Neighborhood Charter Schools

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

March 25, 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, March 25, 2020 via video and phone conference. The meeting was called to order at 6:03 PM.

**Trustees Present**:

Gail Brousal

Brian Hamilton

Jefferson Hughes

Everardo Jefferson

Justena Kavanagh

Andrew Popper

Samantha Ramos

Adam Rashid

Walter Rendon

Arthur Sadoff

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Derek Fleming

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Claire Henderson

Victor Rios

*Twleve 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 thanked the staff for the tremendous work they are doing to prepare for remote learning. Ms. Soussloff also noted that we will postpone our discussion re: Jennifer Lindsay as candidate for Board Trustee to the next meeting.

1. **Approval of Minutes**

A motion was made by Ms. Kavanaugh and seconded by Ms. Brousal to approve the minutes from the February 26, 2020 Board meeting and was unanimously approved.

1. **Executive Director’s Report & Academic Update.**

Ms. Wolf began by thanking the many staff members who are working hard behind the scenes to advance NCS. A video was shared re: students performing a dance for Black History Month using a Michael Jackson song with powerful lyrics and how this performance and NCS generally works towards implementing our vision and mission and diversity, equity and inclusion. A discussion ensued. Ms. Wolf presented on the information Coach Sean provided re: COVID-19 by preparing a video for students to understand more about the Virus. Thoughts about the potential impact (financial and communications with family wise) with school closed through at least April 20th and perhaps longer, what’s been done to date re: closing the campuses and how we plan for the future post-return to school were shared.

Ms Iannuci presented on the challenges with pivoting from regular school days to distance learning, including trying to determine what families required devices for remote learning. Surveys are being used as well as an email for a tech help desk where parents can reach out. Ms. Iannuci shared the on-line resources (e.g. Google Classroom, Seesaw, etc.) for students and families that will facilitate remote learning. A discussion ensued.

Ms. Wolf presented on plans for continuing to prepare the 2020-21 Budget and other 2020-21 planning despite COVID-19 related challenges.

With respect to 2020-21 enrollment, Ms. Wolf discussed how COVID-19 may impact enrollment (including without limitation ASD applications and how YAI being closed may affect enrollment) and applications as well as how the lottery process will work with schools closed. A discussion ensued. Current enrollment data and applications were shared and discussed.

With respect to facilities, as a result of the “listening tours” with families, it was clear that Harlem facilities are a concern. The current Mt. Zion tenant received NCS proposal for using a portion of the facility as of 2020-21, and the current tenant is OK with the NCS utilizing the top floor, subject to further understanding a few of NCS’ needs and plans for renovations. With respect to the Bronx, staff has spoken to Civic Builders and this summer, there will be discussions around amending the Lease to get FONCS in the mix to maximize property tax exemption and other benefits.

Ms. Wolf also presented on the 2020-21 calendar, which proposes to reduce the number of instructional days from 193 to 183 to increase professional development for staff and opportunities for staff to collaborate as well as take a much-needed break over the summer to maximize staff effectiveness as well as have regular weekly half-days (on per week). With respect to the half-days, there are efforts underway to identify ways to provide an after-school session. A discussion ensued.

***A motion was made by Mr. Rendon and seconded by Mr. Schneider to approve the proposed change to the number of days from 193 to 183 and have half-days on Friday and was unanimously approved.***

1. **Finance Report**

Mr. Rashid presented a report on finance and how are financial reserve will be helpful and is there to use if and when it is needed. A brief discussion ensued.

1. **Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Sadoff seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:34 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 March 25, 2020.

Dated: April 29, 2020