

Neighborhood Charter Schools  
**Minutes of the Meeting of the Board Trustees**  
November 20, 2024

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on November 20, 2024, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:05 PM.

**Trustees Present:**

Heidi Baker  
Wylie Fennell  
Stephanie Hubbell (via video)  
Everardo Jefferson (via video)  
Walter Rendon (via video)

**Trustees Absent:**

Cliff Schneider  
Patricia Soussloff

**Others in Attendance:**

Daniel McCormick  
Michelle Santos  
Michelle Rumph  
Morgan Jenkins  
Kevin Quinn  
Brian Colon  
Peter Hoselton  
McKenna Fitterer

Two (2) out of seven (7) seated Trustees were in attendance in person, and three (3) 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**

Ms. Baker began the meeting and invited public comments. No comments were received.

**2. Approval of Minutes**

A motion was made by Mr. Fennell and seconded by Mr. Rendon to approve the minutes from the October 30, 2024 Board meeting and was unanimously approved.

**3. Nominating and Governance Committee Report**

Ms. Baker began by presenting Dr. Morgan Jenkins as a candidate for nomination to the Board. **The following motion was made by Ms. Hubbell and seconded by Mr. Fennell and was unanimously approved:**

*The Neighborhood Charter Schools' Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to elect Morgan Jenkins as a member of its Board of Trustees, with a term expiring on the Annual Meeting in June 2027, pending approval by NYSED. The resolution approving Morgan Jenkins is adopted upon NYSED's approval.*

A motion was made by Mr. Fennell and seconded by Ms. Hubbell to increase the number of seated Trustees from seven (7) to eight (8) effective as of the December 19, 2024 Board of Trustees meeting and was unanimously approved.

#### **4. Presentation - 411 Wales Buyout Project**

Ms. Rumph introduced Kevin Quinn, Financial Advisor, and Brian Colon, Peter Hoselton and McKenna Fitterer from Baird Financial Group who presented the Board with information on moving forward with the potential buyout of the building at 411 Wales and ground lease from Civic Builders. A discussion ensued.

A motion was made by Mr. Fennell and seconded by Mr. Rendon to engage Kevin Quinn as Financial Advisor and Baird Financial Group as Underwriters to work on the transaction to buy out the interest held by Civic Builders in the building at 411 Wales Avenue, Bronx, NY 10454 and ground lease and was unanimously approved.

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

Mr. McCormick invited Ms. Santos to provide updates from Operations. Ms. Santos informed the Board that enrollment for SY 25-26 opened on November 1<sup>st</sup>. Members of the Operations team are visiting preschools and are holding kiosks at the main offices at both schools to help parents/guardians fill out applications. NCS is also reminding families about sibling applications. As of two days ago 60 applications had been received for Kindergarten in the Bronx and 94 applications in Harlem. She also spoke about the "I Am NYC Charter Schools" campaign in which NCS was asked to participate by the Charter Center. They visited the Harlem campus yesterday and interviewed students that are part of the ASD and MLL programs as well as the Directors of Special Education and Multilingual Learning. More information will be shared about the campaign as it is received.

Ms. Santos and Mr. McCormick provided an update on the ViewPoint project, sharing that the regional commercials and the segment/documentary that were filmed in May 2024 will air in December. There will also be an email campaign to their list of prospective donors that will include information about NCS, how to contact and donate to the school. In

addition, Ms. Santos mentioned the possibility of creating another campaign with Univision for enrollment.

Mr. McCormick discussed the surveys that NCS is requesting for parents and staff to fill out. The survey for parents was created by Ms. Santos in partnership with the PA presidents and is based on the DOE survey that was conducted in the Spring, with responses due by this Friday. Mr. McCormick and Ms. Santos will join the principals' meetings with parents on December 5<sup>th</sup> (Harlem) and December 17<sup>th</sup> (Bronx) to discuss the results and the next steps to address the concerns that arise from the responses. The survey for staff will be conducted in the first or second week of December to determine their satisfaction as employees. Moreover, Mr. McCormick talked about NCS's participation in the Charter Compensation Survey for all NYC charters that is completed every two years by the NY Charter Center. The survey collects information on salaries, bonuses, benefits, PTO, and tenure for all titles. NCS submitted its responses last Friday, the results are expected in January and will be shared with the Board thereafter.

Mr. McCormick spoke about the planned visits by elected officials. This month the Harlem campus was visited by Manhattan Borough Advocate Curtis Young. NCS is also in contact with NY State Senator Cordell Cleare, whose scheduled visit has recently been postponed. During the visits the officials receive a personal tour of the building and classrooms from Principal Soper and meet with Mr. McCormick and his team to discuss NCS and the needs of the school and partnering with them to support the community.

Other items highlighted by Mr. McCormick include the monthly professional development for NCS leaders that was conducted by Nadia Brown, the head of the DEI Committee, the Safe Space Series that was held after the US Presidential elections for staff, other DEI initiatives involving staff, students and their families, Ms. Brown's reflections from her participation in the Courageous Conversations Summit in October, and the Principal celebrations that were included in his written report to the Board revolving around school events such as Character Day. Finally, he pointed to the demographic data for NCS. There are 1070 students enrolled, with 38% of students with IEPs, 12% of students in the ASD program and 16% of students who are considered ELL. The overall attendance rate for NCS this month is 93.23%, exceeding the target of 93%.

## **6. Finance Update**

Mr. Rendon informed the Board that the numbers for enrollment, leadership and staffing are being finalized this month. As of the last per pupil billing, there were 1057 students, in contrast to the 1073 that were included in the budget, but this number will change with the next billing. NCS has 3.9 months/118 days of cash on hand, representing a strong and stable financial position.

## **7. Executive Session**

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

**8. Adjournment**

There being no further business, Mr. Fennell made a motion which was seconded by Ms. Hubbell, to adjourn the meeting and the motion was unanimously approved. The meeting was adjourned at 7:31 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 November 20, 2024.

Dated: November 20, 2024