

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
August 30, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on August 30, 2023, via video. The meeting was called to order at 6:07 PM.

**Trustees Present:**

Heidi Baker  
Wylie Fennell  
Stephanie Hubbell  
Justena Kavanagh  
Walter Rendon  
Cliff Schneider  
Patricia Soussloff

**Trustees Absent:**

Everardo Jefferson

**Others in Attendance:**

Daniel McCormick  
Michelle Rumph  
Michelle Santos

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**

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

**3. President’s Report**

Ms. Soussloff announced that the Board will be working to expand their community engagement to increase their presence through its established committees. She will speak with each Trustee to discuss what will be done to provide support for NCS. In particular, the Board will target fundraising, both in personal giving and making efforts to put together events.

Ms. Soussloff reported that she and Ms. Kavanagh met with Stephanie Fox, a former teacher and Grade Team Leader at the Bronx campus who is now involved in nonprofit work in which she created a community outreach program and built and maintained partnerships with community-based organizations, businesses and elected officials. A discussion ensued.

A motion was made by Mr. Schneider and seconded by Ms. Kavanagh to invite Stephanie Fox to join the NCS Board of Trustees subject to her submitting an application to and receiving approval from the New York State Education Department and was unanimously approved.

#### **4. Executive Director's Report**

Mr. McCormick reported on the work that the Operations team has done over the summer to get for the new school year that included collapsing the Mt. Zion building, completing construction work in both the Harlem and Bronx buildings, managing a massive internal, auditing and assigning devices to all students and enrolling new students among other preparations. NCS also had a strong two weeks of professional learning for staff. Teachers did an incredible job of preparing their classrooms and common spaces to welcome students for the start of the school year.

-- Potential School Bus Strike: Mr. McCormick stated that NCS is monitoring the possibility of a bus strike that would impact transportation to school for some students throughout the city. NCS will be able to offer special Metrocards from the City in the event of that the strike goes forward to those who are affected.

-- Launch of After School Program: This year NCS shifted to using an outside vendor, AfterSchool HQ, to handle all enrollment for Harlem and Bronx. The orientation and digital platform provided by AfterSchool HQ did not leave a positive impression with the community, the Operations team will be working with the vendor to improve the experience and will monitor how it functions going forward.

-- Staffing and Hiring: NCS is fully hired with 100% of staff in place. NCS lost some teachers and network over the Summer to better offers. Over the next few months Mr. McCormick will work with HR and Talent to examine recruiting strategies, along with compensation offerings to make sure NCS is recruiting and retaining the best staff members.

-- Social Media: NCS has re-launched its Instagram and Facebook accounts with the aim of providing more information on what is happening at school and upcoming events and news to current families. Additionally, NCS is looking to increase its social media footprint online as a marketing tool to other families and potential donors and partners.

--To remain compliant with federal funding and ensure the safety of NCS students, staff and families, NCS will periodically review and revise its reopening/return to in-person instruction plan to meet CDC recommendations.

-- Annual Reports and Bronx Charter Renewal: NCS submitted its annual reports on July 31<sup>st</sup> and the Bronx charter renewal with the revision to add grades 6-8 on August 14<sup>th</sup>.

