

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
April 26, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 26th, 2023, at 411 Waleas Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:04 PM.

**Trustees Present in Person:**

Heidi Baker  
Walter Rendon  
Patricia Soussloff

**Trustees Present by Video:**

Wylie Fennell  
Stephanie Hubbell  
Cliff Schneider  
Everardo Jefferson

**Trustees Absent:**

Justena Kavanagh

**Others in Attendance:**

Michelle Rumph  
Michelle Santos  
Alison Rosnick  
Michael Renda  
Nicholas Carton  
Jennifer Manning

Seven (7) of the eight (8) seated Trustees were in attendance in person or by video and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

**1. Welcome and Public Comment**

Ms. Soussloff began the meeting and invited public comments. No comments were received.

**2. Approval of Minutes**

Ms. Soussloff reminded the Board that Ms. Gail Brousal had resigned from the NCS Board of Trustees “at the end of the year” in Fall 2022. She clarified that Ms. Brousal’s resignation was effective December 2022 and not in June 2023 as was previously understood.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the minutes from the February 15, 2023 Board meeting with an amendment reflecting Ms. Brousal's resignation as of December 2022 and was unanimously approved.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the minutes from the March 29, 2023 Board meeting with an amendment reflecting Ms. Brousal's resignation as of December 2022 and was unanimously approved.

## **0. President's Report**

Ms. Soussloff reported on the progress of the Mt. Zion lease surrender. As of today a charter school that had expressed interest in leasing the Mt. Zion space for one year has decided not to pursue the option. NCS will move forward in finalizing and tendering its surrender agreement. NCS will be responsible for the rent owed for the 3 years remaining on the lease and will receive reimbursement if Mt. Zion locates a new tenant for any portion of that time. The option of NCS retaining a broker to help Mt. Zion find a new tenant was discussed for the potential of obtaining some reimbursement on the cost of terminating the lease.

## **1. Executive Committee Report**

-- Executive Director Search: Ms. Rosnick provided an update on the process of hiring a new Executive Director for NCS. The goal is to offer the position and fill it before July 1, 2023. Edgility Consulting has put together a selection of 10+ candidates for consideration by the Search Committee from resumes they have received. Most candidates have experience working in charter schools. Each candidate will do a video interview that will be followed by a telephone interview with a member of the search team at Edgility. The Search Committee will select semifinalists to interview via Zoom. The finalists will be selected by the next Board of Trustees meeting at the end of May.

As part of the search Edgility conducted a stakeholder survey about NCS and the Executive Director role. A discussion on the findings ensued.

-- Autism *Acceptance* Month: Ms. Manning explained that NCS has made the decision to celebrate "acceptance" instead of "awareness" based on the discussions taking place in the Autistic community and school lobbies were decorated with rainbows and infinity symbols to represent the full spectrum and diversity within autistic people. Spirit Week is being held this week, leaders have been going into K-2 classrooms as guests to read alouds of different books that promote the themes of acceptance, celebration, and understanding of differences and neurodiversity. Teachers have been using morning meetings and choice time to celebrate neurodiversity. In addition, Ms. Manning presented information on the subjects that are taught by grade in Social Club as part of the ASD program and on topics that have been addressed during the ASD Parent Support Group meetings.

-- Enrollment: Ms. Santos reported that the lottery for SY 23-24 took place on April 10. NCS is on track to fill all Gen Ed Kindergarten seats and is working to fill seats in the upper grades. There are 4 seats in the ASD program accepted for Kindergarten in Harlem and 6 seats in the Bronx, with more applications on the pipeline at both campuses.

## **2. Treasurer's Update**

Mr. Rendon reviewed the FY23 Budget that is now locked in for the year. Current liquidity and debt ratios are strong, representing a good financial standing. NCS has a projected 3.3 months/101 days of cash on hand, and we will continue to review expenses and update projections for potential savings and adjustments for the remainder of FY23. Next month's financial report will include the Mt. Zion lease buyout assumptions. Finally, the proposed FY24 Budget will be presented to the Board for a first look and preapproval at the May meeting.

## **3. Board of Trustees Membership**

Ms. Sousloff provided a reminder that we need 2 or 3 more people to join the NCS Board of Trustees to fill seats that are now open as a result of resignations.

## **4. Adjournment**

There being no further business, Mr. Rendon made a motion which was seconded by Mr. Schneider, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:53 pm.

Respectfully submitted,

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Heidi Baker

I, Heidi Baker, the duly qualified Secretary of Neighborhood Charter Schools, a New York education corporation, do hereby certify that I reviewed 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 26, 2023.

Dated: April 26, 2023