Neighborhood Charter Schools

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

November 20, 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, November 30, 2019 at 691 St. Nicholas Avenue, New York, NY. The meeting was called to order at 5:59 PM.

**Trustees Present in Person**:

Gail Brousal

Brian Hamilton

Jefferson Hughes

Everardo Jefferson

Justena Kavanagh

Andrew Popper

Adam Rashid

Arthur Sadoff

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Samantha Ramos

Derek Fleming

Walter Rendon (attended by phone conference but not counted for purposes of quorum)

**Others in Attendance:**

Sarah Iannucci

Michael Renda

Nicholas Carton

Marsha Michaels

Nataki Williams

*Ten of the thirteen 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.

1. **Approval of Minutes**

A motion was made by Mr. Hughes and seconded by Ms. Brousal to approve the minutes from the October 30, 2019 Board meeting and was unanimously approved.

1. **President’s Report**

Ms. Soussloff began by sharing Analiza Wolf has accepted position as Executive Director. Ms. Iannucci shared about her time with Ms. Wolf and the walk-through with Ms. Iannucci, Mr. Renda and Mr. Carton. Ms. Soussloff also talked about year-end giving from the Board, friends of the Board and strategies for outreach, visits to the new facilities, etc. A brief discussion ensued. The Staff/Board Holiday Party date and location was announced.

1. **Interim Executive Director’s Report**

Ms. Iannucci provided an update on the state of the organization during this transition period, including check-ins with staff (direct reports and operational consultants) to assess needs across the Organization, determine priorities and immediate next steps and ensure that organization-wide leadership feels supported. Ms. Iannucci noted three (3) top priorities—(1) planning for the future (space, staffing and finances); (2) immediately stabilizing the operations team and (3) ensuring strong results this year. Mr. Renda provided insight on (3), too. Ms. Iannucci also presented an enrollment update. A discussion ensued.

1. **Finance Committee’s Report**

Mr. Rashid led a discussion on finances. The Finance Committee met this past Monday (November 18th). It was noted that the Harlem campus is over-enrolled by 11 students and the Bronx is currently under-enrolled by 42 students. Across both campuses on a combined basis, we were budgeted for 805 students and are currently at 799, so financially in a good place—we had projected a surplus of $850,000 and will now (without additional expense and excluding any temporary operational consultants) have a surplus of $650,000. Mr. Rashid also noted that the budget for this year will be revised based on student counts and staffing needs, and will also work to produce a budget for next year and update the 5 year budget. A discussion regarding finances ensued.

1. **Executive Session**

A motion was made by Mr. Hughes and seconded by Ms. Kavanaugh to enter into executive session to discuss employment matters and was unanimously approved. A motion was made by Mr. Schneider and seconded by Mr. Hughes to exit executive session and return to the general meeting and was unanimously approved.

1. **Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Rashid seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:33 pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, the duly qualified Secretary of Neighborhood Charter Schools, 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 November 20, 2019.

Dated: December 11, 2019