of the meeting. A motion in the form set forth in Exhibit A was made, seconded and unanimously approved.

Head of School Report. Mr. Gallini gave an overview of the SED's upcoming visit to the School on February 26. Ms. Meyler encouraged all trustees to attend the Board focus group scheduled for 3:30pm. Next Mr. Gallini presented a revised Student Discipline Policy circulated in advance of the meeting. Following discussion, a motion in the form set forth in Exhibit A was made, seconded and unanimously approved.

Executive Session. Upon motion duly made, seconded and unanimously approved, the Board went into Executive Session to discuss the performance of the Head of School.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:15 pm.

Respectfully submitted,

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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 25, 2015.

Dated: 2015

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

February 25, 2015

RESOLVED, that Patricia Soussloff is hereby re-elected to the Board of Trustees for a term expiring at the conclusion of the third Annual Meeting after June 25, 2014 and that all of her actions undertaken in her capacity as a Trustee, Vice President and Secretary of the Board of Trustees since June 25, 2014 are hereby ratified and affirmed.

AND FURTHER RESOLVED, that the attendance policy of the Board of Trustees as set forth in the School's application to the SED submitted on 9/22/10, an extract of which is attached as Exhibit B, is hereby amended as follows: The second bullet point under "Responsibilities of individual trustees" shall be amended to add the following italicized sentences, "*.... A trustee who is not able to attend board meetings regularly will have difficulty in carrying out the fiduciary responsibilities of his or her position. Consequently, a trustee who is absent without notification for two consecutive meetings, or with notification for three consecutive meetings or for five meetings or more in any school year may be asked to resign.*"

AND FURTHER RESOLVED, that Patricia Soussloff and Cliff Schneider are hereby authorized to negotiate the terms of a lease on behalf of the School with the Mt. Zion Evangelical Lutheran Church for temporary space for the School's 2015-16 Kindergarten class, with a one year renewal option to house K and 1 in 2016-17, on substantially the terms set forth in the term sheet circulated in advance of the meeting.

AND FURTHER RESOLVED, that the School's IRS Form 990 for the fiscal year beginning July 1, 2013 and ending June 30, 2014, attached hereto as Exhibit C, is hereby approved.

AND FURTHER RESOLVED, that the School's discipline policy, amended as set forth in Exhibit D, is hereby approved.

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

March 25, 2015

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 25, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Justena Kavanagh, Jefferson Hughes, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Arthur Sadoff, Nicole Scanlin and Patricia Soussloff.

The Head of School Brett Gallini was also present.

Brian Hamilton and Cliff Schneider were absent with prior notice.

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 described some follow up items following the SED's visit to the School and the presentation of dashboards going forward.

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 25, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue, potential alternatives for permanent space and temporary space for next year. Ms Soussloff reported that the developer of the 691 St Nicholas Avenue site, had requested that the school increase the construction contribution set forth in the lease for the building. After discussion, the board unanimously approved the following resolution:

THAT: Patricia Soussloff, Vice-President, is hereby authorized to negotiate an amendment to the Lease dated December 25 2013 between 691 St Nicholas JV, LLC and the school to increase the construction contribution described in the lease to a sum not to exceed \$1.5 million, including the sums already paid and agreed to be paid, and to negotiate other consequential amendments to the Lease, subject to approval by the full board.



Development Update. Ms. Soussloff announced that the School's spring gala will take place May 13 at The Cecil. Sponsor letters and invitations will be going out soon.

Finance Committee. Mr. Rashid presented the January and February financial reports.

Head of School Report. Mr. Gallini gave an overview of the Common Core standards and how the School prepares students for to have the skills and knowledge they need to do well on the NY state tests. He also described how the School's FRPL numbers are calculated, reporting that have remained stable since the School's inception. He discussed the reason for the discrepancy between these figures and the number that the SED reports as our number of "economically disadvantaged" students.

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

Respectfully submitted,

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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 25, 2015.  
Dated: 2015

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

April 29, 2015

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 29, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Justena Kavanagh, Brian Hamilton, Ruth Meyler, Allison Mayne Peters, Adam Rashid, Arthur Sadoff, Nicole Scanlin, Cliff Schneider and Patricia Soussloff.

The Head of School Brett Gallini and science teacher Michael Renda were also present.

Derek Fleming was absent without prior notice.

Jefferson Hughes and Andrew Popper were absent with prior notice.

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 gave a brief overview of the meeting agenda.

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 25, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue, potential alternatives for permanent space and temporary space for next year.

Development Update. Ms. Soussloff reported on attendee numbers and other details for the upcoming spring gala.

Head of School Report. Mr. Gallini gave an overview of the recent administration of the NY state tests to our third grade. He also described renovation plans for the satellite site for the kindergarten in school year 2015-16 and staffing and logistical planning for managing a split site.

Board Effectiveness. Ms. Meyler introduced the topic of an annual board evaluation tool or other means to evaluate board effectiveness and asked for input. Discussion ensued.

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

Respectfully submitted,

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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 29, 2015.

Dated: 2015

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

May 27, 2015

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 27, 2015 beginning at 6:00 p.m. local time pursuant to notice duly given.

The following Trustees were present: Gail Brousal, Derek Fleming, Brian Hamilton, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Cliff Schneider and Patricia Soussloff.

The Head of School Brett Gallini was also present.

Nicole Scanlin was absent without prior notice.

Justena Kavanagh, Jefferson Hughes and Arthur Sadoff were absent with prior notice.

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 gave a brief overview of the meeting agenda.

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 29, 2015 meeting, circulated in advance of the meeting. The motion was made, seconded and unanimously approved.

Facilities Update. Ms. Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue, potential alternatives for permanent space and lease negotiations for temporary space for our kindergarten next year at 421 West 145<sup>th</sup> Street. She asked for a motion to adopt the Resolution attached as Exhibit A authorizing her to sign a lease and side letter for the 145<sup>th</sup> Street site in substantially the form circulated in advance of the meeting. The motion was made, seconded and unanimously passed.

Finance: 2015/16 Draft Budget. Mr. Rashid and Mr. Gallini presented a draft budget for 2015-16. The final budget will be presented at the June meeting.

Head of School Report. Mr. Gallini presented the SED’s full site visit report circulated in advance of the meeting. He also described renovation plans for the

satellite site for the kindergarten in school year 2015-16 and staffing and logistical planning for managing a split site. He then presented the May dashboard and announced that grades K-2 took the Terra Nova tests the prior week.

Gala Update. Ms. Soussloff presented the financial results of the School's spring gala.

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

Respectfully submitted,

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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 27, 2015.

Dated: 2015

Exhibit A

Resolution of the  
Board of Trustees of  
The Neighborhood Charter School of Harlem (the "**School**")  
May 27, 2015

RESOLVED, that Patricia Soussloff is hereby authorized to sign a lease and side letter on behalf of the School with the Mt. Zion Evangelical Lutheran Church for temporary space at 421 West 145<sup>th</sup> Street, on substantially the terms set forth in the drafts affixed hereto.

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

June 24, 2015

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 24, 2015 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, Jefferson Hughes, Ruth Meyler, Allison Mayne Peters, Andrew Popper, Adam Rashid, Arthur Sadoff and Patricia Soussloff.

The Head of School Brett Gallini was also present. Kelly Scott, Laura Walsh, Michael Renda and Deyvis Salazar joined the meeting midway.

Cliff Schneider and Nicole Scanlin were absent with prior notice.

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 gave a brief overview of the meeting agenda and asked Trustee's to note the dates of Board meetings for 2015/16, a list of which was circulated in advance of the meeting.

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 27, 2015 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 the terms of office of Gail Brousal, Jeff Hughes and Tena Kavanagh had expired and asked the Board to re-elect them. She also presented a slate of Officers for the 2015/2016 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 Gail Brousal, Jeff Hughes and Tena Kavanagh and to approve the slate of Officers pursuant to a Resolution in the form of Exhibit A.

Facilities Update. Ms. Soussloff updated the Board on developments pertaining to the site at 691 St. Nicholas Avenue and renovations at the new temporary space for our kindergarten at 421 West 145<sup>th</sup> Street.

Approval 2015/16 Budget. Mr. Rashid and Mr. Gallini presented the budget for fiscal year 2015/16, circulated in advance of the meeting. The budget was approved by resolution duly made, seconded and unanimously approved.

Head of School Report. Mr. Gallini invited Ms. Scott to present the results of the Terra Nova tests administered to grades K-2. Ms. Scott presented the results using Power Point and responded to questions. For future years Mr. Gallini said that he is researching other standardized tests that are better aligned with the Common Core Standards. He then explained the status of the applications of each of our teachers who do not yet have New York State teaching certification. Finally, he updated the Board on the renovation of the kindergarten space at the Mt. Zion facility.

Executive Session. Upon motion duly made, seconded and unanimously approved, the Board went into Executive Session to discuss the year end review and compensation of the Head of School, and staff and visitors left the meeting. At the end of the discussion, the Executive Session was ended pursuant to a motion which was seconded and unanimously approved.

Adjournment. There being no further business to come before the Board, the meeting was adjourned at 7:50 pm.

Respectfully submitted,

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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 24, 2015.

Dated: 2015

## **EXHIBIT A**

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

June 24, 2015

RESOLVED, that Gail Brousal, Jeff Hughes and Tena Kavanaghare 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 2015/2016 school year:

President: Ruth Meyler

Vice-President and Secretary: Patricia Soussloff

Treasurer: Adam Rashid