

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
April 24, 2024

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 24, 2024, at 691 St. Nicholas Avenue, New York 10030, and via video. The meeting was called to order at 6:03 PM.

Trustees Present:

Heidi Baker
Wylie Fennell
Everardo Jefferson
Walter Rendon
Cliff Schneider (via video)
Patricia Soussloff

Trustees Absent:

Stephanie Fox
Stephanie Hubbell
Justena Kavanagh

Others in Attendance:

Daniel McCormick
Michelle Rumph
Michelle Santos
Romina Cepeda
Monique Granados
Sara Caples

Five (5) out of nine (9) seated Trustees were in attendance in person and one (1) 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. Six (6) 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. Fennell to approve the minutes from the March 27, 2024 Board meeting and was unanimously approved.

3. Real Estate Update- Approval of NCSH and NCSB Lease Amendments

Mr. Schneider presented to the Board the drafts of the First Amendment of Amended and Restated Lease for the building located at 691 St. Nicholas Avenue, New York, NY 10030 (“NCSH Lease Amendment”), and the Second Amendment to Sublease between Civic Wales

Corporation and Friends of NCSH, Assignment of Sublease between Neighborhood Charter Schools and Friends of NCSH Inc and Sublease Agreement between Friends of NCSH Inc. and Neighborhood Charter Schools for the building located at 411 Wales Avenue, Bronx, NY 10454 (“NCSB Lease Amendment”) for review. As has been presented in prior Board of Trustees meetings this year, the NCSH Lease Amendment extends the Lease Term so that there is a remaining term of at least 30 years from the date of the recording of the Condo declaration to apply for a property tax abatement, which would provide NCS with a substantial tax refund. The NCSB Lease Amendment will allow NCS to gross up facilities operational expenses and have rental assistance revenue as NCSB continues to grow. A discussion ensued.

A motion was made by Ms. Baker and seconded by Mr. Rendon to approve the drafts of the NCSH Lease Amendment and the NCSB Lease Amendment and was unanimously approved.

4. President’s Report

Ms. Soussloff reported that there are no updates to provide for the month of April.

5. Executive Director’s Report

Mr. McCormick asked Ms. Santos to provide an update from Operations. Ms. Santos provided the Board with the current enrollment numbers for SY 24-25 and discussed the steps that the Operations team is taking to fill open seats, including continuing the outreach to preschools and calling families into the schools to fill out registrations for their children. She advised that a Virtual360 tour of each campus was created to provide families with an opportunity to experience both schools online. Regarding the upcoming Board of Trustees meeting in June, Ms. Santos requested that the Board consider rescheduling it from Wednesday, June 26th to Tuesday, June 25th to avoid a conflict with the NCS end of year gathering for all staff. She also presented the proposed calendar for Board of Trustees meetings for SY 24-25.

Mr. McCormick reported that NCS has been in contact with the NYSED Liaison regarding the Bronx charter renewal and expansion application, which appears to be going well but will not be voted on until May or June. The Bronx charter renewal is one of 28 renewals in front of NYSED this Spring for consideration and vote. In terms of the ELA State Exam Mr. McCormick stated that it was taken on computer on April 8 and 9 by Scholars in 3rd through 8th grades, with 3 Scholars opting out in the Bronx and 22 opting out in Harlem. Tomorrow Scholars in 5th grade will take the Science State Exam. Other upcoming exams include the Math State Exam for 3rd through 8th grades in May and the Regents exams in June for select 8th grade Scholars. MLL Scholars will take the NYSESLAT Exam, which measures their proficiency in English language acquisition. The data from this exam will help NCS to plan curriculum and instruction for SY 24-25. To teach the MLL population NCS will have 2 full-time teachers in Harlem and 1 ½ full-time teachers in the Bronx, moving to 2 full-time teachers for SY 25-26.

NCS Leadership is working on the proposed budget for FY 24-25. The Finance Committee previewed the first draft this week and will preview the second draft in May. The second draft will be presented to the Board at the May meeting for first view and the final draft will be presented at the June meeting for approval.

Other updates provided by Mr. McCormick included the return of almost 100% of signed offer letters for SY 24-25. Due to the recently published salary schedule 3-4 teachers received a salary bump with proof of certification and 3 teachers that left NCS have indicated that they want to return. There are some positions that need to be filled including Special Education Coordinators in Bronx and Harlem and an Assistant Principal in Harlem. NCS is actively recruiting teachers for 6th grade in the Bronx. He also discussed the potential of offering Summer programming, holding a Summer camp fair, and partnering with Harlem School of the Arts on a networkwide basis to provide families with additional resources. He reported that this year many families signed up for the NYC DOE's Summer Rising program.

Lastly, Mr. McCormick reviewed the April data on attendance, enrollment, and behavior. Enrollment is down 31 students across the network from the budget target 1020 and the rate of attendance is 92.58%. He also presented the results of the ELA and Math Dress Rehearsals for 3rd through 8th grades, and the results of the mock assessments for the Science and History Regents.

6. Finance Update

Mr. Rendon presented on the financial position and health of NCS. He stated that the focus now is on finalizing FY 24 and preparing for FY 25. NCS currently has 96 days/3.2 months of cash on hand, representing a healthy budget. Going forward NCS will reimagine how to pay for what has been covered with the COVID-era grants that will be ending soon.

7. Executive Session

A motion was made by Mr. Fennell and seconded by Mr. Schneider 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 Mr. Fennell and seconded by Ms. Baker to exit executive session and was unanimously approved.

8. Adjournment

There being no further business, Mr. Fennell made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:53 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 April 24, 2024.

Dated: April 24, 2024