Neighborhood Charter Schools

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

October 28, 2020

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on October 28, 2020 via video and phone conference. The meeting was called to order at 6:04 PM.

**Trustees Present**:

Gail Brousal

Wylie Fennell

Derek Fleming

Everardo Jefferson

Jefferson Hughes

Jennifer Lindsay

Justena Kavanagh

Walter Rendon

Arthur Sadoff

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Brian Hamilton

Samantha Ramos

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Michael Renda

Michelle Santos

Morgan Jenkins

Michele Rumph

Victor Rios

Heidi Baker

Natashe Ruffin

Andrea D.

Licelot Jacquez

*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 Public Comment.**

Ms. Soussloff invited public comments and none were received. Ms. Soussloff noted that we will shortly undertake our annual fundraising appeal. Ms. Soussloff also thanked staff for facilitating classroom visits.

1. **Approval of September 2020 Minutes.**

A motion was made by Mr. Sadoff and seconded by Mr. Jefferson to approve the September 2020 Board meeting minutes and was unanimously approved.

1. **Connection ot the Mission.** Ms. Wolf introduced Michelle Santos (Director of Operations for NCS-Harlem Elementary) for the connection to the Mission. Ms. Santos presented her leadership story, focused on her background, experience and role at NCS.
2. **Executive Director’s Report.**
	1. **Enrollment**. Ms. Wolf presented enrollment levels at NCS- Harlem and NCS- Bronx.With respect to student count, Bronx is on target for its budgeted enrollment in both total number and ASD seats. In Harlem, NCS is enrolled above its budgeted enrollment but slightly below ASD budgeted enrollment. With respect to attendance, numbers continue to be in the high nineties each day.
	2. **Operations Scorecard**. Ms. Santos presented each campus’s operational goals for each month and whether the goal has been met, is approaching the level of being met or needs improvement. Some highlights: attendance, events, compliance and remote supplies. Some areas of growth: free or reduced lunch form collection, immunizations and documents from families. Ms. Santos noted that directors of operations at each campus complete the Operations Scorecard each month, which is then reviewed with Ms. Wolf and operations staff to work to improve and strive for operational excellence each month.
	3. **Finance**. Ms. Wolf provided an update on finances. With respect to the audit, MMB LLP presented the FY 20 final audited finances at the October Finance Committee Meeting. There are no significant findings or issues. The auditors did recommend updating Financial Policies and Procedures (“FPPs”) to align with current policies and internal controls (suggested changes were focused titles of team members and expense approval thresholds) . Mr. Rendon also presented on feedback received from the auditors, which was all positive. Ms. Wolf noted that we are currently $700,000 ahead of our budgeted revenue which is a result of certain grants received in connection with PPE and other pandemic-related expenses, enrollment that is over budget as well as certain staff positions that have not been backfilled. Ms. Wolf noted that she hopes to pay out bonuses for this year, while still having the cushion to operate conservatively given the uncertainty around per pupil funding. Ms. Wolf presented on the use of Abacus and next steps regarding same.

**MOTIONS:**

* + - 1. **FPPs.** A motion was made by Mr. Schneider and seconded by Mr. Hughes to approve the proposed amendments to the FPPs and was unanimously approved.
			2. **FY ’20 Audit**. A motion was made by Ms. Brousal and seconded by Mr. Jefferson to approve the FY ’20 Audit and was unanimously approved.
	1. **Family Feedback**. Ms. Iannucci presented on the current status of family satisfaction with remote learning (80+ are satisfied with remote learning and social-emotional support provided to students).
	2. **A day in the life of an NCS K-4 Virtual Scholar**. Mr. Renda presented on the goals of remote learning and a day in the life of a scholar learning via remote instruction. A discussion ensued.
	3. **Remote v. Hybrid Planning**. Ms. Wolf noted that by December 1st, NCS plans to confirm whether or not remote learning will continue as of January 1st or if hybrid learning will be implemented. NCS continues to receive feedback from families and will update the Board further at the November Board meeting.
1. **Diversity, Equity and Inclusion Presentation.** Dr. Jenkins delivered a presentation and facilitated a discussion on NCS’ DEI efforts.
2. **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 7:59 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 October 28, 2020.

Dated: November 18, 2020