Neighborhood Charter Schools

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

December 11, 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, December 11, 2019 at 411 Wales Avenue, Bronx, NY. The meeting was called to order at 6:06 PM.

**Trustees Present in Person**:

Everardo Jefferson

Justena Kavanagh

Andrew Popper

Adam Rashid

Arthur Sadoff (by video conferene)

Cliff Schneider

Patricia Soussloff

Walter Rendon

**Trustees Absent**:

Gail Brousal

Derek Fleming

Brian Hamilton

Jefferson Hughes

Samantha Ramos

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Amanda Fuchs

Nicholas Carton

*Eight 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. Ms. Soussloff welcomed Analiza Wolf as the new NCS Executive Director.

1. **Approval of Minutes**

A motion was made by Ms. Kavanaugh and seconded by Mr. Popper to approve the minutes from the November 20, 2019 Board meeting and was unanimously approved.

1. **President’s Report**

Ms. Soussloff provided a brief update on the efforts to identify and secure additional real estate in Harlem. A brief discussion ensued.

1. **Executive Director’s Report**

Ms. Wolf gave a brief presentation (today is the end of her third day as Executive Director). Ms. Wolf will be meeting with staff, shadowing a student and speaking with families to phase-in to the role and in January, will give us a report on her findings.

1. **Presentation on High School Placement**

Amanda delivered a presentation on the status of scholars’ applications to high schools and support provided by the School (e.g. private sessions, individual outreach to parents, parent meetings, SHSAT Test Prep and Administration, etc.). Placements will be provided by the NYCDOE in March 2020. A discussion ensued.

1. **Chief of Schools Report**

Ms. Iannucci delivered a presentation of staff instructional roles and structure (current structure and latest thinking about revisions). Guiding theme is to have resources close to students and staff and staff close to children (working with students, reporting to the principals versus working on teams (e.g. math) that exist outside of the principal-based reporting structure). There are several issues with the current structure- overlaps in function and siloes by teams- and the plan is for these issues to be resolved with a new structure that shifts staff (teams) to be closer to students and teachers and reporting into principals so that the principals can be the instructional leaders of the Schools with these staff members reporting into them. A discussion ensued, as well as a discussion focused specifically on the benefits of a K-4 and 5-8 school-within-a-school structure. Information on staff morale efforts and enrollment numbers were also provided and discussed. Mr. Carton presented on the Harry Potter-esque division of schools onto houses (teams) and the many associated benefits and excitement amongst students, families and staff.

1. **Finance Committee**

Mr. Rashid presented on finance-related updates. The FY 2021 budget is already being prepared. Enrollment, the need for a new K-1 facility in Harlem and staffing needs are driving considerations.

1. **Executive Session**

A motion was made by Mr. Schneider and seconded by Ms. Soussloff to enter executive session to discuss employment matters.

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 7:38 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 December 11, 2019.

Dated: January 29, 2020