Neighborhood Charter Schools

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

May 27, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 27, 2020 via video and phone conference. The meeting was called to order at 6:04 PM.

**Trustees Present**:

Gail Brousal

Brian Hamilton

Jefferson Hughes

Everardo Jefferson

Justena Kavanagh

Andrew Popper

Adam Rashid

Walter Rendon

Arthur Sadoff

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Derek Fleming

Samantha Ramos

**Others in Attendance:**

Jennifer Lindsay

Analiza Wolf

Sarah Iannucci

*Eleven 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 Introduction of New York State Education Department Personnel for Mid-Term Review**

Ms. Soussloff began the meeting by introducing Kimberley Santiago and Sonia Park from NYSED’s Charter School Office. Ms. Santiago and Ms. Park introduced themselves to the Board and the Trustees introduced themselves to Ms. Santiago and Ms. Park. Ms. Santiago and Ms. Park presented on NCS’ performance under the Benchmark Framework and asked questions of the Trustees regarding the NCS Board’s performance and plans and how the Board receives information from NCS staff to perform its oversight duties and hold staff accountable. An interactive question and answer session ensued.

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

Ms. Wolf, Ms. Iannucci and Ms. Henderson joined the meeting after Ms. Santiago and Ms. Park concluded their agenda. Ms. Wolf began with “connection to the mission” by presenting a video from a middle school scholar, speaking about resilience. The Board then reviewed the NCS Mission. Ms. Wolf then presented an updated on Covid-19 effects on NCS operations and plans for in-person instruction should NCS be able to resume operations without our facilities in the fall. Ms. Iannuci presented on the two potential models that NCS may adopt in the fall- (1) full remote learning; or (2) simultaneous remote and in-person learning.

Ms. Wolf then presented on operations and enrollment:

On the operations front, questions regarding how to return technology, teachers closing their classrooms for one year and receiving materials for the next and organizing NCS facilities are under discussion along with Ms. Smith and DOOs. ON the technology front, NCS continues to invest in technology for scholars to learn form home. 100% of NCS scholars now how technology, 40% of which is provided by NCS, with a plan for each NCS scholar to have technology provided by NCS.

With respect current enrollment, enrollment and attendance during the pandemic remains steady. With respect to enrollment for FY 21, the lottery was effectively run, there is good tracking on completing enrollment and tracking the waitlist and YAI has reopened, helping to evaluate students for ASD placements. In the Bronx, there is a target enrollment of 202. The Operations team has targeted an enrollment of 213. In Harlem, budget is for 441 seats, operations team has targeted and enrollment of 467. Completion of registrations and management of the waiting list is being closed monitored and managed and the numbers show that we are in good shape. A discussion ensued.

Ms. Wolf presented an updated on the potential deal for space within Mt. Zion for the 2020-21 and 2021-22 school year. A discussion ensued. Ms. Wolf also presented on Wales Avenue and the co-tenant leaving and joining the space, as planned.

1. **Finance Report**

Ms. Wolf and Mr. Rashid presented on the FY 21 collaborative budget creation process and the timeline to approve same. Ms. Wolf also presented on the proposed plan for salary increases for FY 21 and how they are affordable while considering a Covid-19 contingency, potential reduction in FY 20 bonuses and reduction of other expenses. A discussion ensued.

A motion was made by Mr. Hughes and seconded by Mr. Jefferson to approve a 3% salary increase for FY 21 and the motion was unanimously approved.

 Ms. Wolf also noted that the 990 has been approved and will be signed by Ms. Smith.

 Ms. Wolf noted that with respect to the Sublease for 691 St. Nicholas, FONCS will be due payment for certain expenses that it covered on NCS’ behalf that exceed the rent paid to FONCS as a result of a sublease rent schedule that didn’t include all expenses that were to be paid for by NCS.

1. **Approval of April 2020 Minutes**

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

1. **Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Hughes seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:55 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 May 27, 2020.

Dated: June 17, 2020