

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
June 28, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on June 28, 2023, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:09 PM.

Trustees Present in Person:

Heidi Baker
Stephanie Hubbell
Justena Kavanagh
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Cliff Schneider

Trustees Absent:

Wylie Fennell
Everardo Jefferson

Others in Attendance:

Nicholas Carton
Moniqe Granados
Jennifer Manning
Jermaine Ottey
Michael Renda
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 Mr. Schneider and seconded by Ms. Hubbell to approve the minutes from the May 31, 2023 Board meeting and was unanimously approved.

3. President’s Report

Ms. Soussloff reported that NCS signed the contract to surrender the lease to the Mt. Zion building today. There are fire violations from 2015 involving the boiler that NCS inherited and will need to clear before the surrender takes place. NCS replaced the boiler during its tenancy, the process to close out the violations is being investigated. Final payment on the lease surrender will be made when NCS is instructed by its attorneys.

4. Executive Director Search

Ms. Soussloff announced that the Board of Trustees has appointed Daniel McCormick as the new Executive Director for NCS. He will begin in the position on July 17, 2023.

5. Nominating and Governance Committee

a. Election of Trustees

Ms. Soussloff's and Mr. Jefferson's terms are set to expire this year. A motion was made by Ms. Baker and seconded by Ms. Kavanagh to re-elect Ms. Soussloff and Mr. Jefferson for a new three (3) year term, expiring at the June 2026 annual meeting and was unanimously approved.

b. Election of Officers and Committee Members

i. Slate of Officers

- President/Chair- Ms. Soussloff
- Vice President- Mr. Schneider
- Treasurer- Mr. Rendon
- Secretary- Ms. Baker

ii. Committee Members and Chairs

- Finance: Chaired by Mr. Rendon; Ms. Soussloff, Mr. Fennell and Ms. Baker, Members.
- Accountability: Chaired by Ms. Hubbell; Ms. Kavanagh and Ms. Baker, Members.
- Governance: Chaired by Ms. Soussloff; Mr. Jefferson, Mr. Rendon and Ms. Hubbell, Members.
- Evaluation: Chaired by Mr. Schneider; Ms. Soussloff, Member.
- Community Outreach Task Force: Chair TBD; Ms. Kavanagh, Ms. Soussloff and Ms. Baker, Members.

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the slate of officers and committees and was unanimously approved.

c. Board of Trustees Self Evaluation

Ms. Soussloff referred to the responses of the Board Self Evaluation and the implementation of the actionable items that have been identified by the Trustees. In order to make progress on them she proposed selecting a half dozen items to focus on for the first half of the year then switching midyear to another set of items from the list. A discussion ensued.

6. NCS Employee Handbook

Mr. Ottey presented the following proposed changes to the NCS Employee Handbook to become effective starting in SY23-24:

- a. Full-time employees are eligible for bereavement leave upon hire;
- b. Remove the last two weeks of the academic year as critical dates;
- c. Pregnancy Loss Policy- All eligible employees affected by pregnancy loss are eligible to receive up to a maximum of ten (10) days of full paid leave;
- d. Parental Leave Policy- Up to twelve (12) total weeks of fully paid leave for the employee per one (1) year period beginning on the date of the child's birth or the placement of the child in your home; and
- e. Bereavement Policy-
 - i. Employees are eligible to take up to five (5) consecutive days of bereavement leave for their parent, child (biological, adopted, foster child, step child, legal ward, child of an employee standing in place of a parent), grandparents, sibling, spouse, domestic partner, stepchild, stepparent, mother/father-in-law, brother/sister in law, son/daughter in law.
 - ii. Employees are eligible to take up to two (2) consecutive days to attend the funeral of the uncle, aunt, niece, nephew, first cousin.
 - iii. A staff member may make a request to their immediate supervisor (and in Paylocity) to use their Paid Time Off (PTO) allowance for the death of family members or friends not covered by this policy, or if the staff member needs additional days off in excess of the time allowances outlined above due to the death of a family member covered by this policy.

A motion was made by Ms. Hubbell and seconded by Mr. Rendon to approve the changes to NCS Employee Handbook to become effected starting in SY23-24 as outlined above and was unanimously approved.

7. Executive Committee Report

-- Mt. Zion- Ms. Santos reported that NCS has been granted additional time to move out of the building and to remove the wall on the first floor gymnasium area and the ceiling tiles, a project that was requested by Mt. Zion as part of the lease surrender.

-- Enrollment- Ms. Santos noted that NCS is at about 95% enrollment for SY23-24 with the enrollment teams continuing to fill the remaining seats.

-- Class of 2023- Mr. Renda reported that 80% of this year's 8th graders were accepted into one of their top 3 choices for high school. There were many more students that applied and were accepted into independent and private high schools and received scholarships than in previous years.

-- Staffing for SY23-24- Mr. Renda reported that almost all elementary and most middle school staff will be returning in the Fall. In Harlem, an offer of employment was made for the position of 3rd-5th Grade Director, however the K-2nd Grade Director position remains

open. There will be a new Middle School Principal and Ms. Cepeda will stay as Middle School Director.

Mr. Carton stated that the Bronx is fully hired except for one teacher, a position that opened up due to a move out of the area. The K-2nd Grade Director position will be filled by Ms. Larkin and the 3rd-5th Grade Director position will be filled by Ms. Young.

8. Treasurer's Update

Mr. Rendon provided a financial summary of FY22-23 and the FY23-24 Budget. NCS is ending FY22-23 with 2.9 months/89 days of projected cash on hand in the sum of approximately \$7.9 Million despite an overage in expense due to increases in facility and rent expense from the Mt. Zion lease surrender. Mr. Rendon then presented the FY23-24 Budget for Board approval. It is based on a projected enrollment of 952 students, 620 in Harlem and 400 in the Bronx. NCS is projecting an increased revenue of \$36 Million that is due to several factors, including the addition of a new grade in the Bronx campus, the confirmed increase of 4.05% in the Per-Pupil Rate (\$18,340 per student) and higher Per-Pupil Rates for Special Education and ASD. Projected expenses account for additional incurred expenditures related to the incoming 5th grade for the Bronx campus, an annual salary increase for staff and a one-time salary increase for 7+ year tenure NCS employees as well as the end of the temporary space lease by NCSH with Mt. Zion.

Ms. Baker made a motion and seconded by Ms. Hubbell to approve the FY 2024 Budget and was unanimously approved.

Finally, Mr. Rendon informed the Board that the multiyear projected budget will be discussed at the next meeting.

9. Adjournment

There being no further business, Ms. Hubbell made a motion which was seconded by Ms. Kavanagh, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:08 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 June 28, 2023.

Dated: June 28, 2023