

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
July 24, 2019

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on Wednesday, July 24, 2019 at 691 St. Nicholas Avenue, New York, NY. The meeting was called to order at 6:06 PM.

Trustees Present in Person:

Gail Brousal
Justena Kavanagh
Starr Peoples
Andrew Popper
Arthur Sadoff
Cliff Schneider (20 minutes late)
Patricia Soussloff

Trustees Present by Video:

Adam Rashid
Walter Rendon (phone only, so not counted as present)

Trustees Absent:

Derek Fleming
Brian Hamilton
Jefferson Hughes
Everardo Jefferson

Others in Attendance:

Sherita Smith
Sarah Iannucci
Victor Rios
Samantha Ramos

Seven (7) of the thirteen (13) seated Trustees were in attendance in person or by video 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. There were no comments.

2. Approval of June Minutes

A motion to approve the minutes of the June 19, 2019 meeting was made, seconded and unanimously approved.

3. President’s Report

NCS:Harlem: Ms. Soussloff asked all trustees to complete and return to Mr. Rios the Disclosure of Financial Interest forms which are required for the NCSH Annual Report to SED.

NCS:Bronx: NCSB has made a request to the SED to open with 90 kindergarten students in 4 classes rather than 60 students in 3 classes as stated in our charter. The rationale for the change is to reduce the need to add students in later grades. It has been our practice to backfill in all grades. Although we expect to continue to add students to replace those lost through attrition, the number of new admits will be smaller, allowing us to more easily integrate new students into our school culture and catch them up to our academic standards, if necessary. This is considered a “non-material change” to our charter by the SED but requires board approval. A motion was made, seconded and unanimously approved to adopt the resolution on Schedule 1.

4. **Nominating and Governance Committee Report**

On behalf of the Nominating and Governance Committee (NGC) Ms. Soussloff presented a list of Board Priorities and Discussion topics for the year. This document was created based on board member responses to the Board Self Evaluation Survey and individual phone calls between board members and members of the NGC.

5. **School Reports**

- a. Ms. Smith reported on her priorities for the leadership team including creating clear systems, roles and responsibilities on both the operational and instructional teams. Staff PD will take place August 19-30 with a larger emphasis this year on school culture. On August 5 staff will participate in a workshop on Race, Equity and Unconscious Bias. Discussion ensued.
- b. Mr. Rios updated the board on hiring and enrollment. Six positions remain to be filled and most of them have a viable candidate. ASD Enrollment at both campuses is still underway and staff are reaching out to several new potential sources for applicants. Discussion ensued.
- c. Ms. Iannucci reported on PD plans for teachers which will highlight using data and student work to drive instruction; culture, values and beliefs (especially Middle School); and roles and responsibilities.

6. **Finance**

Mr. Rios presented the updated Financial Policies and Procedures manual, circulated in advance of the meeting. A motion to approve the updated FPP was made, seconded and unanimously approved.

7. Facilities (Mr. Rios presented.)

NCS:Harlem: TCO was received July 16. Fire Inspection request is in process.

NCS:Bronx: Due to a delay involving Con Ed there may be a delay in receiving TCO until first week of August. Discussion ensued about security procedures at both campuses.

8. NCS: Harlem: Approval of Amended and Restated Lease, Assignment of Lease to FONCS, Sublease from FONCS to NCS and NCS Guarantee of Lease Obligations.

Mr. Schneider presented on the above lease and related documents for 691 St. Nicholas. A motion was made seconded and unanimously agreed to approve the above documents. Mr. Schneider abstained from the vote because he is a FONCS trustee.

At 7:10pm, the trustees moved to Executive Session. At 7:12pm the Board went back into public session. A motion was made, seconded and unanimously approved to adjourn the meeting at 7:12 PM.

Respectfully submitted,

Cliff Schneider

I, Cliff Schneider, duly qualified trustee and Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that the above is a true and complete copy of the Minutes of the July 14, 2019 meeting of the Board.

Dated:

Schedule 1

Resolution approving increasing Bronx kindergarten admissions from 60 to 90 students:

Hereby resolved that NCSB request permission from our authorizer to increase the number of Kindergartners students admitted from 60 (as stated in our charter) to 90 students.

Kindergarten students will be served in four classrooms, two of which will be ASD classrooms and the other two of which will be general education/ ICT classrooms.