Neighborhood Charter Schools

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

February 26, 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, February 26, 2020 at 411 Wales Avenue, Bronx, NY. The meeting was called to order at 6:08 PM.

**Trustees Present in Person**:

Gail Brousal

Everardo Jefferson

Justena Kavanagh

Andrew Popper

Adam Rashid

Cliff Schneider

Patricia Soussloff

Walter Rendon

**Trustees Absent**:

Derek Fleming

Brian Hamilton

Jefferson Hughes

Samantha Ramos

Arthur Sadoff

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Michael Renda

Laura Fennon

*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 also announced that Mr. Popper will be stepping off the Board at the end of this school year.

1. **Approval of Minutes**

A motion was made by Ms. Kavanaugh and seconded by Mr. Jefferson to approve the minutes from the January 29, 2020 Board meeting and was unanimously approved.

1. **Principal’s Report.** Michael Renda presented on “connecting to the mission of NCS” and shared several stories
2. **Executive Director’s Report.** Ms. Wolf delivered a presentation focused on NCS’ vision and priorities; facilities; operations; enrollment; diversity, equity and inclusion; adult culture and organizational restructure. It was noted that as of January 31, 2020, NCS is on budget for the Harlem Campus and 27 students short of budget for the Bronx Campus. With respect to applications for the 2020-21 school year, the Harlem Campus is doing quite well compared to the application target (including ASD applications). In the Bronx Campus, NCS is currently below the application target (including below the ASD application target) but the enrollment team is working hard on generating high quality applications (students who are likely to accept a seat at the Bronx Campus if they receive one). The OPS team mission was reviewed and an update was shared on the OPS structure, which focuses on getting more talent and resources closer to scholars (one example: the Chief of Staff role will become the DOO at the Harlem Campus). An OPS scorecard is produced monthly for review with the OPS team. Listening tours were done with families about likes and changes they would like to see at each campus and results were presented. Bronx Campus families reported that they are generally very happy and are interested in more extracurricular activities and stronger family communication. Harlem Campus families shared similar feedback and added they more facility space is desired, time for the PTA to meet and DEI education to be provided for students and families. A discussion ensued.
3. **Finance Report**

Mr. Rashid presented a report on finance. The finance committee met this past Monday and meetings are conducted on a monthly basis. A financial summary was presented and discussed.

1. **Academic Data Update**

Ms. Iannuci provided an academic update along with Ms. Fennon. ELA “dress rehearsal” data was presented and results are showing a slight increase over last year in most grades, with 6th grade having a large increase. With respect to instruction teams for next year, the major changes are moving to a K-4 principal and a 5-8 principal, and the next level of change (years to follow) will be to move the entirety of instructional teams transitioning to being school based. Mr. Renda co-presented along with Laura on ELA Mastery (NCS’s instructional program) for both NYS test prep and for improving the overall educational experience for students by teaching transferrable skills that building students up to be great readers and thinkers. A discussion ensued.

1. **Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Ms. Brousal seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:40 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 February 26, 2020.

Dated: March 25, 2020