

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
September 28th, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on September 28, 2022 at 411 Wales Avenue, Bronx, NY and via Zoom. The meeting was called to order at 6:03 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Stephanie Hubbell
Walter Rendon
Cliff Schneider
Patricia Soussloff
Justena Kavanagh
Everardo Jefferson
Wylie Fennell

Trustees Absent:

Jefferson Hughes

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Alison Rosnick
Michele Santos
Jerry Phelps

Nine of the Ten seated Trustees were in attendance in person and present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

2. Approval of August 2022 Minutes.

Mr. Schneider made a motion to approve and Mr. Rendon seconded the motion to approve the August 2022 Board meeting minutes and the motion was unanimously approved.

- 3. Special Presentation:** Alison Rosnick, Director of HR/Talent, presented on the certification data of NCS. NCS currently has about 35% of its teachers certified, which is similar to other charter networks we have reached out to. Due to the decline in the supply of people who want to teach, as well as an increased demand for teachers, hiring is becoming increasingly difficult. NCS is working on ways to attract and support teachers who are uncertified to get their credentials. Ms. Rosnick explained with our partnership with the NYC Charter Center, we are able to identify the pathways teachers need to take to get certified and support them through the process. NCS also offers subsidized tuition at the Relay GSE for teachers who have completed one year of teaching at our school. A discussion ensued.
- 4. President's Report.** Ms. Soussloff presented information related to the Governance Committee's work, highlighting that NCS has a Board manual for the Board's use as a guide. She invited all board members to present potential new members so the Governance Committee can vet and add to the group. Ms. Soussloff also reported that the Regents Chancellor Lester Young and others from NYSED (including Lisa Long) visited NCS on September 28th. The visit was a success, including a tour of classroom instruction along with a community conversation held with all stakeholders of the organization. Mr. Schneider was invited to present on the updated Open Meeting Law. Members agreed to attend in person as much as possible, and if not, to follow the guidance outlined. Ms. Soussloff discussed fundraising efforts that will begin in late fall. We will use raised monies to fund our growing after school programming. Members were invited to revise their donor lists as a next step. Discussion ensued.
- 5. Executive Director's Report.** Ms. Malanga shared the NCS has been focused on launching the year with a strong first six weeks of school. The schools hosted a virtual curriculum night for families on September 22nd. Ms. Malanga explained that high school placement efforts are underway and a more formal presentation on work being done will be shared by Jerry Phelps in our October board meeting. Further, Ms. Malanga shared that we have adopted iReady for K-8 ELA and math. She shared the data for our beginning of the year testing which shows 23% of students are at or above grade level in ELA and 12% in math across the schools. Ms. Malanga also shared NYS ELA and math results. For 21-22, 57% of students who took the exams at NCS were proficient in ELA and 59% proficient in math. Thirty percent of all NCS students who took the NYS math exam scored a level 4. Reporting on attendance and enrollment, Ms. Malanga shared we currently have 951 students and are looking to fill more seats in Harlem. Attendance is stronger than it was at this point last year, averaging about 92% to date. Senior Director of Special Projects, Jerry Phelps shared out the variety of after school and electives programming NCS rolled out this year. There are still about 30 students on the waitlist in Harlem, however more work is being done to create more seats. Thus far, the schools have conducted a fire drill and an intruder drill. Ms. Malanga shared that NCS is almost fully hired.

Ms. Malanga asked for a motion from the board to approve two new policies for the employee handbook to be effective immediately: 1) 12-month employees may not take more than 3 consecutive PTO days while students are in school unless extenuating

circumstances and approved by the Executive Director, and 2) if PTO is approved by a supervisor who is no longer in place, the employee must get approval of PTO from the new supervisor. Ms. Kavanaugh made the motion to approve the policies, and Ms. Baker seconded. All voted in favor, while Ms. Hubble abstained.

6. **Treasurer's Update.** Mr. Rendon provided an update on the beginning outlook on the 22-23 Budget. As the year still gets underway, budget numbers will be updated "finalized" once enrollment is "finalized" in October. Mr. Rendon reviewed the 5 year forward-looking budget, and again named the potential for NCS to buy-out the Mt. Zion lease (if not assumed by another school) and the impact (positive) on the 5 year Budget.
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 7:42pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, 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 September 28, 2022.

Dated: September 29, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
October 26th, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on October 26, 2022 at 691 St. Nicholas Avenue, NY, NY and via Zoom. The meeting was called to order at 6:05 PM.

Trustees Present:

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

Trustees Absent:

Jefferson Hughes
Everardo Jefferson

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Michelle Santos
Jerry Phelps
Monique Granados (Pending board seat)

Four of Ten seated Trustees were in attendance in person and four were present on zoom throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

2. Approval of September 2022 Minutes.

Ms. Soussloff made a motion to approve and Mr. Schneider seconded the motion to approve the September 2022 Board meeting minutes and the motion was unanimously approved.

- 3. Special Presentation:** Jerry Phelps, Senior Director of Special Projects, presented on the NCS High School Placement support and strategy. Mr. Phelps shared our goals for ensuring 100% of students apply to DOE and charter high schools. Mr. Phelps also presented on the multi-year strategy with families in 6th and 7th grade to prepare them for the process, including SHSAT prep to start in 7th grade this spring. In addition, Mr. Phelps has started to create connections with parochial, independent, and boarding schools. The high school application is due on December 1st, and the middle school HS Placement team is meeting with families one-on-one to support them in their preference and application process. A special session was held for ASD families. Mr. Fennell offered to connect NCS to Beacon High School to support our efforts. A discussion ensued.
- 4. President's Report.** Ms. Soussloff presented information related to the Governance Committee's work, highlighting that NCS has had some shift in board members and may want to rethink officer structures soon. She mentioned that the governance committee met with a potential board member. Ms. Soussloff also outlined our fundraising efforts that will begin in November. The board is asked to share their contacts for our appeal outreach by November 9th. We will use raised monies to fund our growing after school programming. Discussion ensued.
- 5. Executive Director's Report.** Ms. Malanga reported that NCS's enrollment is slightly under target at 950 students compared to the goal of 952. Attendance is trending at about 93% across our schools this year. She also shared that our Director of Special Populations, Jennifer Manning and she were interviewed for Great School Voices regarding our special populations programming. Ms. Malanga discussed hiring and updated the board that the Bronx is fully hired and Harlem still has a few more spots to fill. The school is handling vacancies with internal coverage. This past month, Ms. Malanga stated the schools signed on with Smile NY Outreach Dental to provide those families who choose to opt in with free dental care on site at our schools. Further, the schools celebrated Indigenous Peoples' Day, Latinx Heritage Month, and in the Bronx they had a DEAR in pajamas event where all students read books together in our hallways. NCS continues to lean into our DEI work, and Ms. Malanga stated the progress monitoring subcommittee has met for its beginning of the year session, which yielded great feedback for next steps on the organizational priorities. Academic data show that our NCS students in K-4 are 46% proficient as of this September, according to the F+P assessment and our K-2 students are 45% proficient in counting jar. Ms. Malanga reported that now that we have comparison data for the district, city and state for the 21-22 NYS exams, NCS outperformed Districts 6 and 7, NYC and the State in ELA and Math results across our 3rd-8th grade students. A discussion ensued.
- 6. Treasurer's Update.** Mr. Rendon provided an update on the outlook on the 22-23 Budget. After the first PPI submission, the budget shows a variance that will be rectified with the next round of billing due to when the student data for submission was pulled. Mr. Rendon reviewed the 5 year forward-looking budget, and again named the potential for NCS to buy-out the Mt. Zion lease (if not assumed by another school) and the impact (positive) on the 5 year Budget. Ms. Schneider shared updates on the discussions among the lawyers crafting the deal for next steps. Discussion ensued. The Auditors' (MMB)

presented the audited financial statements for FYE 6/30/22 at the Finance Committee meeting. The report was clean, with no issues or significant audit findings. The Committee approved the audited financial statements for submission to SED by November 1 deadline.

7. **Adjournment.** There being no further business, Ms. Soussloff made a motion which was seconded by Ms. Hubble, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:10pm.

Respectfully submitted,

Cliff Schneider, Secretary

I, Cliff Schneider, 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 October 26, 2022.

Dated: December 7, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
December 7th, 2022

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on December 7th, 2022 at 411 Wales Avenue, Bronx, NY and via Zoom. The meeting was called to order at 6:02 PM.

Trustees Present:

Heidi Baker
Gail Brousal
Stephanie Hubbell
Walter Rendon
Cliff Schneider
Patricia Soussloff
Justena Kavanagh
Everardo Jefferson

Trustees Absent:

Wylie Fennell
Monique Granados (Pending board seat)

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Michelle Santos
Michael Renda
Romina Cepeda

Five of Nine seated Trustees were in attendance in person and four were present on zoom throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

2. Approval of October 2022 Minutes.

Ms. Soussloff made a motion to approve and Mr. Schneider seconded the motion to approve the October 2022 Board meeting minutes and the motion was unanimously approved.

- 3. Special Presentation:** Michael Renda, Head of School in Harlem, and Romina Cepeda, Middle School Director of Harlem, joined the meeting to share an update on the progress of our middle school thus far for 22-23. Mr. Renda and Ms. Cepeda shared highlights in that the students are enjoying a host of new programming - electives, wellness/mindfulness class for social-emotional learning, Spanish instruction, and a High School placement course for our eighth graders. In addition, the school leaders shared that the PBIS (performance based incentive system) is up and running. This system helps to reinforce good choices in our students and reward them with various prizes based on the points they earn. Mr. Renda and Ms. Cepeda also shared that they are continuing to work on hiring - as there are still two teacher vacancies. Further, they state teacher accountability is another area they are focused on improving. A discussion ensued.
- 4. President's Report.** Ms. Soussloff shared that Jefferson Hughes has resigned from the board. Further, Gail Brousal will step down at the end of the school year after many years of contributing to the NCS board. Ms. Soussloff shared we are still awaiting Monir Hoque and Monique Granados' paperwork to be filed with SED to have them become official board members. With the changing of board members, new positions on the board were discussed. Ms. Soussloff made a motion to make Cliff Schneider the Vice President and Heidi Baker the new board Secretary. Ms. Hubbell seconded the motion and it was unanimously approved. Ms. Soussloff also shared that we sent out our annual appeal and have already raised almost \$30,000 toward our efforts to fund NCS's free after school programming. Ms. Soussloff made a direct appeal to all board members to donate to the school, as this is a requirement of being on our board.
- 5. Executive Director's Report.** Ms. Malanga reported that NCS's enrollment is one student over target at 953 students compared to the goal of 952 based on data from 11.27.22. Attendance is trending at about 91% across our schools this year, as the schools were hit hard by sickness and a few half days. Since we last met Ms. Malanga shared that the students enjoyed Character Day on 10.28, as well as potluck celebrations for Thanksgiving across all the grade levels. In addition, staff had two professional development days - one in person and one on Zoom. Ms. Malanga noted that most participants no longer loved the Zoom experience, and we will move to more in-person staff PD days going forward. NCS had 29 eighth graders who took the SHSAT exam, eight students took the TACHS exam for entry into Cardinal Hayes, and six girls are working on various pathways to go to independent schools. Ms. Malanga shared that the schools are in the process of taking the middle of year assessments in ELA and Math on iReady and data will be available for review in January to chart student growth to date. She updated the board on new hires to our network, including a Director of ELA, Kat Aschinger, who will begin with us on December 12th, as well as highlighted an internal promotion of Jonathan Bain in our technology department. Ms. Malanga also highlighted that the students will perform their first winter showcases in December, displaying what they've learned so far in their "specials" classes. The staff will enjoy a Holiday Happy Hour on 12.15 and all NCS staff will receive a small holiday gift and a treat from visiting baristas before the winter break. Ms. Malanga shared a draft term sheet shared with Mt. Zion's lawyers for our proposed exit from the Mt. Zion building. A discussion ensued.

- 6. Treasurer's Update.** Mr. Rendon provided an update on the outlook on the 22-23 Budget. After the first PPI submission, the budget shows that the variance we had last cycle has been rectified due to our number of students in ATS being fully uploaded as of now. Therefore, Mr. Rendon shared, we are slated to have a balanced budget this year given the compensation savings and other expenses projected. Mr. Rendon also shared that we have had no update from Mt. Zion's lawyers, though they have our draft terms. Mr. Schneider explained that they may not respond, and that we should not count on any tenants taking over the space that we previously thought were interested. Mr. Schneider shared that he would follow up with Mt. Zion again to express our urgency to uphold the lease financially but also to sign a full release from the building. A discussion ensued.
- 7. Executive Session.** There was a motion made by Ms. Soussloff to go into Executive Session to discuss a pending legal matter that was seconded by Mr. Schneider at 6:45pm. A discussion ensued. There was a motion made by Ms. Soussloff to exit Executive Session and seconded by Ms. Hubble at 6:52pm.
- 8. Adjournment.** There being no further business, Ms. Soussloff made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:53pm.

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 December 7, 2022.

Dated: December 7, 2022

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
January 25, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on January 25th, 2023 via video and phone conference. The meeting was called to order at 6:04 PM.

Trustees Present:

Heidi Baker*
Stephanie Hubbell*
Walter Rendon*
Cliff Schneider*
Patricia Soussloff*
Everardo Jefferson*
Wylie Fennell

Trustees Absent:

Gail Brousal
Justena Kavanagh

Others in Attendance:

Lindsay Malanga
Michelle Rumph
Michelle Santos
Gitta Carton
Kat Aschinger
Jennifer Manning

Seven of Nine seated Trustees were in attendance on Zoom throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment.

Ms. Soussloff invited public comments, and none were received.

0. Approval of December 2022 Minutes.

Mr. Schneider made a motion to approve and Mr. Rendon seconded the motion to approve the December 2022 Board meeting minutes and the motion was unanimously approved.

- 0. President's Report.** Ms. Soussloff shared the feedback from the Annual Report by the SED. One of the items that they mentioned is that we must hold 12 monthly meetings of the Board of Trustees a year and we will be complying with this requirement moving forward. In terms of fundraising Ms. Soussloff shared that we have raised \$51,556 so far and encouraged all Board members to continue to solicit donations as we have not reached our goal. As has been discussed during previous meetings we are looking for new members to join the NCS board. Ms. Soussloff shared that one of our candidates, Monir Hoque, is dealing with a serious illness in his family and is hoping that he will have more time to work with the NCS board so we are staying in contact with him. There is also another potential candidate has been identified by Ms. Kavanagh who is affiliated with Child Development Center in the Bronx, she will set up a visit with her and Ms. Soussloff to discuss the prospect. Finally, Ms. Soussloff shared that there has been some positive movement on Mt. Zion in that they would be open to NCS buying out the lease by paying the remaining sums under the agreement and bringing the children back to the building at 691 St. Nicholas Avenue, however it is not yet a done deal.
- 1. Executive Director's Report.** Ms. Malanga shared that since our last meeting in December with the close of school for the break NCS ended the year with Winter Specials Showcases at both schools, highlighting this year's enhanced programming in art, physical education, music, Spanish and dance. NCS has launched the first official NCSH basketball team that is a part of the Charter School Athletic League. The team is co-ed and is mostly made up of boys with one girl participating. In the Spring NCS hopes to start a volleyball team and continue to grow the sports programming. Ms. Malanga noted that there is a new requirement from NY State that starting next year state testing will need to be done on computers, and that for the coming year it will only be required for two grades. NCS is contemplating a plan under which more than two grades will take the tests on computers, however third graders will take them on paper. Planning is underway for better space usage at 691 St. Nicholas Avenue now that NCS will be leaving Mt. Zion as well as for the allocation of space in the Bronx since NCS will be taking over the whole second floor in the fall of 2023. Ms. Malanga provided an update on hiring we are still looking to fill the Director of Talent position and that the new Senior Director of HR will be starting with NCS on February 1st. Staff had a professional development day on January 3rd to allow them to prepare for a strong start in 2023. The vision for the 23-24 school year was rolled out earlier in the day to NCS staff that includes emphasis on after school programming, high school placement strategy and support, electives, expanding Spanish instruction to begin in K and art instruction to the middle school in Harlem, and MLL instruction and support. In addition, NCS will begin to incorporate experiential learning, ie outside of school experiences, into the units of study at a rate of one experience per grade per subject using available resources in New York City.

Ms. Malanga reported that NCS's enrollment has dipped to 946 students across all three schools compared to our target of 952 students based on data as of 01.17.23. Enrollment in Harlem dropped to 617 students, however enrollment in the Bronx is stable at 328 students. Attendance continues to trend at 91% across the schools this year, however it is starting to trend up based on this month's data. Ms. Malanga shared the data collected from assessments students in all grades

took in the iReady program in September and December 2022 in ELA and Math. Overall, the data shows that our students grew in proficiency in ELA and Math in that time and that there was a decrease in the number of students in the two lowest levels in both subjects. The data shows gains in proficiency in each of the Special Populations (IEP, ASD and MLL) in both subjects as well. Finally, Ms. Malanga presented the data from the second round of F+P reading tests that were administered to all K-4 students, going from 46% of students reading on grade level to 54% of students reading on grade level from September to December. She noted that the benchmark for “on grade level” changes as the year progresses, therefore the target for proficiency increases as time passes. The end of year goal for F+P is to have at least 75% of all K-4 students reading on grade level.

2. **Treasurer’s Update.** Mr. Rendon presented on NCS’ financial position and health. He shared that the budget for the 22-23 year is settled and accurate and that NCS is in a good financial position. Revenues are projected to be lower due to slightly lower enrollment. Expenses are also expected to be lower due to position changes and vacancies. There was an increase in programming expenses for the afterschool program and wrap around services. Mr. Rendon provided the upcoming steps to draft the budget for the next year and noted that final negotiations are taking place with Mt. Zion to be fully released from the building. **Mr. Schneider made a motion to approve a lease surrender and termination based on the terms previously discussed to buy out the lease should an agreement be presented by Mt. Zion’s counsel before February 15, 2023, which was seconded by Ms. Hubbell. The motion was unanimously approved.**

0. **Adjournment.** There being no further business, Mr. Schneider made a motion which was seconded by Mr. Jefferson, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:10 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 January 25, 2023.

Dated: January 25, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
February 15, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on February 15th, 2023 at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:00 PM.

Trustees Present in Person:

Heidi Baker
Walter Rendon
Justena Kavanagh

Trustees Present by Video:

Stephanie Hubbell
Cliff Schneider
Patricia Soussloff
Wylie Fennell

Trustees Absent:

Gail Brousal
Everardo Jefferson

Others in Attendance:

Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning
Mr. Williams IV
She’Vonne Bowman
Coach Sean
James Weindler
Salihbai AR
Marie Destin
Nadia Brown
Ada Eileen’s Mom
Ms. Pierre
Brittney Delerme
Derrica Newman
Johanna

Seven (7) of the nine (9) 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 Ms. Hubbell and seconded by Mr. Fennell to approve the minutes from the January 25, 2023 Board meeting and was unanimously approved.

3. Vice President's Report- Mt. Zion Update

Mr. Schneider reported that the negotiations for a lease surrender and termination of the Mt. Zion lease were still ongoing and that he hoped that there will be an agreement soon with Mt. Zion's counsel.

4. President's Report

-- Interim Reporting Structure: Ms. Soussloff reported on the Interim Reporting Structure that has been set up to run NCS until a new Executive Director is hired. The following leaders will meet daily at 3:15 pm and report any concerns to the President of the Board of Trustees:

Michael Renda, Head of School K-8, Harlem
Nicholas Carton, Principal, Bronx
Jennifer Manning, Director of Special Populations
Alison Rosnick, Director of Talent and HR
Michelle Rumph, Director of Finance
Michelle Santos, Managing Director of Operations

In addition, Ms. Soussloff will join the meetings as needed.

Ms. Soussloff also indicated that the leaders have requested an increase in compensation for the extra work that they will be undertaking through the end of SY 2022-2023.

-- Search for New Executive Director: Ms. Soussloff reported that Ms. Rosnick, in consultation with Jennifer Lindsay, is working to identify a search firm to start the hiring process for a new Executive Director for NCS. Once the search firm has been selected approval will be sought from the Board for their retention.

-- Message to Families: Ms. Soussloff reported that an email was sent to all NCS families to advise them of Lindsay Malanga's departure from NCS as Executive Director. No questions or comments have been received in response.

5. **Finance Update**

Ms. Rumph reported that updates on the financial health will resume at the March meeting. NCS is still projected to end SY 2022-2023 on budget and we are still monitoring student enrollment. Additionally, IRS Form 990 for the Tax Year ending on June 30, 2022 and proposed changes to the Fiscal Policies and Procedures Manual will be presented to the Board for approval at the March meeting.

6. **Executive Session**

A motion was made by Ms. Baker and seconded by Mr. Schneider to enter executive session to discuss the compensation request by the leaders involved in the Interim Reporting Structure for the additional work they are/will be performing through the end of SY 2022-2023 until a new Executive Director is hired. A motion was made by Mr. Schneider and seconded by Ms. Baker to exit executive session. No votes were taken in executive session.

7. **Approvals**

A motion was made by Mr. Schneider and seconded by Mr. Fennell to approve the per person stipend for leaders involved in the Interim Reporting Structure that was discussed in executive session which was unanimously approved.

A motion was made by Ms. Hubbell and seconded by Mr. Rendon to approve the retention of a search firm to hire a new Executive Director for NCS which was unanimously approved.

8. **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 7:26 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 February 15, 2023.

Dated: February 15, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
March 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 March 29th, 2023, at 691 St. Nicholas Avenue, New York, NY 10030, and via video. The meeting was called to order at 6:06 PM.

Trustees Present in Person:

Heidi Baker
Stephanie Hubbell
Patricia Soussloff

Trustees Present by Video:

Cliff Schneider
Walter Rendon
Wylie Fennell

Trustees Absent:

Justena Kavanagh
Gail Brousal
Everardo Jefferson

Others in Attendance:

Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning
Johanna Gutierrez
Jermain Ottey

Six (6) of the nine (9) 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.

3. President's Report

Ms. Soussloff reported that the search for a new Executive Director of NCS has begun and turned over the presentation to Ms. Rosnick to provide further details.

Ms. Rosnick announced that Edgility Consulting has been retained to lead the search and the position has been posted. This week the announcement of the search will be sent to all stakeholders and a survey will be promulgated to request their input on the qualities and values that they will want to see in the new Executive Director. Edgility will speak with, screen and set up initial interviews for the candidates with Ms. Soussloff and Mr. Schneider as Search Committee Co-Chairs, then the candidates will meet with the full Search Committee to narrow down the pool. The finalists will be brought to the schools the week after Spring Break to meet with stakeholders before the final decision is made by the Board of Trustees.

4. Executive Committee Report

-- Academics: Mr. Renda reported that NCS celebrated Black History Month in February. Mastery, the preparation program for the upcoming ELA and Math state exams began at the end of February with a day of Professional Development for the teachers and the soft launch of the ELA program. In the last two weeks students participated in dress rehearsals for both exams. Math mastery will be launched on April 3rd.

-- Enrollment: Ms. Santos reported that for SY 22-23 NCS is 10 students below the target number of 952 for the year due to families moving out of the city. There are 615 students out of the target of 627 in Harlem and 327 students out of the target of 325 in the Bronx. As to SY 23-24, Ms. Santos presented that the deadline for the lottery for admission is April 1st and that it will take place on April 10th. NCS has high quality applications for almost half of the seats in Kindergarten and has received over the number of expected applications for Gen Ed seats.

Ms. Manning advised that there are several applications for the ASD Program for both schools and that the numbers are better in the Bronx. Tours are being held weekly and interviews are taking place. Applicants have been invited to participate in the ASD parent support group to make them feel part of our school community. Finally, Ms. Manning mentioned that there are students that enter the ASD program after enrollment due to receiving their diagnosis once they are students at NCS.

-- PTO: Ms. Rosnick described the current PTO policy for 10-month employees as 7 days of PTO with up to 3 rollover days from the prior year's remaining balance. A significant number of staff have taken more time than allotted since the COVID pandemic began. She also stated that the NYC DOE allows 10 PTO days and proposed that in order to stay competitive NCS should match that number.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to change the PTO Policy from 7 days of PTO with up to 3 rollover days from the prior year's remaining

balance to 10 days of PTO with up to 2 rollover days from the prior year's remaining balance, which was unanimously approved.

-- Attendance: Ms. Santos stated that as of March 19th attendance is at 91.52%, which is lower than the target of 95%. Current reasons are illnesses that students are subjected to now that masks are no longer required.

-- Culture: Mr. Renda reported in Harlem that there was an incident that occurred off campus in March that led to suspensions for 10 students. In the Bronx, Mr. Carton reported that there was one student without an IEP in crisis behavior for whom data needed to be collected. A psychological evaluation has been scheduled for that student that will lead to an IEP.

5. Treasurer's Update

Mr. Rendon reviewed the year-to-date fiscal snapshot, updated on the progress of the FY24 Budget draft and presented a five-year forecast budget through 2028. He presented the completed IRS Form 990 for the Tax Year ending on June 30, 2022 with a change in the name of the Executive Director as well as the Fiscal Policies and Procedures Manual with a change in threshold approvals. Both items require Board approval. He discussed the Signature Bank fallout on March 13th and its takeover by Flagstar Bank and stated that these events that have not impacted NCS. He advised the Board that vendor CEBA Maintenance has informed NCS that they had not billed for the services they provided at Mt. Zion for 1 ¾ years, that the debt has been negotiated and will be cleared by June 30, 2023, and that NCS is looking for a new vendor to provide cleaning services.

Finally, Mr. Rendon reported that a meeting took place with the attorneys for Mt. Zion. They are open to entering a Surrender and Termination Agreement with NCS and that another school is interested in taking over the space for one year, which would potentially leave NCS responsible for two years of the lease. The payout would reduce the excess cash flow, and the rent expense would increase on the FY23 financials.

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the completed IRS Form 990 for the Tax Year ending on June 30, 2022, with the change in the name of the Executive Director, which was unanimously approved.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to approve the Fiscal Policies and Procedures Manual with the change in threshold approvals, which was unanimously approved.

6. Approval of Minutes

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the minutes from the February 15, 2023 Board meeting and was unanimously approved.

8. Adjournment

There being no further business, Ms. Hubbell made a motion which was seconded by Ms. Baker, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:48 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 29, 2023.

Dated: March 29, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
April 26, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on April 26th, 2023, at 411 Waleas Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:04 PM.

Trustees Present in Person:

Heidi Baker
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Wylie Fennell
Stephanie Hubbell
Cliff Schneider
Everardo Jefferson

Trustees Absent:

Justena Kavanagh

Others in Attendance:

Michelle Rumph
Michelle Santos
Alison Rosnick
Michael Renda
Nicholas Carton
Jennifer Manning

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

Ms. Soussloff reminded the Board that Ms. Gail Brousal had resigned from the NCS Board of Trustees “at the end of the year” in Fall 2022. She clarified that Ms. Brousal’s resignation was effective December 2022 and not in June 2023 as was previously understood.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the minutes from the February 15, 2023 Board meeting with an amendment reflecting Ms. Brousal's resignation as of December 2022 and was unanimously approved.

A motion was made by Mr. Schneider and seconded by Mr. Rendon to approve the minutes from the March 29, 2023 Board meeting with an amendment reflecting Ms. Brousal's resignation as of December 2022 and was unanimously approved.

0. President's Report

Ms. Soussloff reported on the progress of the Mt. Zion lease surrender. As of today a charter school that had expressed interest in leasing the Mt. Zion space for one year has decided not to pursue the option. NCS will move forward in finalizing and tendering its surrender agreement. NCS will be responsible for the rent owed for the 3 years remaining on the lease and will receive reimbursement if Mt. Zion locates a new tenant for any portion of that time. The option of NCS retaining a broker to help Mt. Zion find a new tenant was discussed for the potential of obtaining some reimbursement on the cost of terminating the lease.

1. Executive Committee Report

-- Executive Director Search: Ms. Rosnick provided an update on the process of hiring a new Executive Director for NCS. The goal is to offer the position and fill it before July 1, 2023. Edgility Consulting has put together a selection of 10+ candidates for consideration by the Search Committee from resumes they have received. Most candidates have experience working in charter schools. Each candidate will do a video interview that will be followed by a telephone interview with a member of the search team at Edgility. The Search Committee will select semifinalists to interview via Zoom. The finalists will be selected by the next Board of Trustees meeting at the end of May.

As part of the search Edgility conducted a stakeholder survey about NCS and the Executive Director role. A discussion on the findings ensued.

-- Autism *Acceptance* Month: Ms. Manning explained that NCS has made the decision to celebrate "acceptance" instead of "awareness" based on the discussions taking place in the Autistic community and school lobbies were decorated with rainbows and infinity symbols to represent the full spectrum and diversity within autistic people. Spirit Week is being held this week, leaders have been going into K-2 classrooms as guests to read alouds of different books that promote the themes of acceptance, celebration, and understanding of differences and neurodiversity. Teachers have been using morning meetings and choice time to celebrate neurodiversity. In addition, Ms. Manning presented information on the subjects that are taught by grade in Social Club as part of the ASD program and on topics that have been addressed during the ASD Parent Support Group meetings.

-- Enrollment: Ms. Santos reported that the lottery for SY 23-24 took place on April 10. NCS is on track to fill all Gen Ed Kindergarten seats and is working to fill seats in the upper grades. There are 4 seats in the ASD program accepted for Kindergarten in Harlem and 6 seats in the Bronx, with more applications on the pipeline at both campuses.

2. Treasurer's Update

Mr. Rendon reviewed the FY23 Budget that is now locked in for the year. Current liquidity and debt ratios are strong, representing a good financial standing. NCS has a projected 3.3 months/101 days of cash on hand, and we will continue to review expenses and update projections for potential savings and adjustments for the remainder of FY23. Next month's financial report will include the Mt. Zion lease buyout assumptions. Finally, the proposed FY24 Budget will be presented to the Board for a first look and preapproval at the May meeting.

3. Board of Trustees Membership

Ms. Sousloff provided a reminder that we need 2 or 3 more people to join the NCS Board of Trustees to fill seats that are now open as a result of resignations.

4. Adjournment

There being no further business, Mr. Rendon made a motion which was seconded by Mr. Schneider, 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 26, 2023.

Dated: April 26, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
May 31, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on May 31st, 2023, at 691 St. Nicholas Avenue, New York, New York 10030, and via video. The meeting was called to order at 6:07 PM.

Trustees Present in Person:

Heidi Baker
Justena Kavanagh
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Everardo Jefferson
Cliff Schneider

Trustees Absent:

Wylie Fennell
Stephanie Hubbell

Others in Attendance:

Nicholas Carton
Jennifer Manning
Michael Renda
Alison Rosnick
Michelle Rumph
Michelle Santos

Six (6) 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 Ms. Baker and seconded by Mr. Schneider to approve the minutes from the April 26, 2023 Board meeting and was unanimously approved.

0. President's Report

Ms. Soussloff discussed the preparation that will be taking place for the end of year Board of Trustees meeting in June that includes committee assignments and the distribution of the self-evaluation tool for Trustees to complete. The responses to the self-evaluation tool will also be provided to the Trustees for review and make changes as needed.

1. Executive Director Search

Ms. Rosnick provided an update on the process of hiring a new Executive Director for NCS. We are on track with the schedule set up for the search, having just wrapped up interviews with the semifinalists. The Search Committee met with a really strong group of candidates and earlier today narrowed down the pool to three, potentially four finalists. Interviews with the chosen finalists are scheduled for next week on Tuesday, Wednesday and Thursday and will include a time for each to meet with the Board of Trustees. Each finalist will visit the schools in Harlem and the Bronx and speak with six groups of stakeholders during the day. The school portion will end by 3:00 or 4:00 pm, then they will meet with the Trustees between 6:00 and 7:30 pm via Zoom. Parent meetings with a different finalist will take place on Zoom at the same time as the Trustees meet with the finalist that toured the schools earlier in the day.

For their meetings with the Trustees, the finalists have been asked to put together a presentation with their vision and strategy for NCS for the next year using high level data that has been provided to them. The meetings will be led by Edgility. Information on the finalists will be distributed to the Trustees by tomorrow.

A motion was made by Ms. Kavanagh and seconded by Mr. Jefferson to give authority to Ms. Soussloff and Mr. Schneider to extend and negotiate an offer for the position of Executive Director of NCS to the chosen finalist within the salary range posted for the job and was unanimously approved.

2. Mt. Zion

Ms. Soussloff reported that we are still waiting to hear from Mt. Zion's attorneys on the proposed lease surrender, in which NCS will be responsible for the rent owed for the 3 years remaining on the lease and will be surrendering all rights and not retaining any obligations to the property. The option of NCS retaining a broker to help Mt. Zion find a new tenant was discussed for the potential of obtaining some reimbursement on the cost of terminating the lease.

3. Executive Committee Report

-- Staff Appreciation Week: Ms. Santos provided a description of the events that took place at NCS to celebrate the staff. These included food trucks, a barista serving specialty coffee, dress down days, and gift card raffles. Scholars wrote thank you notes.

The Parent Association in Harlem provided tumblers, a gift card and a scratch off to win 2 hours of PTO and in the Bronx they provided pastries, fruit platters and thank you cards.

-- Computer Based Testing: Mr. Renda and Mr. Carton reported that NCS was selected by NYS to conduct a field test in grade 6 Math at Harlem and grade 3 ELA at the Bronx. NYS conducts the field tests to assess how scholars will perform on practice questions that have the potential to show up on future NYS assessments. The field tests were conducted on the computer earlier today and showed that there is a need to infuse technology into the curriculum. Next year NYS is mandating that the tests for 5th and 8th grades be administered on the computer. NCS is planning for all grades to take them on computers because there is greater leeway on when to conduct them and allows for an easier access to some IEP mandated accommodations such as question reading, where the administration can select that option for an individual scholar and provide the scholar with headphones, then the scholar will be able to click on the questions and have them read by the computer as often as they need it.

4. Treasurer's Update

Mr. Rendon provided a year-to-date fiscal snapshot of FY22-23 and then presented the FY23-24 Draft Budget to the Board for review, stating that the final version will be presented at the June meeting for approval. It shows an increase of 4.05% in the Per-Pupil Rate (\$18,340 per student) and accounts for staffing increases in network and total number of staff with additional expenditures related to the incoming 5th grade for the Bronx campus. A further discussion on the projected numbers and future considerations ensued.

5. Adjournment

There being no further business, Ms. Kavanagh made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 6:49 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 May 31, 2023.

Dated: May 31, 2023

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
June 28, 2023

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on June 28, 2023, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:09 PM.

Trustees Present in Person:

Heidi Baker
Stephanie Hubbell
Justena Kavanagh
Walter Rendon
Patricia Soussloff

Trustees Present by Video:

Cliff Schneider

Trustees Absent:

Wylie Fennell
Everardo Jefferson

Others in Attendance:

Nicholas Carton
Moniqe Granados
Jennifer Manning
Jermaine Ottey
Michael Renda
Michelle Rumph
Michelle Santos

Six (6) 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. Hubbell to approve the minutes from the May 31, 2023 Board meeting and was unanimously approved.

3. President’s Report

Ms. Soussloff reported that NCS signed the contract to surrender the lease to the Mt. Zion building today. There are fire violations from 2015 involving the boiler that NCS inherited and will need to clear before the surrender takes place. NCS replaced the boiler during its tenancy, the process to close out the violations is being investigated. Final payment on the lease surrender will be made when NCS is instructed by its attorneys.

4. Executive Director Search

Ms. Soussloff announced that the Board of Trustees has appointed Daniel McCormick as the new Executive Director for NCS. He will begin in the position on July 17, 2023.

5. Nominating and Governance Committee

a. Election of Trustees

Ms. Soussloff's and Mr. Jefferson's terms are set to expire this year. A motion was made by Ms. Baker and seconded by Ms. Kavanagh to re-elect Ms. Soussloff and Mr. Jefferson for a new three (3) year term, expiring at the June 2026 annual meeting and was unanimously approved.

b. Election of Officers and Committee Members

i. Slate of Officers

- President/Chair- Ms. Soussloff
- Vice President- Mr. Schneider
- Treasurer- Mr. Rendon
- Secretary- Ms. Baker

ii. Committee Members and Chairs

- Finance: Chaired by Mr. Rendon; Ms. Soussloff, Mr. Fennell and Ms. Baker, Members.
- Accountability: Chaired by Ms. Hubbell; Ms. Kavanagh and Ms. Baker, Members.
- Governance: Chaired by Ms. Soussloff; Mr. Jefferson, Mr. Rendon and Ms. Hubbell, Members.
- Evaluation: Chaired by Mr. Schneider; Ms. Soussloff, Member.
- Community Outreach Task Force: Chair TBD; Ms. Kavanagh, Ms. Soussloff and Ms. Baker, Members.

A motion was made by Ms. Baker and seconded by Ms. Hubbell to approve the slate of officers and committees and was unanimously approved.

c. Board of Trustees Self Evaluation

Ms. Soussloff referred to the responses of the Board Self Evaluation and the implementation of the actionable items that have been identified by the Trustees. In order to make progress on them she proposed selecting a half dozen items to focus on for the first half of the year then switching midyear to another set of items from the list. A discussion ensued.

6. NCS Employee Handbook

Mr. Ottey presented the following proposed changes to the NCS Employee Handbook to become effective starting in SY23-24:

- a. Full-time employees are eligible for bereavement leave upon hire;
- b. Remove the last two weeks of the academic year as critical dates;
- c. Pregnancy Loss Policy- All eligible employees affected by pregnancy loss are eligible to receive up to a maximum of ten (10) days of full paid leave;
- d. Parental Leave Policy- Up to twelve (12) total weeks of fully paid leave for the employee per one (1) year period beginning on the date of the child's birth or the placement of the child in your home; and
- e. Bereavement Policy-
 - i. Employees are eligible to take up to five (5) consecutive days of bereavement leave for their parent, child (biological, adopted, foster child, step child, legal ward, child of an employee standing in place of a parent), grandparents, sibling, spouse, domestic partner, stepchild, stepparent, mother/father-in-law, brother/sister in law, son/daughter in law.
 - ii. Employees are eligible to take up to two (2) consecutive days to attend the funeral of the uncle, aunt, niece, nephew, first cousin.
 - iii. A staff member may make a request to their immediate supervisor (and in Paylocity) to use their Paid Time Off (PTO) allowance for the death of family members or friends not covered by this policy, or if the staff member needs additional days off in excess of the time allowances outlined above due to the death of a family member covered by this policy.

A motion was made by Ms. Hubbell and seconded by Mr. Rendon to approve the changes to NCS Employee Handbook to become effected starting in SY23-24 as outlined above and was unanimously approved.

7. Executive Committee Report

-- Mt. Zion- Ms. Santos reported that NCS has been granted additional time to move out of the building and to remove the wall on the first floor gymnasium area and the ceiling tiles, a project that was requested by Mt. Zion as part of the lease surrender.

-- Enrollment- Ms. Santos noted that NCS is at about 95% enrollment for SY23-24 with the enrollment teams continuing to fill the remaining seats.

-- Class of 2023- Mr. Renda reported that 80% of this year's 8th graders were accepted into one of their top 3 choices for high school. There were many more students that applied and were accepted into independent and private high schools and received scholarships than in previous years.

-- Staffing for SY23-24- Mr. Renda reported that almost all elementary and most middle school staff will be returning in the Fall. In Harlem, an offer of employment was made for the position of 3rd-5th Grade Director, however the K-2nd Grade Director position remains

open. There will be a new Middle School Principal and Ms. Cepeda will stay as Middle School Director.

Mr. Carton stated that the Bronx is fully hired except for one teacher, a position that opened up due to a move out of the area. The K-2nd Grade Director position will be filled by Ms. Larkin and the 3rd-5th Grade Director position will be filled by Ms. Young.

8. Treasurer's Update

Mr. Rendon provided a financial summary of FY22-23 and the FY23-24 Budget. NCS is ending FY22-23 with 2.9 months/89 days of projected cash on hand in the sum of approximately \$7.9 Million despite an overage in expense due to increases in facility and rent expense from the Mt. Zion lease surrender. Mr. Rendon then presented the FY23-24 Budget for Board approval. It is based on a projected enrollment of 952 students, 620 in Harlem and 400 in the Bronx. NCS is projecting an increased revenue of \$36 Million that is due to several factors, including the addition of a new grade in the Bronx campus, the confirmed increase of 4.05% in the Per-Pupil Rate (\$18,340 per student) and higher Per-Pupil Rates for Special Education and ASD. Projected expenses account for additional incurred expenditures related to the incoming 5th grade for the Bronx campus, an annual salary increase for staff and a one-time salary increase for 7+ year tenure NCS employees as well as the end of the temporary space lease by NCSH with Mt. Zion.

Ms. Baker made a motion and seconded by Ms. Hubbell to approve the FY 2024 Budget and was unanimously approved.

Finally, Mr. Rendon informed the Board that the multiyear projected budget will be discussed at the next meeting.

9. Adjournment

There being no further business, Ms. Hubbell made a motion which was seconded by Ms. Kavanagh, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:08 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 June 28, 2023.

Dated: June 28, 2023