

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
November 29, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on November 29, 2023, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:09 PM.

Trustees Present:

Heidi Baker
Stephanie Hubbell (via video)
Everardo Jefferson (via video)
Justena Kavanagh
Walter Rendon (via video)
Cliff Schneider (via video)
Patricia Soussloff

Trustees Absent:

Wylie Fennell

Others in Attendance:

Daniel McCormick
Michelle Rumph
Michelle Santos
Stephanie Fox
Monique Granados

Three (3) out of eight (8) seated Trustees were in attendance in person and four (4) out of eight (8) seated Trustees were in attendance via videoconference. All attending Trustees were present throughout the meeting, however only one (1) who was in attendance by video fulfilled the requirement of publishing their physical address of the location from which they were attending in advance of the meeting for purposes of quorum. The meeting was held without quorum and as such there were no votes taken.

1. Welcome and Public Comment

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

2. Approval of Minutes

A motion to approve the minutes from the October 25, 2023 Board meeting will be made at the December 20, 2023 meeting.

3. President's Report

Ms. Soussloff asked Ms. Santos to provide this month's updates. Ms. Santos informed the Board that NCS is putting together a brochure to promote the school to potential donors. She has been working with Ms. Fox to create a list of organizations for NCS to partner with in the community. She reported that Mr. McCormick created two letters to send to donors, one to those who have donated to NCS in the past and the other for new donors. Finally, she advised that the Board of Trustees application materials for Ms. Fox have been submitted to NYSED and she is awaiting their approval to join the Board.

4. Executive Director's Report

Mr. McCormick asked Ms. Santos to provide updates from Operations. Ms. Santos informed the Board that the December meeting is scheduled for the same day and time as the NCS Holiday party on December 20th and requested that the Board members consider meeting at an earlier time to avoid a conflict with the party.

Enrollment for SY 2024-2025 will open on December 1, 2023. NCS will hold school tours starting in December and will continue through March, with dates shared with previous and new applicants and on the school website. During the tours prospective families will be able to see our buildings and speak with Principals and Assistant Principals.

NCS audited the list of staff members who are trained in AED/CPR and is providing training for staff members who are due for certification.

NCS is being intentional with the content in posts on its Social Media and will be showcasing the ASD Program. The NCS website has been revamped and is ready for a soft launch. It has pages for the MLL and ASD Programs and another for Careers. There is also a page for family resources. There will be a short video about NCS that will be uploaded to the home page in December.

Mr. McCormick reported that he and Ms. Santos conducted a Safety Walkthrough at the Harlem campus with the Principals and Director of Operations to assess gaps within the current safety procedures, specifically focusing on lockdowns, holds and shelter-in-place. Some protocols and infrastructure were changed as a result. A similar walk will take place in December in the Bronx. There will be a professional development for all leaders and staff on January 2nd focusing on safety. New security cameras will be installed in elevators, cafeterias and gymnasiums in both campuses. A new PA system will be installed in the Bronx and remote announcement capabilities will be installed in Harlem. All three Principals will take part in a Principal Safety Preparedness Training provided by the DOE for all city principals.

As to the Bronx charter renewal, Mr. McCormick advised that Regent Aramina Vega Ferrer will make a short visit to the Bronx campus tomorrow for a couple hours and that she will be accompanied by Dr. Lisa Long from the NYSED Charter School Team.

Mr. McCormick informed the Board that the Teacher Evaluation System has been launched, using TeachBoost Pro to capture teacher evaluations from Principals and

Assistant Principals. NCS is also using TeachBoost Coach to house all feedback provided to teachers by curriculum teams, special education coordinators, and deans. In addition, Mr. McCormick will be working the Director of Special Education Jennifer Manning to improve the co-teaching environment to address the various needs of Scholars through lesson planning and implementation.

The NCS Diversity, Equity & Inclusion (DE&I) Committee was officially relaunched last week. In its first meeting the Committee decided to partner with UPenn to perform a self-assessment and analysis of the needs of NCS as a community, with results available in a few weeks.

Lastly, Mr. McCormick reviewed the November data on attendance, enrollment and assessments in ELA and Math. Of note, enrollment is up 10 new students since the October meeting but the numbers in the ASD program continue to be lower than projected.

5. Finance Update

Mr. Rendon presented on the financial position and health of NCS. Revenues are projected to be lower due to lower enrollment, particularly in the ASD Program. Expenses are also expected to be lower due to position changes and vacancies. NCS has almost 4 months of cash on hand, representing a good financial position.

6. Adjournment

There being no further business, the meeting was adjourned at 7:00 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 November 29, 2023.

Dated: November 29, 2023