

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
November 17, 2021

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on November 17, 2021 at 411 Wales Avenue, Bronx, New York. The meeting was called to order at 6:02PM.

Trustees Present:

Heidi Baker
Wylie Fennell
Stephanie Hubbell
Jefferson Hughes
Everardo Jefferson
Justena Kavanagh
Samantha Ramos
Walter Rendon
Cliff Schneider
Patricia Soussloff

Trustees Absent:

Gail Brousal
Brian Hamilton

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Martha Vega
Jennifer Manning
Josefina Urbaez
Derika Newman

Ten 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.

2. Approval of August & October 2021 Minutes.

Ms. Kavanaugh and Ms. Baker made a motion to approve the August 2021 Board meeting minutes and the motion was unanimously approved; Mr. Schneider and Ms. Hubbell made a motion to approve the October 2021 Board meeting minutes and the motion was unanimously approved

3. President's Report.

- a. **NCS-Harlem Charter Renewal.** Ms. Soussloff and Ms. Malanga reported on renewal application, noting that Regent Meade will be visiting the School on December 7th.
 - b. **Annual Fundraising Efforts.** Letters will be distributed by NCS (and for parents, by the PA) to request donations—this will kick-off right after Thanksgiving. NCS' goal is to generate \$100,000 in donations. Ms. Soussloff reminded Trustees that any amount of money is appreciated and is part of the requirements of a Trustee.
 - c. **Amendment to 691 St. Nicholas Lease.** A balance of \$212,616.62 of the Construction Contribution to which NCS is entitled to receive under the Lease remains outstanding, and the Landlord has shared that it is not able to return the Balance at this time due to internal dynamics between partners. Rather than engage in formal dispute resolution, it was suggested- and NCS leadership agrees- that it is in the best interest of NCS to extend Landlord's time to return the Balance over a period of ten years, and memorialize this agreement in an amendment to the Lease. **A motion to approve the Amendment was made by Mr. Schneider and seconded by Ms. Kavanaugh and was unanimously approved.**
4. **ENL Program Presentation.** Jennifer Manning (Director of Special Populations) and Martha Vega (Harlem ENL Program Specialist). Ms. Manning and Ms. Vega provided an overview of how ENL students are identified, curriculum is delivered, services are received, the program is staffed, parents and families are engaged (including in languages other than English) statistics regarding the ELL population in New York State. A discussion ensued.
5. **Executive Director's Report.** Ms. Malanga presented an overview all of the ops-focused successes and changes in Covid-19-related policies. Ms. Malanga discussed the open search for a Managing Director of Operations to support the Network's efforts. With respect to academics, ELA assessments were completed and overall (across all grades), 42% of NCS students scored "proficient". Math internal assessments were taken this month and data will be presented at the next Board meeting. A discussion ensued regarding the design of assessments and historical data and the need for changes to both. Enrollment continues to increase—we are up to 634 at Harlem and 890 overall across both NCS Schools; the plan is to stop enrolling for the 21-22 school year on December 17th and thereafter, turn attention to 22-23 recruitment. Average daily attendance has gone up and is now at 92% as of November 9th. A discussion ensued re: information being provided to families re: the vaccine for students, the modified quarantine

procedures and what instruction and services are provided to students who are quarantined. With respect to NCS' hiring process, the principals, HR and Ms. Malanga met to discuss hiring strategies. NCS' website will be reskinned and the NCS logo redesigned. With respect to the Mt. Zion location, work continues to get the C of O and fire inspection finalized. Ms. Malanga noted that she hosted a "Coffee and Conversation" with families at the end of October, and principals will be doing this going forward on a bi-weekly/monthly basis. Ms. Malanga shared that an NCS promotional video is being produced (parents, teachers and students were interviewed) and in early December, all NCS staff will engage in a DEI-focused PD session.

- 6. Treasurer's Report.** Mr. Rendon reported on the Finance Committee's meeting which was great, with notes that NCS is in a strong financial position, there are new hires on the horizon that NCS is looking to make that are affordable under the budget and the option to purchase the leasehold interest at 411Wales was discussed.

7. Adjournment

There being no further business, Mr. Schneider moved and Ms. Kavanaugh seconded a motion to adjourn the meeting which was unanimously approved. The meeting was adjourned at 7:17 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 November 17, 2021.

Dated: December 15, 2021