Neighborhood Charter Schools

**Minutes of the Meeting of the Board Trustees**

April 25, 2018

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on Wednesday, April 25, 2018 at 132 West 124th Street, New York, NY. The meeting was called to order at 6:04 PM.

**Trustees Present in Person**:

Gail Brewer

Derek Fleming

Brian Hamilton

Everardo Jefferson

Justena Kavanagh

Andrew Popper

Adam Rashid

Arthur Sadoff

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Jefferson Hughes

Starr Peoples

**Others in Attendance:**

Brett Gallini

Allison Roznick

Deyvis Salazar

Naureen Kheraj

*Ten (10) of the twelve (12) seated trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.*

1. **Welcome and Public Comment**

Ms. Soussloff began the meeting and invited public comment. No comments were received. Ms. Soussloff recognized the planned resignation of Ruth Meyler and thanked her for her long-standing service to the School as a Founder and Trustee. It was also announced that that Starr Peoples was approved by NYSED.

1. **Approval of Minutes**

A motion was made by AP and seconded by AS to approve the minutes from the February 28, 2018 Board meeting and was unanimously approved.

1. **Approval of Form 990**

A motion was made by AR and seconded by AP to approve the Education Corporation’s FY 2018 Form 990 and it was unanimously approved.

1. **Finance Report**

Mr. Rashid reported on the Finance Committee’s recent meeting. It was noted that current academic year’s enrollment was four (4) students less than budgeted. Mr. Gallini provided details on student departures. A brief discussion ensued. Mr. Rashid also discussed the new financial management platform which will enable growth and the production of more specific financial reports as the Education Corporation’s financial management systems morphs with the addition of the Bronx school. Mr. Rashid also noted that the Education Corporation’s cash position is strong and will put NCS in a strong place with the move into 691 St. Nicholas and the opening of the Bronx school in 2019.

1. **Anti-Harassment Policy**

Mr. Gallini presented on revisions to the Anti-Harassment Policy, noting that additional folks to whom complaints can be reported has been added.

1. **Real Estate Updates**

Ms. Gallini presented updates on all three (3) buildings. With respect to 691 St. Nicholas, staff is working with project managers and the developer to reflect a July 2019 rent commencement date, which will be reflected in a Lease amendment. Staff and the Finance Committee are also working to establish a budget to recommend to the Board for certain projects that will be completed prior to July 2019 at the Education Corporation’s expense (e.g. certain signage, scoreboard in the gym, lockers, etc.). With respect to the Bronx property (411 Wales), the property has been approved by the Board of Standards and Appeals for a zoning variance to permit School use. The temporary co-tenant has been identified (The New American Charter School). With respect to the NYCDOE space for 2018-19 for Grade 3, the Education Corporation has signed an MOU with the NYCDOE.

1. **Teaching Fellows Program**

Ms. Roznick presented on her role as Director of Talent Management and current projects, which are currently focused on hiring, noting that hiring for 2018-19 is going well. Ms. Roznick also presented on the process for hiring and different platforms used to recruit candidates. Ms. Roznick also presented on the new partnership with Relay Graduate School of Education to help staff members pursue masters and certification while teaching during the day. The Education Corporation will pay for one-half of teachers’ tuition at Relay which will be treated as a loan that the teachers need to repay if they do not work for NCS a period of three years (2 years enrolled in Relay and the 1 year thereafter). A discussion ensued.

1. **Middle School Advisory**

Mr. Salazar and Mr. Gallini presented on the implementation of the advisory program where students can share in small groups and learn tools to express social and emotional struggles common to middle school students. Program will be led by NCS’ social worker. A discussion ensued.

1. **Executive Session**

A motion was made by GB and seconded by AS to enter into executive session to discuss employment matters and was unanimously approved, and the Board entered into executive session. During executive session, a vote was taken to approve the compensation structure for the Executive Director for the FY 2019 School year.

1. **Adjournment**

There being no further business, CS moved to adjourn and AR seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:43 pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter School: Harlem, a New York education corporation, do hereby certify that I prepared these Minutes, 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 25, 2018.

Dated: May 23, 2018