

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
March 27, 2024

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on March 27, 2024, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:07 PM.

Trustees Present:

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

Trustees Absent:

Wylie Fennell
Cliff Schneider

Others in Attendance:

Daniel McCormick
Michelle Santos
Kara Singleton
Romina Cepeda
Julia Redavid
Alicia Etienne
Yolanda Dekine

Five (5) out of nine (9) seated Trustees were in attendance in person and two (2) out of nine (9) seated Trustees were in attendance via videoconference. All in attendance by video fulfilled the requirement of publishing their physical addresses of the location from which they were attending in advance of the meeting. Seven (7) out of nine (9) seated Trustees were 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. Rendon to approve the minutes from the February 28, 2024 Board meeting and was unanimously approved.

3. President's Report

Ms. Soussloff and Ms. Kavanagh introduced the idea of replicating the NCS model by looking to open a third school or opening a high school as we consider future options. NCS is currently in the exploratory step of this process consulting with our liaison at NYSED. The owners of the parking lot next to the Harlem campus have expressed interest in partnering with NCS, their space could work for a high school.

4. Middle School Report

Mr. McCormick introduced Ms. Cepeda and Ms. Redavid to inform the Board about the high school application process and placements obtained by the NCS Class of 2024. The process starts as early as 7th grade by looking at a Scholar's GPA and curating individual lists of potential high school matches based on their interests. Scholars take a high school placement class and meetings are held with them and their parents in person or by Zoom with Ms. Etienne, Dean and High School Placement Coordinator and Ms. Redavid, Social Worker and High School Placement Liaison. Scholars may also elect to take a class to sit for the Specialized High School Admissions Test (SHSAT) that is taught by 8th grade teachers Ms. Edem and Mr. Williams.

The Class of 2024 applied to various Specialized, Private, top Public, Catholic and Performing Arts high schools with great success. Seven (7) Scholars were offered seats at several of NYC's Specialized high schools, ten (10) were offered seats to Catholic high schools and six (6) were offered seats to Performing Arts programs. 53% of the class received their first choice NYC DOE school; 72% received one of their top three choices of NYC DOE schools; 78% with an IEP received their first choices of NYC DOE schools; 83% of Scholars in the ASD program received their first choice of NYC DOE schools and 10% received offers in independent/private schools. In addition to the Specialized and Catholic high schools, NCS Scholars were accepted into the following NYC DOE high schools: Townsend Harris, Bard Early College, Manhattan-Hunter Science, Baruch College Campus, Central Park East, NYC Lab and Beacon.

5. Executive Director's Report

Mr. McCormick invited Ms. Santos to provide updates from Operations. Ms. Santos informed the Board that the lottery for SY 2024-2025 will take place on Thursday, April 4th. NCS is also working on Virtual 360 tour for each campus to be posted soon on the school's website.

Mr. McCormick discussed the preparations that are taking place for the upcoming NY State Exams. Scholars have participated in Dress Rehearsals for ELA and Math under the same testing conditions as they will experience during the real exams, which will be fully computer based. A pep rally will take place at both campuses on April 5th and the ELA exam will be held on April 8th and 9th.

Staffing for SY 2024-2025 has begun. All staff members completed an Intent-to-Return form and HR has been on site meeting with teachers and providing them offer letters. Mr. McCormick has met with every leader at NCS to discuss leadership restructuring and plans

for their roles. Salary schedules have been created and released for every instructional title demonstrating competitive transparent compensation to all staff.

The NCS Diversity, Equity & Inclusion (DE&I) Committee has identified through survey results the following areas to actively target: Parent/Scholar relationships, mentorship programs for Scholars, enhancing the ELL program and staff morale. In addition, the Committee has been working on disability rights, gathering information on community resources, and is hosting Ramadan at both campuses. They are also using the University of Pennsylvania's Culturally Responsive Schooling (CRS) Toolkit to help both schools enhance the curriculum and approach on culturally responsive topics. This includes expanding Regents class offerings for 8th Grade in Algebra and US History.

Lastly, Mr. McCormick reviewed the March data on attendance, enrollment, behavior and High School placement. Of note, enrollment is down 31 students across the network from the budget target 1020 and the rate of attendance is 92.61%.

6. Finance Update

Mr. Rendon informed the Board that NCS is in the process of finalizing the FY 2025 budget, vendor contracts are being reviewed and staffing for the next year has begun. presented on the financial position and health of NCS. NCS has 4 months/ 121 days of cash on hand, representing a strong and stable financial position.

7. Executive Session

A motion was made by Ms. Kavanagh and seconded by Ms. Baker to enter into executive session to discuss a confidential personnel matter and was unanimously approved. No votes were taken during the session. A motion was made by Ms. Kavanagh and seconded by Ms. Baker to exit executive session and was unanimously approved.

8. Adjournment

There being no further business, Ms. Baker made a motion which was seconded by Ms. Kavanagh, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:13 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 March 27, 2024.

Dated: March 27, 2024