Neighborhood Charter Schools

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

February 24, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on February 24, 2021 via video and phone conference. The meeting was called to order at 6:02 PM.

**Trustees Present**:

Gail Brousal

Brian Hamilton

Jefferson Hughes

Everardo Jefferson

Justena Kavanagh

Jennifer Lindsay

Walter Rendon

Arthur Sadoff

Samantha Ramos

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Derek Fleming

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Michelle Rumph

Michael Renda

Loretta Kleinberg

Morgan Jenkins

Ms. Ringel

Ariel Ortiz

Coach Sean

Mrs. Stotsury

Lauren Carey

Ms. Pierre

Alexcia Daniels

Jasmine Keitt

Mr. Wendler

Marsha Dupiton

Jenny Buck

*Eleven of the twelve 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, Public Comment & Connection to the Mission.**

Ms. Soussloff welcomed everyone to the Board Meeting, invited public comments and none were received. Ms. Soussloff noted that we would begin the meeting with the 2nd of four sessions on DEI with Dr. Jenkins. Ms. Wolf led the Trustees and others present through the Connection to the Mission through a video presentation and reading of NCS’ vision and priorities.

1. **DEI Workshop, Part II**

Dr. Jenkins lead the Board and others present through the 2nd part of the DEI Workshop, including a breakout session. The Board and staff shared thoughts on the goals of the session and a discussion ensued.

1. **Executive Director’s Report.** 
   1. **Enrollment**. Ms. Wolf presented an enrollment update which continues to on target for both Harlem and Bronx campuses, noting that even though we are slightly below budget in the Bronx by a few students (general education and ASD program), overall as an organization, we are on strong footing. With resepct to 2021-22 enrollmnent, we are below where we were last year because of remote-only enrollment efforts this year; however, there are good indication tht we will hit our enrollment targets based on demonstrated demand for seats.
   2. **Finance**. Ms. Wolf presented a financial summary, highlighting that we are projecting a surplus of north of $1.6 Million as a result of receipt of certain grants, being mindful of expenses, not backfilling staff positions that were left open and some Covid-releated expense savings. Mr. Rendon offered that Ms. Rumph’s performance is a major reason as to why we are in a strong financial position this year.
   3. **FY 22 Budget Process Update**. Ms. Wolf noted that the draft FY 22 budget will be prepared, shared with the Board for discussion at the May Board Meeting and then put before the Board at the June Board Meeting for approval.
   4. **Facilities Update**. Ms. Wolf presented an update on the facilities plan. Moving forward with a short (~5 year) term lease at Mt. Zion provides NCS with the opportunity to engage in long-term planning while at the same time provide NCS with much-needed additional space by expanding the Harlem Campus. NCS conducted a survey, and north of 75% of families and staff are happy about the potential for expanding the Harlem campus by adding Mt. Zion as a facility.
      1. **A MOTION was made by Ms. Brousal and seconded by Mr. Sadoff to approve the Mt. Zion lease transaction based on the term sheet discussed and delegate authority to Ms. Soussloff, Ms. Wolf and Mr. Schneider to complete the Lease consistent with such terms (including minor modifications thereto) without further Board action. The motion was unanimously approved.**
      2. **A MOTION was made by Ms. Kavanaugh and seconded by Mr. Jefferson to approve a request to NYSED for a non-material revision to the NCS Harlem charter to relocate the lower school grades to Mt. Zion and was unanimously approved.**
2. **Approval of January 2021 Minutes**. A motion was made by Mr. Rendon and seconded by Mr. Jefferson to approve the January 2021 minutes and was unanimously approved.
3. **Executive Session**. A motion was made by Mr. Sadoff and seconded by Mr. Jefferson to enter into executive session to discuss a confidential employment matter and was unanimously approved. A discussion ensused. No votes were taken in executive session. Ms. Brousal moved and Ms. Kavanaugh seconded a motion to exit executive session and the motion was unanimously approved.
4. **Adjournment**

There being no further business, Ms. Brousal moved to adjourn and Ms. Kavanaugh seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:54 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 Februaruy 24, 2021.

Dated: March 31, 2021