Neighborhood Charter Schools

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

January 29, 2020

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 691 St. Nicholas Avenue, New York, NY. The meeting was called to order at 6:07 PM.

**Trustees Present in Person**:

Gail Brousal

Brian Hamilton

Justena Kavanagh

Samantha Ramos

Adam Rashid

Cliff Schneider

Patricia Soussloff

Walter Rendon

**Trustees Absent**:

Derek Fleming

Jefferson Hughes

Andrew Popper

Arthur Sadoff

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

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.

1. **Approval of Minutes**

A motion was made by Ms. Kavanaugh and seconded by Mr. Rendon to approve the minutes from the December 11, 2019 Board meeting and was unanimously approved.

1. **President’s Report**

Ms. Soussloff noted that April 29th, NYSED will be visiting and wants to meet the Board at 5 pm. Ms. Soussloff shared out details regarding initial conversations with Public Prep re: the potential for partnering for a high school. To date (fiscal year), we have received $47,000 in donations. Mr. Rashid has informed Ms. Soussloff that he intends to step down from the Board at the end of the year.

1. **Executive Director’s Report**

Ms. Wolf presented on “day in the life” based on shadowing a 1st grader and an 8th grader as well as her listening tour with staff, students, parents and more. There are common themes that emerged re strengths: commitment to students, social/emotional and SPED support, the co-teaching model, science program and high-quality curriculum, as well as areas for growth (improvement): there are space constraints at 691 St. Nicolas (and this affects morale), some growing pains related to the structure and opening of NCS: Bronx (network located in Harlem), summer readiness and operational hiccups during summer 2019, new leadership, student culture in middle school and family engagement. Ms. Wolf also noted that while there is a lot going on and areas for growth, there is a lot to celebrate, and Ms. Wolf shared some strong feedback from NYSED. Ms. Wolf presented on the NCS vision, focused on “NCS ONE TEAM”, DEI, Systems and modeling for students. Ms. Wolf also led a discussion re: expanding Harlem facilities, working through operational changes (using Operations Scorecard) and the org chart, improving family engagement. Ms. Wolf also presented on current enrollment statistics and budget to actuals (general education/special education and ASD) and the budget planning process that will be utilized for next year.

1. **Bronx 1st Grade Differentiation**

Mr. Carton presented on 1st grade performance at NCS: Bronx and the reading deficits present. To address this issue, reading rooms were formed based on reading level and this provided the ability to provide 30 minutes of phonics and 30 minutes of guided reading. So far, this has resulted in significant growth. Mr. Carton also shared information regarding the new students that have joined the School in the past few weeks and how well they are assimilating into the School.

1. **Academic Data Update**

Ms. Iannuci provided an academic update. F&P data was reviewed from September through December and baseline assessments were discussed, as well as the schedule change that took effect before winter break where core subjects were moved all to the morning.

1. **Executive Session**

A motion was made by Mr. Schneider and seconded by Ms. Soussloff to enter executive session to discuss employment matters. A motion was made by Mr. Schneider and seconded by Ms. Soussloff to exit executive session. No votes were taken in executive session.

1. **Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:22 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 January 29, 2020.

Dated: February \_\_, 2020