

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board of Trustees**  
June 23, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on June 23, 2021 via video and phone conference. The meeting was called to order at 6:03 PM.

**Trustees Present:**

Heidi Baker  
Gail Brousal  
Brian Hamilton  
Stephanie Hubbell  
Everardo Jefferson  
Justena Kavanagh  
Samantha Ramos  
Walter Rendon  
Arthur Sadoff  
Patricia Soussloff

**Trustees Absent:**

Wylie Fennell  
Jefferson Hughes  
Cliff Schneider

**Others in Attendance:**

Analiza Wolf  
Sarah Iannucci  
Loretta Kleinberg  
Laura Fennon  
Marsha Dupiton  
Ariel Ortiz  
Morgan Jenkins  
Sean Edwards  
Junie Pierre  
James Weindler  
Rachel Stotsky

*Ten of the thirteen seated Trustees were in attendance and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.*

**Welcome and Public Comment.**

Ms. Soussloff invited public comments and none were received.

**Approval of May 2021 Minutes.**

A motion was made by Mr. Sadoff and seconded by Mrs. Kavanagh to approve the May 2021 Board meeting minutes and was unanimously approved.

### **Farewell**

Ms. Iannucci, Chief of Schools, is resigning her position; she spoke of her time at NCS. Ms. Soussloff conveyed the Board's gratitude for Ms. Iannucci's superb contributions to NCS.

### **Graduation**

Ms. Wolf showed pictures of NCSH eighth grade graduation. She mentioned that Regent Mead had attended the graduation ceremony.

### **President's Report**

#### **Re-Election of the Board Members with terms expiring**

The following Board members were up for re-election: Gail Brousal, Jefferson Hughes, Justena Kavanagh, Walter Rendon and Cliff Schneider. They were unanimously re-elected.

#### **Election of Officers.**

President	Patricia Soussloff
Vice President	Jefferson Hughes
Treasurer	Walter Rendon
Secretary	Cliff Schneider

All officers were elected by unanimous vote.

#### **Composition of Committees.**

<b>Finance</b>	Walter Rendon, Chair Wiley Fennell Heidi Baker Patricia Soussloff
<b>Accountability</b>	Gail Brousal, Chair Justena Kavanagh Heidi Baker Stephanie Hubbell
<b>Governance</b>	Patricia Soussloff, Chair Everardo Jefferson Stephanie Hubbell Walter Rendon
<b>Evaluation</b>	Cliff Schneider, Chair Brian Hamilton Patricia Soussloff Jefferson Hughes

All committees and committee chairs were unanimously approved.

Fundraising will be *ad hoc* rather than a standing committee.

Further, at the suggestion of Ms. Baker, the Board will establish a Community Relations Task Force.

Ms. Soussloff reminded Board members to submit their Conflict of Interest forms.

### **Chief of School's Report**

Ms. Iannucci spoke of the strong performance despite the constraints of remote learning. The ELA exams showed equal if not superior performance compared to the last in-person data in grade 3 through 8. Lower School mathematics was another area of great strength.

Ms. Iannucci alluded to the high school placement results as Ms. Ortiz had debriefed the Board at the May 26, 2021 meeting.

The results of the Regents examinations show that 69% of the students passed the Algebra examination, and 66% of the students passed the Living Environments exam.

Going forward NCS will strengthen its DEI curricula and supports, build strong social and emotional programs and keep academic content high even with the gaps students have because of this Covid year.

While discussing student achievement, Ms. Kleinberg reminded the Board that the both science and history met only twice weekly and will meet more frequently next school year; Ms. Iannucci confirmed.

**Fall 2021 Plans.** Covid protocol: Students will be separated by three feet in the classroom, six feet during physical education and lunch. There will be daily screenings, temperature scans, and random tests for 20% of scholars and staff.

From August until January in-person classes will meet 5 days per week! There will be a remote option for a small group of students. Students in grades 1 and 2 will be taught by one teacher; students in grades 3 and 4 will be taught by one teacher. Students from the Bronx and Harlem campuses will be combined (30 per class) for these remote classes. Middle Schoolers will live stream their classes. From January to June, all classes will be fully in person. A small afterschool program will be offered.

### **Executive Director's Report**

**Enrollment.** Concerns raised at the May meeting about enrollment have been greatly ameliorated by a very strong month of activity for both campuses, and for the ASD population. NCS is at or close to goal for enrollment in all grades.

### **Connection to Mission**

The Mission and Vision of NCS were read.

**Finance.** This year ended with a net income of \$1,450,000. The budget for FY2022 projects a \$400,000 surplus. Mr. Sadoff moved to accept the budget, Mrs. Kavanagh seconded the motion; the budget was approved.

**Audit.** Ms. Wolf and Mr. Rendon presented on finance. NCS continues to project an FY21 surplus and positive net cash flow.

Audit update:

NCS is continuing auditing services with Mengel Metzger Barr & Co (MMB). The interim audit was conducted in June. The auditors reviewed student files, HR files, and financial records to ensure proper internal controls and compliance.

The final audit for the fiscal year ending 6/30/21 will happen in September. The auditors will review and test final closed numbers to ensure everything is booked correctly and generate audited financial statements for Board approval in October.

FY22 Budget for Board approval:

The 2nd draft of the fiscal year 2022 Budget has been prepared and reviewed by the Finance Committee. Analiza shared highlights with the Board. The FY22 Budget is projecting a net income of \$383k. A motion was made to approve the FY22 Budget and was unanimously approved.

Final FY21 Audited Financial Statements due to NYSED on November 1.

### **Staff Handbook**

Changes were proposed regarding parental leave, dress code and PTO. Discussion ensued. Ms. Brousal moved to accept the changes to the Staff Handbook, Mr. Sadoff seconded the motion. The motion passed with one abstention.

**NCS Renewal Application for Harlem.** Ms. Wolf said that the presence of Regent Mead at NCSH graduation ceremony was a sign of support. The application is due on August 16, 2021. Susan Campbell, a consultant from Achievement First will be working on the application, with assistance from Ms. Iannucci who will also be a consultant.

Ms. Wolf advised the Board that Lindsay Malanga had been hired as the new Chief of Schools after a search that began in-house and then expanded. Ms. Malanga will begin after July 4, 2021.

**Executive Session.** A motion was made by Mr. Sadoff and seconded by Ms. Brousal to enter into executive session to discuss a confidential employment matter, and was unanimously approved. The following Trustees attended the Executive session:

Heidi Baker, Gail Brousal, Stephanie Hubbell, Everardo Jefferson, Justina Kavanagh, Samantha Ramos, Arthur Sadoff and Patricia Sousloff. No votes were taken in executive session.

**Adjournment.** There being no further business, Ms. Kavanagh moved and Mr. Sadoff seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:42 PM.

Respectfully submitted,

Gail Brousal, Trustee

I, Gail Brousal, a duly qualified Trustee of the 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 June 23, 2021.

Dated: July 2, 2021