

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
May 29, 2024

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 29, 2024, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:10 PM.

**Trustees Present:**

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

**Trustees Absent:**

Stephanie Fox

**Others in Attendance:**

Daniel McCormick  
Michelle Santos  
Michelle Rumph  
Monique Granados

Five (5) out of nine (9) seated Trustees were in attendance in person and three (3) 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. Eight (8) 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. Rendon and seconded by Mr. Jefferson to approve the minutes from the April 24, 2024 Board meeting and was unanimously approved.

**3. President’s Report**

Ms. Soussloff reminded the Board members to review the Board of Directors Manual that is linked in today's agenda. She requested that everyone read the descriptions of the Board Committees and consider whether to join new or change membership to different Committees.

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

Mr. McCormick invited Ms. Santos to provide updates from Operations. Ms. Santos informed the Board that enrollment is on track in Harlem and that there are open seats in the Bronx Kindergarten that they are working to fill. Both schools have also held mandatory meetings in person and on Zoom to help new families with the enrollment process. Ms. Santos also provided an update on ParentSquare, the new communication platform that will be used by NCS leaders, staff and families to increase family engagement. The platform has been launched and all NCS staff have received training and are on the system. There is a continued effort to encourage families to activate their accounts. She thanked the Parent Association Presidents, Monique Granados and Heidi Baker, for supporting the launch of the platform.

Ms. Santos reminded the Board that next month's Board of Trustees meeting will take place on Tuesday, June 25<sup>th</sup>, to accommodate the End of Year celebration for NCS staff that will take place the following day at Zona de Cuba from 2:00-5:30 pm. She extended an invitation for all Board members to attend this celebration. She stated that the calendar invites for the Board of Trustees meetings for SY 24-25 will be sent during the first week of June.

Mr. McCormick informed the Board that the Bronx application for charter renewal and expansion has been approved by the Board of Regents. The vote took place on May 6<sup>th</sup> and 5<sup>th</sup> grade families have already been notified that they are guaranteed a spot for their child as the expansion to middle school grades begins.

Next Mr. McCormick discussed the New York State Exams. The New York State English as a Second Language (NYSLET) exam took place today. The Math exam for Grades 3-8 and the Science exam for 5<sup>th</sup> Grade have already taken place. This was the first year that the Science exam was administered to 5<sup>th</sup> Grade, it was found to be very heavy on reading and writing and that less knowledge was tested than in the prior iteration of the exam that was administered in 4<sup>th</sup> Grade. The next exams coming up will be selective Regents that will be administered to 8<sup>th</sup> Grade scholars.

Last Tuesday the crew from the television show Viewpoint visited both campuses to film interviews and footage of NCS facilities. They captured the Harlem Science Fair, ongoing instruction in classrooms and educational spaces. Interviews were conducted of Jen Manning (Director of Special Education), Heidi Baker, a 6<sup>th</sup> Grade Scholar and Mr. McCormick. As part of the filming a commercial will be developed that will air 100 times in New York City markets. It is expected that the first look at the segment that will air as part of the program will be in July. In addition, through a connection from Ms. Soussloff, LEDbetter will film a segment on June 7<sup>th</sup> on NCS and how it has grown over the years, which will include interviews with veteran staff.

The end of year evaluations have begun and will be completed on June 14 for instructional staff. They will use the same rubric as was used for middle of year evaluations. Instructional staff will receive final ratings and TeachBoost will be used to gather data. In other news, Mr. McCormick is registered to attend the National Charter School Conference in Boston, MA from June 30 to July 3. The DEI Committee met today and is looking for professional learning opportunities and positive impact in the NCS community. Graduations will take place during the last week of classes in June.

Lastly, Mr. McCormick reviewed the May data on attendance, enrollment, behavior and NCS Marketing efforts during the year in the form of Google Ads that ran from March 5 through April 22. Of note, enrollment is down 32 students across the network from the budget target 1020 and the rate of attendance is 92.43%. The marketing data included information on the demographic that saw the ads and the number of clicks that landed on the enrollment page on the NCS website.

## **5. Finance Update**

Mr. Rendon informed the Board that NCS is in the process of finalizing the FY 2025 budget that will be presented to the Board for approval at the June meeting. Version 2 of the budget was presented to the Finance Committee for review this month. Vendor contracts have been settled. The annual fiscal audit will begin in August. NCS has 3.7 months/ 113 days of cash on hand, representing a strong and stable financial position.

## **6. Executive Session**

A motion was made by Ms. Baker and seconded by Ms. Kavanagh 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. Hubbell and seconded by Ms. Baker to exit executive session and was unanimously approved.

## **7. Adjournment**

There being no further business, Mr. Schneider made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:09 pm.

Respectfully submitted,

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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 May 29, 2024.

Dated: May 29, 2024