Neighborhood Charter Schools

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

April 28, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 28, 2021 via video and phone conference. The meeting was called to order at 6:02 PM.

**Trustees Present**:

Gail Brousal

Jefferson Hughes

Justena Kavanagh

Jennifer Lindsay

Walter Rendon

Cliff Schneider

Patricia Soussloff

**Trustees Absent**:

Brian Hamilton

Everardo Jefferson

Samanta Ramos

Arthur Sadoff

Wylie Fennell

**Others in Attendance:**

Analiza Wolf

Sarah Iannucci

Michael Renda

Michelle Rumph

Jenny Buck

Coach Sean

Ms. Vega

Marsha Dupiton

Heidi Baker

Loretta Kleinberg

Mrs. Fennon

Ms. Pierre

Stephanie Hubbell

*seven 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 and Public Comment.**

Ms. Soussloff invited public comments and none were received.

1. **Approval of March 2021 Minutes.**

A motion was made by Mr. Hughes and seconded by Mr. Rendon to approve the March 2021 Board meeting minutes and was unanimously approved.

1. **Nominating and Governance Committee Report.**

Ms. Soussloff presented Stephanie Hubbell and Heidi Baker as candidates for nomination to the Board. **The following motion was made by Mr. Schneider and seconded by Mr. Hughes and was unanimously approved**:

*The Neighborhood Charter Schools’ Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to elect Stephanie Hubbell and Heidi Baker as a members of its Board of Trustees, with a term expiring on the Annual Meeting in June  2024, pending approval by NYSED. The resolution approving Stephanie Hubbell and Heidi Baker is adopted upon NYSED’s approval.*

Ms. Soussloff noted that Trustee Derek Fleming will be resigning from the Board given personal and professional responsibilities, with the hope that he will be able to return as a Trustee in the future.

1. **BOARD ACTION:** Change of Ms. Wolf’s title. In order to more accurately reflect Ms. Wolf’s job duties and positioning within NCS, it has been proposed that Ms. Wolf’s title be changed from Executive Director to Chief Executive Officer. **A motion was made by Mr. Hughes and seconded by Mr. Rendon and unanimously approved.**
2. **Connection ot the Mission.** Ms. Wolf led the Board through a connection to the NCS Mission; the vision and priorities were read aloud.
3. **Executive Director’s Report.** 
   1. **Operations: Enrollment, Attendance, Finance, Facilities, Charter Renewal.** 
      1. **Spring 2021 Programs**. Ms. Iannucci provided an update on the launch of in-person programs.

* + 1. **Fall 2021 Plans**. Ms. Iannucci presented the fall 2021 forecast and NCS’ current efforts to design the fall program. Provided that the three (3) feet social distancing guidelines, there is sufficient physical space for all students to be present for five (5) days per week in-person instruction.
    2. **Testing.** Ms. Iannucci presented an update on NYS testing and a look ahead.
    3. **Presentation—A Day in the life of a NCSH K-5 In-Person Scholar.** Mr. Renda presented on life of an in-person scholar. A discussion ensued.
    4. **Enrollment.** FY 21 actual enrollment versus target enrollment remains consistent with previous months (overall, above budget). Applications for FY 22 continue to roll in, though while below targets, strong number of enrollment applications continue to be received from current NCS students’ siblings. Of note—the waitlist for NCS Harlem Kindergarten is north of 3,000.
    5. **Attendance**. Remains stable and strong, both in person and remote.
    6. **Finance**. NCS continues to project a FY 21 surplus—updated projection $1.493 Million. The FY 22 budget approval timeline was again reviewed (unchanged from last month).
    7. **Facilities.** Ms. Wolf noted that the Lease for Mt. Zion has been executed and NYSED final approval is eminent. Renovations are scheduled to begin shortly and should go smoothly for a July 2021 move-in.

1. **Adjournment**

There being no further business, Mr. Schneider moved and Mr. Rendon seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 6:58 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 April 28, 2021.

Dated: May 26, 2021