

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
July 31, 2024

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on July 31, 2024, 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
Everardo Jefferson (via video)
Walter Rendon
Cliff Schneider (video)

Trustees Absent:

Wylie Fennell
Patricia Soussloff

Others in Attendance:

Daniel McCormick
Michelle Santos

Three (3) out of seven (7) seated Trustees were in attendance in person and two (2) out of seven (7) 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. Five (5) out of seven (7) seated Trustees were present throughout the meeting, which constituted a quorum for the transaction of business at the meeting.

1. Welcome and Public Comment

Mr. Schneider began the meeting and invited public comments. No comments were received.

2. Vice President’s Report

Mr. Schneider stated that it had been the intention of the Board to hold elections for Trustees whose terms were scheduled to expire at the annual meeting on June 25, 2024, however this action was inadvertently left off the agenda and as a result the vote did not take place. The terms of Mr. Fennell, Ms. Hubbell, Mr. Rendon and Mr. Schneider were set to expire at that meeting. All have indicated that they are interested in continuing their involvement as Trustees of Neighborhood Charter Schools.

A motion was made by Ms. Baker and seconded by Mr. Jefferson to re-elect Mr. Fennell, Ms. Hubbell, Mr. Rendon and Mr. Schneider for a new three (3) year term, expiring at the June 2027 annual meeting and was unanimously approved.

3. Approval of Minutes

A motion was made by Ms. Baker and seconded by Mr. Rendon to approve the minutes from the June 25, 2024 Board meeting and was unanimously approved.

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 a couple open seats in the Bronx Kindergarten that they are working to fill. She stated that the annual reports for both schools are due tomorrow, August 1st and that all required items have been completed. The next round of items is due in November, NCS has an internal deadline in October to make sure they are submitted on time. Finally, she advised that work is mostly complete to get the school buildings ready for the first day of professional development for staff for SY 24-25, including refinishing floors and painting in classrooms, reallocating space for a sensory area in Harlem, adding sixth grade classrooms in the Bronx and reviewing student technology to ensure it is functional and prepared for use.

Mr. McCormick informed the Board that a meeting of the Finance Committee did not take place in July but that meetings will resume in August. This is due to the end of fiscal year work that is taking place to close out FY 24 including the annual audit as well as reviewing overall fiscal policies for revisions and preparing financial templates for the SY 24-25.

Summer professional learning for all leaders has been taking place on Zoom in areas such as School Safety, Family Engagement, Co-Teaching, Strengthening the MLL Program, and Providing Better Feedback for Teachers and will end on August 12th. Leaders will return in person August 14th for a day of in person learning and will continue to have a full day of professional development each month during the school year.

Mr. McCormick traveled to Boston, MA for the National Charter Schools Conference from June 30th through July 2nd, where he attended panels on various topics and made good connections that will hopefully help NCS in the future. In October the New York Charter School Network will host a conference in Times Square where NCS will be able to send up to 10 people for learning and networking.

New teachers will report on August 15th and 16th, and they will have professional development sessions with Nancy Tarshis on the Social Thinking curriculum.

The New York State Exam scores have not been released, however in June a report was sent showing how students performed question by question. The report is helping NCS identify areas of strengths and weaknesses in the curriculum. Once the scores are released they will be shared with the Board.

Mr. McCormick reminded the Board about the filming that took place in May for the television show Viewpoint at both campuses and shared the first edit of the 7 minute documentary that will air as part of a series on organizations that work with Autistic

individuals and is geared towards prospective donors, as well as the 30 second commercial that will air in Manhattan for prospective families to learn about NCS.

Lastly, Mr. McCormick reviewed the June data on attendance, enrollment, behavior and end of year assessments. Of note, enrollment is down 34 students across the network from the budget target 1020 and the rate of attendance is 91.42%. NCS scholars grew in proficiency 25pp in ELA and 31pp in Math in the end of year assessments in comparison with the assessments taken at the beginning of SY 23-24.

5. Executive Session

A motion was made by Mr. Schneider and seconded by Ms. Hubbell to enter into executive session to discuss confidential student and personnel matters and was unanimously approved. No votes were taken during the session. A motion was made by Ms. Baker and seconded by Mr. Rendon to exit executive session and was unanimously approved.

6. Evaluation Committee

Mr. Schneider informed the Board that Edgility, the firm that NCS retained last year to aid in the search for a new Executive Director, has been retained to create a rubric for evaluation of the Executive Director. Edgility will be sending out surveys to and speak with direct reports and to Board members as part of that process.

7. Adjournment

There being no further business, Mr. Jefferson made a motion which was seconded by Mr. Rendon, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:01 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 July 31, 2024.

Dated: July 31, 2024