Neighborhood Charter Schools

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

September 30, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on September 30, 2020 via video and phone conference. The meeting was called to order at 6:02 PM.

**Trustees Present**:

Gail Brousal

Everardo Jefferson

Brian Hamilton

Jefferson Hughes

Walter Rendon

Arthur Sadoff

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Derek Fleming

Justena Kavanagh

Samantha Ramos

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Ariel Ortiz

Loretta Kleinberg

Michael Renda

Wylie Fennell

Michelle Rumph

Jennifer Lindsay

Heidi Baker

Andrea D.

Lauren Carey

*Eight of the Eleven 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 invited public comments and none were received.

1. **Approval of August 2020 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Schneider to approve the August 2020 Board meeting minutes and was unanimously approved.

1. **Connection ot the Mission.** Ms. Wolf introduced Ariel Ortiz, Assistant Principal. Ms. Ortiz presented on her background, experience at NCS and her current role and the programming that NCS is offering to cultivate extraordinary experiences for children.
2. **Executive Director’s Report.**
	1. **DEI History/Science Highlight**. Ms. Wolf presented more information on NCS’s DEI efforts. Ms. Kleinberg was then introduced to provide updates on additions to the curriculum that were made to include DEI-related initiatives as well as current events. A video of students debating a matter was shared an an exemplar. A video was also shared about interviewing primary sources and details were shared about future student projects re: same.
	2. **Fall Remote Program**. Ms. Iannucci presented on some wins so far this year in this fully-remote setting, highlighted by the partnership with families, who continue to provide important and helpful feedback. On the challenges/areas to improve front, some of the technology platforms (e.g.sign-ins, assessments, etc.) are a work in progress. Changes have been made to the schedule to move core subjects to the beginning of the day to maintain student attention. On the professional development front, focus is in skill building related to keeping students engaged in remote instruction.
	3. **Operations: Enrollment, Facilities, Finance, Data Privacy.** Ms. Wolf presented on enrollment registration, noting that in the Bronx, there is a bit of a cushion (a few students over budgeted enrollment) and there’s an effort to continue to enroll. In Harlem, overall enrollment is 42 over budget; however, there’s a shortfall of 11 ASD students from the budgeted number. This metric is being monitored and efforts continue to fill open ASD seats. Ms. Wolf presented a budget update and unexpected costs since the FY 21 Budget was approved—approximately $454,000 to $654,000 (real estate taxes, PPE supplies, Pandemic-related equipment and staff). There are potential savings of roughly $469,000 that may help offset these additional expenses (CARES Act credits, not backfilling certain positions, etc.). A Data Privacy Policy to comply with Ed Law Section 2d and the NYSED Commissioner’s Regulations were presented. A discussion ensued.
		1. **Data Privacy Policy Approval. A motion was made by Mr. Hughes and seconded by Mr. Renda to approve the Data Privacy policy and was unanimously approved.**
	4. **Fall Board Planning**. On October 14th, there will be a meeting with Abacus to engage in strategic planning around organizational risks, staffing plans, etc., with a goal of having a finished product by the December Board meeting.
3. **Harlem Middle School Program.** Ms. Ortiz presented on how staff worked to provide an effective remote instruction-based model for middle school students. A discussion ensued.
4. **Executive Session**. A motion was made by Mr. Hamilton and seconded by Ms. Brousal to enter into execution session to discuss specific personnel issues and was unanimously approved. A motion to exit executive session was made by Mr. Schneider and seconded by Mr. Jefferson and unanimously approved. No votes were taken in executive session.
5. **Adjournment**

There being no further business, Mr. Schneider moved to adjourn and Mr. Jefferson seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:25 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 September 30, 2020.

Dated: October 28, 2020