

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
May 31, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 31st, 2023, at 691 St. Nicholas Avenue, New York, New York 10030, and via video. The meeting was called to order at 6:07 PM.

Trustees Present in Person:

Heidi Baker
Justena Kavanagh
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Everardo Jefferson
Cliff Schneider

Trustees Absent:

Wylie Fennell
Stephanie Hubbell

Others in Attendance:

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

Six (6) 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

A motion was made by Ms. Baker and seconded by Mr. Schneider to approve the minutes from the April 26, 2023 Board meeting and was unanimously approved.

0. President's Report

Ms. Soussloff discussed the preparation that will be taking place for the end of year Board of Trustees meeting in June that includes committee assignments and the distribution of the self-evaluation tool for Trustees to complete. The responses to the self-evaluation tool will also be provided to the Trustees for review and make changes as needed.

1. Executive Director Search

Ms. Rosnick provided an update on the process of hiring a new Executive Director for NCS. We are on track with the schedule set up for the search, having just wrapped up interviews with the semifinalists. The Search Committee met with a really strong group of candidates and earlier today narrowed down the pool to three, potentially four finalists. Interviews with the chosen finalists are scheduled for next week on Tuesday, Wednesday and Thursday and will include a time for each to meet with the Board of Trustees. Each finalist will visit the schools in Harlem and the Bronx and speak with six groups of stakeholders during the day. The school portion will end by 3:00 or 4:00 pm, then they will meet with the Trustees between 6:00 and 7:30 pm via Zoom. Parent meetings with a different finalist will take place on Zoom at the same time as the Trustees meet with the finalist that toured the schools earlier in the day.

For their meetings with the Trustees, the finalists have been asked to put together a presentation with their vision and strategy for NCS for the next year using high level data that has been provided to them. The meetings will be led by Edgility. Information on the finalists will be distributed to the Trustees by tomorrow.

A motion was made by Ms. Kavanagh and seconded by Mr. Jefferson to give authority to Ms. Soussloff and Mr. Schneider to extend and negotiate an offer for the position of Executive Director of NCS to the chosen finalist within the salary range posted for the job and was unanimously approved.

2. Mt. Zion

Ms. Soussloff reported that we are still waiting to hear from Mt. Zion's attorneys on the proposed lease surrender, in which NCS will be responsible for the rent owed for the 3 years remaining on the lease and will be surrendering all rights and not retaining any obligations to the property. 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.

3. Executive Committee Report

-- Staff Appreciation Week: Ms. Santos provided a description of the events that took place at NCS to celebrate the staff. These included food trucks, a barista serving specialty coffee, dress down days, and gift card raffles. Scholars wrote thank you notes.

The Parent Association in Harlem provided tumblers, a gift card and a scratch off to win 2 hours of PTO and in the Bronx they provided pastries, fruit platters and thank you cards.

-- Computer Based Testing: Mr. Renda and Mr. Carton reported that NCS was selected by NYS to conduct a field test in grade 6 Math at Harlem and grade 3 ELA at the Bronx. NYS conducts the field tests to assess how scholars will perform on practice questions that have the potential to show up on future NYS assessments. The field tests were conducted on the computer earlier today and showed that there is a need to infuse technology into the curriculum. Next year NYS is mandating that the tests for 5th and 8th grades be administered on the computer. NCS is planning for all grades to take them on computers because there is greater leeway on when to conduct them and allows for an easier access to some IEP mandated accommodations such as question reading, where the administration can select that option for an individual scholar and provide the scholar with headphones, then the scholar will be able to click on the questions and have them read by the computer as often as they need it.

4. Treasurer's Update

Mr. Rendon provided a year-to-date fiscal snapshot of FY22-23 and then presented the FY23-24 Draft Budget to the Board for review, stating that the final version will be presented at the June meeting for approval. It shows an increase of 4.05% in the Per-Pupil Rate (\$18,340 per student) and accounts for staffing increases in network and total number of staff with additional expenditures related to the incoming 5th grade for the Bronx campus. A further discussion on the projected numbers and future considerations ensued.

5. Adjournment

There being no further business, Ms. Kavanagh made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:49 pm.

Respectfully submitted,

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 May 31, 2023.

Dated: May 31, 2023