

Neighborhood Charter Schools
Minutes of the Meeting of the Board Trustees
January 29, 2026

A regularly scheduled meeting of the Board of Trustees (the “Board”) of Neighborhood Charter Schools (the “Education Corporation” or “NCS”) was held on January 29, 2026, at 411 Wales Avenue, Bronx, New York 10454, and via video. The meeting was called to order at 6:01 PM.

Trustees Present:

Heidi Baker
Stephanie Hubbell
Wylie Fennell (via video)
Walter Rendon
Cliff Schneider (via video)

Trustees Absent:

Morgan Jenkins

Others in Attendance:

Daniel McCormick
Michelle Santos
Michelle Rumph

Three (3) out of six (6) seated Trustees were in attendance in person and two (2) out of six (6) 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 six (6) 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 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 December 17, 2025 Board meeting and was unanimously approved.

3. Approval of External Office Lease at 31 West 125th Street

Ms. Santos and Mr. McCormick explained to the Board that NCS has been searching for office space for network personnel because there is no space in the Harlem building and next school year there will not be any space in the Bronx when it becomes a K-8 school for them to meet and work. A new space has been found on the second floor of the building located at 31 West 125th Street that will be set up with a small office and two conference rooms. It is contemplated that NCS will lease the space for two years starting on February 1, 2026 with an option to extend the lease for another three years, and that a network space will be planned and included as part of the High School facilities. A copy of the proposed lease was provided to Board members prior to tonight's meeting for review. A discussion ensued.

A motion was made by Ms. Baker and seconded by Mr. Rendon to approve the terms of proposed lease for the second floor of the building located at 31 West 125th Street, New York, New York 10027 and was unanimously approved.

4. Approval of Proposal by Patrick B. Jenkins & Associates for ASD Allocation

Mr. Schneider and Mr. McCormick informed the Board that the current funding that NCS receives per pupil in the ASD Program to provide them with additional services has never been memorialized or increased since NCS opened for instruction. To rectify this, NCS has received a Government Relations Proposal from consultant Patrick B. Jenkins & Associates (“Jenkins”), a firm that specializes in the areas of government and community relations, political consulting, and strategic advisement. The work will be performed by Dwayne Andrews, Senior Vice President and General Counsel. Upon retention, in accordance with the New York State Lobbying Act, there will be requirements for both NCS and Jenkins to file reports with the New York State Commission on Ethics and Lobbying in Government and the New York City Clerk. Copies of the Jenkins proposal and retainer agreement were provided to Board members prior to tonight’s meeting for review. A discussion ensued.

A motion was made by Ms. Hubbell and seconded by Ms. Baker to approve the retention of Patrick B. Jenkins & Associates for the purpose of working to memorialize and increase the per pupil funding for students in the ASD Program and was unanimously approved.

5. Approval of External Recruitment Firm Price Range

Mr. McCormick reminded the Board that at the December 2025 meeting the Trustees voted on and approved the retention of a recruitment firm for a sum up to \$75,000 for the purpose of hiring a Chief Academic Officer in preparation for opening the NCS High School. NCS obtained quotes from external recruiting firms, and after reviewing the submissions Edgility was selected to conduct the searches for the positions of Chief Academic and Schools Officer (CASO) and Founding High School Principal, however their quote was higher than the sum that was approved at \$83,000. The hiring process for these positions will begin on February 9th. In terms of other positions such as the High School Director of Operations and campus based Special Education Directors, it is expected that they will be the responsibility of NCS’s Human Resources Department to fill. A discussion ensued.

A motion was made by Mr. Schneider and seconded by Ms. Hubbell to approve the retention of Edgility for a sum of \$83,000 for the purpose of conducting searches for the positions of Chief Academic and Schools Officer (CASO) and Founding High School Principal and was unanimously approved.

6. NCS Charter Expansion Applications

Mr. McCormick and Ms. Santos stated that there are no news regarding the status of the Charter Expansion applications, however they received an email two weeks ago that a public hearing must be scheduled by the end of February 23, 2026. They have heard from Dr. Lisa Long, Executive Director of the NYSED Charter School Office, that NYSED is reviewing the applications.

7. President’s Report

Mr. Schneider discussed an issue that was recently addressed regarding Success Academy and whether a charter is considered to be new or repurposed as they intend to use it. He also indicated

that the Alliance of Public Charter School Attorneys will hold a meeting in the Spring that Board members may attend.

Mr. Schneider reported that Friends of Neighborhood Charter Schools (“FONCS”) elected Dr. Jenkins and Ms. Baker to its Board of Directors. He also stated that he will be resigning his position on the FONCS Board. Other members of the FONCS board are former NCS Trustees Derek Fleming, Ruth Meyler and Tena Kavanaugh. Mr. Fleming partners with Chef Marcus Samuelsson and a celebration for the opening of the NCS High School could be arranged at his restaurant, Red Rooster. Finally, in regards to the High School there will be resolutions for NCS and FONCS to adopt in the near future.

8. Executive Director’s Report

Mr. McCormick asked Ms. Santos to provide an update from Operations. Ms. Santos informed the Board that a new Student Information System (SIS) has been identified and is intended to be implemented in SY27-28 subject to approval from the Finance Committee and other stakeholders. The SIS is used to maintain records such as attendance and report cards and will support grades K-12. In terms of High School planning, a project plan document is in draft to outline the work needed, such as enrollment, marketing, the implementation of the new SIS, retention and family engagement. Professional development is being provided to the Operations teams involving training to align the customer experience across the schools. NCS was closed on January 26th due to the snowstorm that the NYC experienced over the weekend, with students having the day off from school and NCS staff working remotely.

In terms of enrollment NCS continues to be on budget. Enrollment for SY26-27 is underway, with recruitment fairs and marketing through Vertex Education. The new mascots for both schools are in production and will be shared during the February meeting, along with pictures, video and their names. Professional development for leaders and staff this month revolved around reflecting and resetting in the new year. An NCS Book Club was launched for staff members, and the first selection was *The Vanishing Half* by Brit Bennett. Safe Space Conversations began today. The Charter School Advocacy Day that was scheduled to take place on January 27th in Albany, NY was canceled due to the snowstorm and has been rescheduled for March 4th. In other news, the girls’ mentorship group in Harlem collected stuffed animal donations and there will be an ERG for male staff that will be led by Mr. Edouard, Assistant Principal of Culture at the Bronx campus.

Mr. McCormick advised the Board that LeveragEd is coming to the Bronx campus on Thursday morning to evaluate school health using their tool to scrutinize three categories, Academic, Culture and Systems/Structure as they did at the Harlem campus in November. Applications from 31 teachers were received for the new NCS Leadership Pipeline and 13 of them were selected and will be notified this week. The program will focus on the 10 Leadership Competencies recognized nationally and by the state of New York in approved leadership preparation programs and will involve full and half day learning sessions, learning about their personal and professional strengths and weaknesses through Insights Discovery profiles, teaching observations and learning alongside NCS leaders, training on the NCS Teacher Evaluation Rubric and 1:1 leadership coaching from Martha Vega, Director of Multilingual Learning, who is a NY State SBL-certified leader.

Mr. McCormick began attending classes this month as part of the EdD program at NYU. His coach from LeveragED will visit the Bronx campus in late March as part of their ongoing coaching program.

The High School expansion consultants, Jenn Lindsay, Sung-Ae and their team, are working with the Principals and Assistant Principals of Culture at both schools to achieve greater alignment on culture, disciplinary policies and approaches. There will be parent focus groups to discuss disciplinary policy. A meeting with one of the consultants will be held with Mr. McCormick and Ms. Santos to discuss long term strategy for NCS the day before the February break. Elizabeth Schroeder, Director of Special Education, has been conducting training sessions for leaders and teachers at both schools on the Social Thinking curriculum.

Finally, Mr. McCormick highlighted the Principal Reports as to instruction and events taking place at both schools.

9. Finance Update

Mr. Rendon informed the Board that Form 990 for FY25 is completed and ready to be submitted. In terms of the current year's budget the assumptions are close to actual numbers. Looking forward planning for the SY26-27 budget has begun taking into consideration the opening of the High School. The new budget will be presented to the Board in June 2026 for approval.

Mr. Schneider indicated Civic Builders is seeking approval to sell its interest in the 411 Wales Avenue building, otherwise there are no new updates on the purchase.

10. 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 7:02 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 29, 2026.

Dated: January 29, 2026