

Northside Charter High School
Board of Trustees Meeting
July 17, 2018
Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair, *via video conference*
Douglas Giles, Trustee
Rizwan Alladin, Trustee, *via video conference*
Deangeor Chin, Trustee, *via video conference*

Matthew Brian, Trustee
Emily Moskowitz, Trustee
Danielle Redmond, Trustee

EXCUSED

David Li, Trustee, Trustee
Willie Scott, Trustee

GUESTS

Lori Fitzmaurice, Executive Director
Mary Kenny, Minutes Transcriber

Danielle Bero, Principal
Charlie Russell, CSBM

The meeting opened at 6:09pm.

1. Executive Committee

a. Approval of Agenda

Mr. Alladin made a motion to approve the Agenda. Ms. Chin was second. All were in favor.

b. Approval of June Board Minutes

The Board reviewed the minutes. Ms. Karaffa made a motion to approve the June 2018 Minutes. Mr. Giles was second. All were in favor.

c. Management Consultant Update

Ms. Fitzmaurice reported that she and Muhammed Chaudhry have been in reviewing SWOT analysis for the August Board Meeting. He will be on campus Friday to work with Ms. Fitzmaurice and the administrative team on goals for the Strategic Plan. Ms. Karaffa requested that Mr. Chaudhry review Ms. Fitzmaurice's Year End Assessment and provide feedback as part of his consultancy.

d. Legal Review and Updates to NCHS Bylaws, Policies and Procedures for 2018-2019

Cliff Schneider is conducting a legal review of the Financial Policies and Procedures, Bylaws, Teacher Handbook, Student Life Guide, Personnel Handbook.

e. Executive Director Year-End Review

Ms. Karaffa reported that staff members completed their assessments of Ms. Fitzmaurice's performance in June. The Board will be conducting their review of Ms. Fitzmaurice in July. All results will be compiled and analyzed to set goals for Ms. Fitzmaurice for 2018-2019.

f. Board Self-Assessment

Ms. Karaffa reported that trustees will complete the Board self-assessment in July, and results will be compiled and analyzed to set goals for 2018-2019.

g. New Principal Introduction and Onboarding

Ms. Fitzmaurice introduced Danielle Bero and reported she has begun reviewing documents and familiarizing herself with Northside. Ms. Karaffa welcomed Ms. Bero and invited her to attend the Board's Annual Retreat in August.

2. Financial Committee

a. Review for June 2018

Mr. Russell reported that the surplus is \$770,000 and that we are under budget due to savings in personnel expenses, direct educational expenses, professional development expenses, administration expenses and insurance.

Mr. Russell reported they have begun work on the annual audit. He will help schedule a call between the Finance Committee and Fruchter Rosen & Co to discuss the audit plan.

b. Updates to 2018-2019 Budget and Bid Approvals

The Board reviewed the proposed budget changes and the vendor recommendations for: phone and internet services, staff development on restorative practices and computers/equipment. Ms. Fitzmaurice explained the school's needs and preferences for each vendor and what services those vendors provide and the Board discussed the benefits and details of each service provider.

1. Phone and Internet. Ms. Karaffa made a motion to approve Verizon One Talk. Mr. Brian seconded. All were in favor.
2. Staff Development: Ms. Karaffa made a motion to approve Powertools. Mr. Brian seconded. All were in favor.
3. Computers and equipment: Ms. Karaffa made a motion to approve Staples' bid. Mr. Brian seconded. All were in favor.
4. Proposed changes to budget: Ms. Karaffa made a motion to approve the three small adjustments totaling \$4,512. Mr. Brian seconded. All were in favor.

c. Investment Options

Ms. Moskowitz reported on the Finance Committee's research on investment options: TD Banknorth, Citi, Max/ADM Financial. She presented the Committee's recommendation of Max/ADM Financial as the institution with transferring \$5 million into the new account. Ms. Karaffa requested Mr. Russell his opinion of the recommendation; he agreed with the committee's recommendation and reported that there is relatively low risk and the funds are readily accessible. He stated that cash flow will be highlighted each month in his financial review. Mr. Karaffa made a motion to establish an account with Max/ADM Financial and transfer \$5 million into the account as soon as reasonably possible. Ms. Chin seconded. All were in favor.

d. Financial Policies and Procedures 2018-2019

Ms. Fitzmaurice said Cliff Schneider is reviewing it from a legal standpoint and will be adding an addendum for the addition of Bill.com. Mr. Russell will be speaking with him tomorrow to review the addendum.

e. **Bank Account Update**

Ms. Fitzmaurice reported all monies have been transferred over to TD Bank. The Board discussed the escrow account, how it differs from savings/operating accounts and why it is required by law because we are a public and non-profit entity.

3. Board Development

a. **Annual Strategy Session – August 10, 2018**

Ms. Karaffa said the Committee met last week and discussed strategies for the annual meeting and will finalize the agenda with Mr. Chaudhry and Mr. Pasek, which will be focused on charter promises and the strategic plan: what is required, what we want to do, what adjustments need to be made. The session will be from 12pm to 5pm followed by the August Board Meeting.

b. **Board Succession Planning**

Ms. Karaffa said with Mr. Graham’s resignation the committee will be evaluating the current board’s expertise to inform a future. We would like to stay in the 8 – 10 member range, but are focused on finding the right person. We’re inviting a gentleman to a future meeting who works at J.P. Morgan and is interested in becoming a potential member.

c. **Administrative Team Succession Planning Update**

Ms. Karaffa reported the committee is reviewing the draft before it will be submitted to the board for review and approval.

4. Education and Accountability

a. **Education Update**

Ms. Fitzmaurice reported the graduation rate was 85% with advanced Regents’ of 10%. Ms. Karaffa asked how many students graduated with local diplomas and Ms. Fitzmaurice responded that that figure was 16%.

b. **Dashboard – June 2018**

Ms. Fitzmaurice reviewed Regents scores in all subjects with the Board. She reported that our ELL population needs to be increased and what impact that will have on resources. A new ELL teacher has been hired and they are determining strategy for programming and support for 2018-2019.

Ms. Fitzmaurice reported suspensions were slightly increased but repeat offenders decreased as well as expulsions and detentions went down. Ms. Fitzmaurice also explained how “ghost students” impact enrollment numbers.

5. Next Meeting

Our next meeting will be on August 10, 2018.

7. Adjournment

Ms. Karaffa made a Motion to adjourn the meeting. Mr. Brian was second. All were in favor.

Northside Charter High School
Board of Trustees Meeting
August 10, 2018
Minutes

The meeting was held at: 4 Times Square, New York, NY 10036 (Office of Skadden Aprs Slate Meagher & Flom)

PRESENT

Kaley Childs Karaffa, Chair
Douglas Giles, Trustee
Rizwan Alladin, Trustee
Deangeor Chin, Trustee
Willie Scott, Trustee

Matthew Brian, Trustee
Emily Moskowitz, Trustee
Danielle Redmond, Trustee
David Li, Trustee

GUESTS

Lori Fitzmaurice, Executive Director
Muhammed Chaudhry, Consultant

Danielle Bero, Principal

The meeting opened at 5:35PM.

1. Executive Committee

a. Approval of Agenda

After discussion, on motion seconded and carried, all were in favor.

b. Approval of July Board Minutes

After discussion, on motion seconded and carried, all were in favor.

c. Management Consultant Update

Ms. Fitzmaurice reported that she and Muhammed Chaudhry have been working on the agenda for the retreat and his facilitation of portions of that meeting. The next steps are to continue coaching of Administration team development and assignment of goal areas from the Strategic Plan. September is Mr. Chaudhry's last month under contract.

d. Legal Review and Updates to NCHS Bylaws, Policies and Procedures for 2018-2019

Ms. Karaffa reported that the bylaws, Financial Policies and Procedures, Personnel Handbook, Student Life Guide, and Teachers' Handbook were reviewed by legal counsel, Cohen & Schneider Law, PC, to ensure compliance with applicable laws and regulations. Ms. Fitzmaurice reported that no changes were made to the bylaws, Personnel Handbook, or Teachers' Handbook. Ms. Fitzmaurice described the changes to the Student Life Guide and Financial Policies and Procedures. The Board discussed the proposed changes and requested a redlines of the changed documents for further consideration. The Board determined to postpone approval of the Student Life Guide and Financial Policies and Procedures until all trustees have had sufficient time to review and discuss the changes.

e. Executive Director Year-End Review

Ms. Karaffa reported the final responses to the Executive Director year end evaluation were received, and the results are being compiled. The Board discussed the process to review the

collective results with the Executive Director and establish goals for performance for fiscal year 2018-2019.

f. Board Self-Assessment

Ms. Karaffa reported the responses to the board self-assessment were received, and the results are being compiled. The Board discussed the process to review the collective results and establish goals for performance for fiscal year 2018-2019.

2. Finance Committee

a. Financial Policies and Procedures

Ms. Fitzmaurice reported that CSBM provided an addendum to the Financial Policies and Procedures for the purpose of allowing the use of Bill.com for creating efficiencies in accounts payable processes. The Board discussed the proposed changes and determined to hold the vote in September to allow for full review of the addendum..

b. Bank Account Update

Ms. Fitzmaurice reported to the Board that there had been no change in account status since July.

c. Max Financial Account Update

Ms. Fitzmaurice reported that Ms. Racquel Brown, Director of Operations, is was working to open the investment account with MAX Financial ADM, which will include working with CSBM and TD Bank to effect the transfer of funds into the new account.

3. Board Development

a. Annual Strategy Retreat – August 10, 2018

Ms. Karaffa reported on the Board’s annual strategy retreat held earlier in the day. The Board discussed the major areas of focus for its oversight and goals for school performance.

b. Board Succession Planning

Ms. Karaffa reported that there are potential trustee candidates that have been discussed by the Board Development Committee. The Committee will be focusing on formalizing the Board Succession Plan to ensure sustainability and meet best practices in governance.

c. Administrative Team Succession Planning Update

Ms. Karaffa reported that the Board Development Committee would be providing comments on the Succession Plan and Performance Management plans to Ms. Fitzmaurice in August, which will be presented to the Board for approval in the fall.

4. Education and Accountability

a. Education Update

Ms. Fitzmaurice reported that the School staff were preparing for the return of all staff on August 20, 2018, and that the administrative team has been planning for a successful staff orientation and return of students in September.

b. Dashboard & Fundraising – July 2018

Ms. Fitzmaurice reported that the current dashboard included the results of performance in 2017-2018, which was thoroughly reviewed by the Board during the Annual Strategy Retreat.

Ms. Fitzmaurice reported that NCHS was successfully awarded a reimbursement grant of \$35,000 for technology from the Res A funds allocated by the Brooklyn Borough President.

5. Next Meeting

Ms. Karaffa stated the next meeting will be on September 17, 2018, at 6:00pm ET at 424 Leonard Street, 4th Floor, Brooklyn, NY.

7. Adjournment

There being no further business to come before the meeting, it was, on motion made, seconded and carried, adjourned.

Northside Charter High School
Board of Trustees Meeting
September 24, 2018
Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair, <i>via Video Conference</i>	Willie Scott, Trustee
Emily Moskowitz, Trustee	David Li, Trustee
Rizwan Alladin, Trustee, <i>via Video Conference</i>	Douglas Giles, Trustee
Matthew Brian, Trustee	

EXCUSED

Danielle Redmond, Trustee; Deangeor Chin, Trustee

GUESTS

Lori Fitzmaurice, Executive Director	Danielle Bero, Principal
Racquel Brown, Director of Operations	Mary Kenny, Minutes Transcriber
Charlie Russell, CSBM	

The meeting opened at 6:10pm.

1. Executive Committee

a. Approval of Agenda (VOTE)

After discussion, on motion seconded and carried, all were in favor.

b. Approval of August Board Minutes (VOTE)

Ms. Karaffa explained the new format of the minutes, which is a result of information she received at a corporate governance conference that showcased best practices for Board meeting minutes. After discussion, on motion seconded and carried, all were in favor.

c. Management Consultant Update

Ms. Karaffa reported that the August Board Retreat focused on review of last year's performance data, review of progress toward the strategic plan and charter promises, and goal setting. Mr. Chaudhry has continued working with the Administration team for aligned goals, processes, and norms for this year. The Board discussed the remaining term of his engagement through September and whether his retainer should be continued. Ms. Moskowitz and Ms. Karaffa requested that Ms. Fitzmaurice schedule a discussion with Mr. Chaudhry to discuss any continued engagement as well as provide a summary of his work to date and progress against objectives.

2. Financial Committee

a. Financial Review

Mr. Russell presented the August financial reports to the Board, with the following revenue items noted: Per Pupil fund was received based on 395 general education students and 34 special education students. Revenue was further increased due to a \$35,000 award, and that the current projected revenue is \$7.25 million.

Further, Mr. Russell highlighted the following expenses: An administrative expense of \$8,987 is being reviewed to determine whether it should be reclassified. Also, an unexpected expense of \$2,214 for a locksmith fees for the new classrooms, which was not budgeted. The current projected expenses are \$7.07 million.

Ms. Brown reported the Max ADM Financial account was opened. Ms. Brown and the Board discussed options opening a corporate credit card as opposed to using only the debit card.

Mr. Russell also reported that he will be scheduling the call for the Board and PFK O'Connor Davies to discuss the annual audit.

b. Financial Policies and Procedures Update for bill.com (VOTE)

Ms. Karaffa said the major change to the document was on Page 11 which was updated to include bill.com. She said that this change was a safeguard to ensure that one person is not solely in charge of disbursements. After discussion, on motion seconded and carried, all were in favor.

3. Board Development

a. Board Succession Planning

Ms. Karaffa said that the Committee will finalize a discussion on looking at current members' terms and new nominations for additional seats that open up. She said that right now, we have a healthy number and committees are working well.

4. Education and Accountability

a. Education Update

Mr. Alladin reported that the Education and Accountability met last week with Ms. Fitzmaurice to discuss the dashboard for metrics the Board will review during the 2018-2019 School Year. Topics discussed included Regents scores from the summer, which were lower due to a low number of students sitting for the exams; goals for 2018-2019. Teachers recruited from Teach for America and all new staff were onboarding well. Enrollment is at 410 and 77% of 12th graders are already on track to graduate, with 25% on track for Advanced Regents.

Ms. Fitzmaurice reported that Ms. Bero's leadership has been a positive impact, and staff have responded well to her leadership. Measures to provide well-rounded support to new staff has been successful. She also reported that SAT Prep Courses are imbedded in every junior's schedule. Their initial testing was a benchmark against which student growth will be tracked.

Ms. Bero reported on professional development, observations, lunch time resets, and classroom walkthrough evaluation tool. Ms. Fitzmaurice explained that Ms. Bero developed an app for administrators and teachers to download have on their phones, which gives them immediate data and feedback.

b. Fundraising Update

Ms. Fitzmaurice said she is going through the pipeline now and researching thoughts on a fundraiser. The Board discussed possibilities and Ms. Fitzmaurice will send out dates for their feedback. Mr. Scott will accompany Ms. Fitzmaurice to Eric Adam's office to receive the award check October 10th.

5. Next Meeting

The next meeting will be on October 16, 2018 at 6:00pm

7. Adjournment

Ms. Karaffa asked guests to leave so the Board could hold an Executive Session. On motion made, seconded and carried, the meeting adjourned.

Northside Charter High School
Board of Trustees Meeting
October 16, 2018
Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair, *via video conference*
Deangeor Chin, Trustee, *via video conference*
Rizwan Alladin, Trustee, *via video conference*
Matthew Brian, Trustee

Emily Moskowitz, Trustee
David Li, Trustee
Douglas Giles, Trustee
Danielle Redmond, Trustee

EXCUSED

Willie Scott, Trustee

GUESTS

Lori Fitzmaurice, Executive Director
Racquel Brown, Director of Operations *via phone conference*.
Charlie Russell, CSBM
Mary Kenny, Minutes Transcriber
Danielle Bero, Principal
Muhammed Chaudhry, *via phone conference*

The meeting opened at 6:05pm.

1. Executive Committee

a. Approval of Agenda

After discussion, on motion seconded and carried, all were in favor.

b. Approval of September Board Minutes

The Board reviewed the Minutes. With no changes, on motion seconded and carried; all were in favor.

c. Management Consultant Update

The Board discussed Mr. Chaudhry's work with the Administration team on aligned goals, processes and norms. Ms. Karaffa and Ms. Fitzmaurice reported that they had a discussion with Mr. Chaudhry regarding a second phase of work to provide further support in acclimating the Principal and management team, aligning the work of the Board with the school's goals, and expanding our fundraising reach. The Board discussed the benefits and potential costs of this work. Mr. Russell said the line for Board Development has money left to support the consultant. Ms. Karaffa requested that Ms. Fitzmaurice to present a proposal to the Board as soon as possible.

d. Organization Chart/Stipend Position

Ms. Fitzmaurice presented her request to modify the Organizational Chart, which was presented to the Board prior to the meeting in a memo of October 11, 2018. Ms. Fitzmaurice described the proposed change to restructure the Organizational Chart to have Guidance staff reporting to the Principal instead of the Assistant Principal with no change to existing sub-reporting relationships, which will simplify the Organizational Chart and allow the Principal more flexibility while maintaining ultimate oversight and accountability. Ms. Fitzmaurice further explained the responsibilities of the Assistant Principal position and how it aligns with NYSED guidance received from David Frank's recent comments on data shaping

instruction and intervention for students. The Board discussed how the amended Organizational Chart will affect the Principal's role, observations, discipline, special education, data, instructional coaching, social/emotional piece, and academic intervention. The Board further questioned Ms. Fitzmaurice regarding the reporting relationship between the Department Coordinators and Assistant Principal; she explained the Department Coordinators will still report directly to the Principal. After discussion of the Organization Chart, the Board voted on motion to approve the revised Organizational Chart, which was seconded and carried; all were in favor.

Ms. Fitzmaurice described the proposal for the proposed stipend position for Dean of Culture who will oversee school-wide events and activities, and goal to have a person focused on making the team more effective; this role also serves a secondary purpose of providing a new leadership role and emphasizing the School's efforts to cultivate new leaders. The Board discussed the proposed new stipend position and its responsibilities. Ms. Fitzmaurice further reported the budget implications will be a stipend of \$10,000/annually, which would be prorated for this year to \$8,000 if the Dean of Culture is selected by November. Mr. Russell commented that as of September, the School is currently under budget. The Board questioned the Administrative Team on their selection criteria as well as performance evaluation of the Dean of Culture. After discussion, the Board voted on motion to approve the addition of the new role of Dean of Culture as a stipend role to be paid on a prorated amount for service during 2018-2019, which was seconded and carried, all were in favor.

2. Finance Committee

a. Financial Review

Mr. Russell reported that the enrollment numbers increased for special education, which has an impact of increasing the bottom line by \$172,000. There was no significant change to expenses and the expected surplus is currently \$223,000.

Mr. Brian reported that the Finance Committee had a conference call with Gus Saliba of PFK O'Connor Davies regarding the audit, and it was reported that the audit was clean, and they will issue an unqualified opinion. Ms. Fitzmaurice also reported that she signed the Management letter and it was submitted to PFK O'Connor Davies.

Ms. Brown reported that we transferred \$5 million into the Max Financial investment account. Ms. Brown requested to add both Ms. Curran and Ms. Bero signatories on the account. Ms. Karaffa instructed Ms. Brown to refer to the Financial Policies and Procedures regarding authorized signatories before taking any action.

The Board discussed opening a corporate credit card to provide a safer alternative to using only the debit card. They requested Ms. Brown proceed with acquiring information for the best credit card accounts and provide information to the Finance Committee

3. Board Development

a. Board Succession Planning

Ms. Karaffa said that the Board Development Committee has developed its annual agenda in which they will meet quarterly and the agenda will include overseeing Board education, self-assessment, recruitment, and succession, and reviewing the School's policies and procedures, as well as other related matters.

b. Trustee Renomination: Douglas Giles

Mr. Giles recused himself from this vote and exited the room. The Board discussed Mr. Giles's re-nomination. After discussion, on motion to renominate Mr. Giles for a third term, which was seconded and carried, all were in favor. Mr. Giles returned to the meeting and was congratulated by the Board, and Ms. Karaffa said that she truly appreciated the opportunity to serve with him and thanked him for his willingness to serve.

4. Education and Accountability

a. Education Update/Strategic Plan Update/Dashboard

Mr. Alladin reported that the Education and Accountability Committee made progress on the metrics for its regular review and discussed the Town Hall Meeting with Mr. Frank. Ms. Fitzmaurice reported that one area of focus will be monitoring the upward movement in Regents' scores and any gaps between our students' achievement data and that of District 14.

Ms. Fitzmaurice reported that suspension rates are high, but believes that it is a result of more timely and consistent enforcement of disciplinary procedures by teachers and through the use of the application developed by Ms. Bero that allows for immediate tracking and reporting of discipline matters. She also reported on changes to utilizing in-house suspensions and that the Administrative Team will be tracking repeat offenders. The Student Support Team meets weekly to review information on home life and will be offering workshops for parents on dating violence/healthy relationships.

b. Fundraising Update

Ms. Fitzmaurice presented possible months for the "Friend Raiser" in which Trustees can showcase the school and students: January 2019 in Manhattan, March 2019 in Brooklyn, and June 2019 in Brooklyn. She will circulate additional information to the Board to finalize plans for these events.

5. Next Meeting

Our next meeting will be on November 14, 2018 at 6:00pm.

7. Adjournment

On motion to adjourn the meeting made, seconded and carried, the meeting adjourned.

Northside Charter High School
Board of Trustees Meeting
November 14, 2018
Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair
Emily Moskowitz, Trustee
Rizwan Alladin, Trustee
Danielle Redmond, Trustee

Deangeor Chin, Trustee
Matthew Brian, Trustee
Douglas Giles, Trustee *via video conference*

EXCUSED

David Li, Trustee
Willie Scott, Trustee

GUESTS

Lori Fitzmaurice, Executive Director
Racquel Brown, Director of Operations
Charlie Russell, CSBM
Melissa De Los Santos, Parent
Robinson Amazan, Parent
Xavier Pagan, Student

Danielle Bero, Principal
Mary Kenny, Minutes Transcriber
Mohammed Chaudhry, *via video conference*
Erika Martinez, Parent
Yvonne Medina, Parent
Antonio Pagan, Student

The meeting opened at 6:18pm.

1. Executive Committee

a. Approval of Agenda (VOTE)

Ms. Brown added under #2 Finance Committee: Resolution for Signatories at TD Bank. After discussion, on motion to approve the agenda as revised was seconded and carried; all were in favor.

b. Approval of October Board Minutes (VOTE)

With no changes, on motion to approve the minutes was made, seconded and carried all were in favor.

c. Management Consultant Update (VOTE)

Mr. Alladin recused himself from the discussion and meeting.

The Board recounted Mr. Chaudhry's work with the administration team and several members expressed their desire to further his engagement on a higher level to expand their vision of reaching goals. Ms. Fitzmaurice expressed agreement, and she thinks we can focus on expansion as described in the current proposal under consideration by the Board. Mr. Chaudhry described the details of his proposed engagement focused on strategy, operational excellence, and organizational development. Ms. Karaffa and Ms. Fitzmaurice explained the cost of engagement through May 31, 2018, and that the funds would be allocated to existing budgeted areas. Ms. Fitzmaurice and Mr. Chaudhry would provide metrics for progress each month. The Board discussed the proposal and how it aligns with the Board's and Organization's goals for growth. Upon a motion to accept and approve the engagement with MACRA Consulting as proposed was made, seconded and carried; all were in favor.

Mr. Alladin returned to the meeting.

d. Executive Director Evaluation Process 2018-19 (VOTE)

Ms. Karaffa described the Board's robust Executive Director evaluation process, which includes a mid-year and end-of-year evaluation that allows the Board to have deep insights into Ms. Fitzmaurice's performance and work with her to establish mutually agreed upon annual goals. The Board discussed feedback received through the prior year's evaluation process, and the Executive Committee presented its recommendations for changes to the mid-year evaluation to include interviews of the Executive Director's direct reports by the Executive Committee and a written assessment of the Executive Director by the Board and Executive Director followed by a conversation with the Board and Executive Director over results and progress toward goals. The year end evaluation will include interviews of the Executive Director's direct reports by the Executive Committee, a written assessment by the Executive Director's direct reports as well as a representative sample of staff members, and a written assessment of the Executive Director by the Board and Executive Director followed by a conversation with the Board and Executive Director over results and progress toward goals. Ms. Fitzmaurice expressed agreement that the process will provide insightful feedback and allow everyone to have a voice in the process. After discussion, motion to approve the new Executive Director evaluation process and questions was made, seconded and carried; all were in favor.

2. Financial Committee

a. Financial Review For October

Mr. Russell presented the current financial statements and status. He reported that the most significant news is the federal funds received were less than what was expected, but per pupil and Special Education funds were higher than expected; therefore, based on current revenue and expenses, the current expected surplus will be approximately \$150,000. The Board discussed the financial status and surplus and reiterated that changes in budgeting practices for the year were made to invest in programming and educational expenses to promote strong student outcomes.

Ms. Brown reported the Max Financial investment account has been set up and will be reflected in the next report.

Mr. Russell and Mr. Brian reported the annual audit and Form 990 was filed and submitted.

Ms. Brown reported that the application for the corporate credit card was submitted to American Express, and that she will provide an update when a response to the application is received.

b. Change to Employer Contribution (VOTE)

Ms. Fitzmaurice presented a proposal as part of ongoing efforts for employee recruitment and retention. She reviewed our health plan renewal options and proposed increasing the premium coverage from 80% coverage to 90% for the remainder of 2018-2019. Mr. Russell reported that CSBM analyzed the impact to the budget, which would be no more than \$2,384. The Board discussed the proposal and questioned Ms. Fitzmaurice, Ms. Brown, and Mr. Russell on comparative practices and proposed impact and perception by current and potential staff. After discussion, motion to approve the increased premium coverage to 90% was made, seconded and carried; all were in favor.

c. Resolution to Add Signatory

The Board discussed its policies for signatories on accounts at financial institutions and the recent change in principal, adding Danielle Beso's signature at TD Bank and removing Suzanne Curran's name. After discussion, motion to add Danielle Bero as a signatory on all NCHS financial accounts and remove Suzanne Curran as a signatory was made, seconded and carried; all were in favor.

3. Board Development

a. Board Succession Planning

Ms. Karaffa reported that the Board Development Committee is working to create a formalized Board Succession Plan to promote continuity and stability of the Board. The Board will work with Mr. Chaudhry on this and other topics at the March retreat. The proposed date for the retreat are March 8, 2019, with a Board dinner afterwards. Ms. Fitzmaurice reported that March 7 is a proposed date for our “Friendraiser”.

4. Education and Accountability

a. Education Update/Strategic Plan Update/Dashboard

Ms. Fitzmaurice explained the metrics in the dashboard comparing our cohort proficiencies with District 14. The Board reviewed graduation rates and passing rates in each subject.

Ms. Fitzmaurice reported on discipline data with comparisons to 2017-2018 and that she thinks teachers and students are profiting from early intervention.

Ms. Karaffa reported that we issued our factual correction letter to the NYSED after Executive Director and Board review, and filed annual report documents.

5. Next Meeting

Our next meeting will be on December 18, 2018 at 6:00pm.

6. Adjournment

On motion to adjourn the meeting made, seconded and carried; all were in favor; the meeting adjourned.

Northside Charter High School
Board of Trustees Meeting
December 18, 2018
Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair *via Video Conference*
Emily Moskowitz, Trustee
*Danielle Redmond, Trustee *via Phone Conference*

David Li, Trustee
Willie Scott, Trustee
Rizwan Alladin, Trustee

EXCUSED

Matthew Brian, Trustee
Deangeor Chin, Trustee
Douglas Giles, Trustee

GUESTS

Danielle Bero, Principal
Mary Kenny, Minutes Transcriber
Angie St. Louis, Director of Human Resources

Racquel Brown, Director of Operations
Charlie Russell, CSBM
Latonia Dalhouse

The meeting opened at 6:06pm. Ms. Karaffa noted that Ms. Redmond is joining the meeting via video conference, but did not meet notice requirements, and, therefore, would not vote on any matters.

1. **Executive Committee**

a. **Approval of Agenda**

After discussion, on motion seconded and carried; all were in favor.

b. **Approval of November Board Minutes**

With no changes, on motion seconded and carried; all were in favor.

c. **Management Consultant Update**

Ms. Karaffa reported that she met with Mr. Chaudhry and Ms. Fitzmaurice to discuss the current engagement and began a draft of the agenda for the March Board Retreat. Further Ms. Fitzmaurice and Mr. Chaudhry will continue their efforts on grant writing and fundraising goals.

Ms. Karaffa informed the Board that the Executive Director Mid-Year Evaluation will take place in January, which will include the Executive Director Self-Evaluation, Board Evaluation of the Executive Director, and the Evaluation Interviews of Ms. Fitzmaurice's direct reports, as previously discussed and approved by the Board.

2. **Financial Committee**

a. **Financial Review for November 2018**

Mr. Russell presented the Board with the School's current financial statement and status. He reported the most significant item was the reconciliation from per pupil allocation. We were aware that we owed \$46,000 but an additional \$30,000 was taken. Ms. Brown has contacted the state and the DOE for more information and consequently, that lowered our projections by \$30,000. Mr. Russell should have a full report at the next meeting. The Board discussed the ramifications of losing students who have IEP's and are receiving special services. Ms. Brown said that a \$30,000 loss could simply be two students. Mr.

Russell gave the financial review for November: Revenue is projected to be \$7,300,000 and anticipated annual surplus of \$123,000.

b. Adoption of ADP Payroll Services

Ms. Karaffa introduced the proposal from management to change the payroll provider, and the Finance Committee has discussed the proposal's options. Ms. St. Louis explained the pros and cons of three systems: Paychex, ADP and Deluxe Payroll. Ms. Moskowitz provided the Finance Committee's recommendation to approve ADP based on the quality of the product The Board discussed prices, services, and opt-out options. After discussion, on motion to approve ADP as the new payroll service provide, seconded and carried; all were in favor.

3. Board Development

a. Board Succession Planning

Mr. Scott said the committee met to discuss the Board's Succession Plan and is working on finalizing the plan to be reviewed by the full Board in Spring 2019. The Board Succession Plan will include key considerations of diversity of the current board and the requisite expertise, experience, and characteristics needed to ensure strong oversight of the School's mission and alignment with the strategic needs and plan.

b. Board Retreat Update March 8, 2019

Ms. Karaffa reported that the Committee has started to formulate topics for the retreat based around the topics of governance, strong oversight practices, and the future growth of the School. She said that Mr. Pasek is working on building structure for the next charter renewal, which will be another topic incorporated to the March Retreat agenda. The Committee will circulate an agenda for the March retreat to the full Board for comment. The Committee will formulate the agenda for the May retreat agenda after March Retreat has been finalized.

Mr. Scott presented on the Committee's discussion on developing further educational opportunities for the Board Members beyond the retreats. The Committee will work with each committee chair to develop topics that are committee specific related to each committee's roles and responsibilities.

4. Education and Accountability

a. Education Update

Mr. Alladin said that he spoke with Ms. Fitzmaurice earlier regarding SAT scores, which they feel were not as well as hoped. Ms. Bero said that we are trying to build stamina by offering practice tests, which show growth for some, while others go up and down. She said that the instructor is being coached to make sure the trajectory of the class is going appropriately and Ms. Bero is hopeful because the instructor is very responsive to feedback. Mr. Alladin asked if Horizon Test Prep is useful and Ms. Moskowitz said that if it is not, we should look at other options.

b. Discipline

Ms. Bero reported that detention has become more stabilized and students are being held more accountable. Restorative practice numbers are showing improvement.

c. Human Resources

Ms. Bero reported that a special education teacher was terminated for cause, but the replacement was hired immediately. The administration is continuing recruitment and retention efforts, which includes maintaining a pipeline of candidates that they expect to expand after the upcoming recruitment fair.

Ms. Bero reported that Sean Harrell was hired as Assistant Principal. She reviewing his resume and qualifications and his on-boarding plan.

d. **NYSED Report from Site Visit**

Ms. Karaffa reported that the state accepted our factual corrections to the 2017-2018 Site Visit Report.

5. Next Meeting

Our next meeting will be on January 15, 2019 at 6:00pm.

6. Adjournment

On motion made, seconded and carried, the meeting adjourned.

Northside Charter High School
Board of Trustees Meeting
January 15, 2019

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair *via video conference*
David Li, Trustee, *via video conference*
Emily Moskowitz, Trustee
Willie Scott, Trustee
Rizwan Alladin, Trustee *via video conference*
Danielle Redmond, Trustee
*Deangeor Chin, Trustee *via video conference*

EXCUSED

Matthew Brian, Trustee
Douglas Giles, Trustee

GUESTS

Danielle Bero, Principal
Lori Fitzmaurice, Executive Director
Racquel Brown, Director of Operations
Charlie Russell, CSBM
Latonia Dalhouse, Staff
Sean Harrell, Assistant Principal
Mary Kenny, Minutes Transcriber
Debbie Tenney, Parent

The meeting opened at 6:06pm. *Ms. Karaffa noted that Ms. Chin is joining the meeting via video conference, but did not meet notice requirements, and, therefore, would not vote on any matters.

1. **Executive Committee**

a. **Approval of Agenda (VOTE)**

After discussion, on motion seconded and carried, all were in favor.

b. **Approval of December Board Minutes (VOTE)**

With no changes, on motion seconded and carried, all were in favor.

c. **Management Consultant Update**

Ms. Karaffa reported that Mr. Chaudhry and Ms. Fitzmaurice have been working with Alana Laudone on fundraising. Ms. Fitzmaurice reported that she is working with the Administration Team and Mr. Chaudhry to determine data to be presented to the Board for the March Board Retreat. The Board discussed the draft retreat agenda included in tonight's packet. Ms. Karaffa will request feedback from Mr. Chaudhry on the Board Succession Plan draft that the Board Development Committee is currently drafting for Board review and approval. The Board then discussed grant writing opportunities with MACHRA for future expansion.

d. **Executive Director Mid-Year Evaluation**

Ms. Karaffa reported that Ms. Fitzmaurice's mid-year evaluation is currently being conducted. The process includes interviews of her direct reports and other selected leadership staff and written assessments by the board and Ms. Fitzmaurice. the Executive Committee will lead the process and review the results with the full Board and Ms. Fitzmaurice.

2. **Financial Committee**

a. **Financial Review For December 2018**

Mr. Russell presented the current financial statement and status with expected revenue of \$7,300,000, Expenses of \$7,200,000, and Surplus of \$111,000.

Ms. Karaffa reported that we are still waiting to receive additional detail on the reason for the Per-Pupil discrepancy of \$30,000. She additionally reported that Ms. Fitzmaurice and Ms. Brown will attend a training on January 22nd to review how to reconcile the Per-Pupil invoice to meet best practices.

b. **CDW – Proposals for Mac Book Pros**

Ms. Fitzmaurice reviewed three proposals to purchase MacBook Pros for NTV and the Advanced Arts program and recommended CDW, which was the most affordable. After discussion, on motion seconded and carried, all were in favor.

3. **Board Development**

a. **Board Succession Planning/ Board Retreat Update - March 8, 2019**

Mr. Scott reported that a draft of the Agenda was circulated and asked for any additional items that members may want to discuss. The Board then reviewed other topics, such as fundraising and the location of the retreat.

4. **Education and Accountability**

a. **Education Update/Introduction of Sean Harrell**

Ms. Bero introduced Mr. Harrell, our new Assistant Principal, who has a background in school leadership, and she reported that teachers have welcomed him. Additionally, she reported that they have finished all formal observations, and from the data collected, they will begin specific coaching. Ms. Bero said that next semester, they are thinking of doing an overhaul of the schedule. In addition, students with ten or more referrals will attend workshops to help break some of the unhealthy patterns.

b. **Strategic Plan Implementation**

Ms. Fitzmaurice reported that the staff conducted our second benchmark tests and reviewed the results with the Board. She said that the data showed gains. She noted that where there were gaps, students completed an added essay, so the results were affected.

Ms. Fitzmaurice reviewed the enrollment numbers, which is currently at 381, 19 under our target enrollment of 400. Administration spoke with Dan Pasek today to discuss strategies for increasing enrollment; he provided comparative data to other charter schools.. Ms. Fitzmaurice reported that most of the discharges are re-locations, but the administration and staff are always thinking of ways to increase enrollment and what issues prevent us from growing. Administration is looking at special education/ELL requirements as an area of potential growth for enrollment. Also, the Administration is looking at various models that might be more competitive with other schools, such as reducing twenty minutes to students' lunch periods, but keep the same instructional minutes, to meet the dismissal times of other schools.

Ms. Karaffa reported the Executive Committee discussed with Ms. Fitzmaurice the option of distributing teacher and parent surveys prior to the city surveys, to gain additional feedback. Ms.

Fitzmaurice agrees that that is an opportunity to look at ways to improve the school and spoke about the upcoming diversity programs and initiatives. Ms. Dalhouse showed hoodies emblazoned with lettering for Black History Month, which will be worn by teachers during a school-wide assembly.

Ms. Bero explained strategic initiatives for Tier 3 students that include targeted instruction in three classes. Students have expressed positive feedback, and Ms. Bero will begin a Peer Court pilot next semester.

Ms. Fitzmaurice reviewed upcoming events on the calendar and invited the Board to all events. She then announced that one of our teachers is a candidate for Teacher of the Year, which is a Big Apple Award.

5. Next Meeting

Our next meeting will be on February 12, 2019 at 6:00pm.

6. Adjournment

On motion made, seconded and carried, the meeting adjourned.

**Northside Charter High School
Board of Trustees Meeting
February 28, 2019
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair *via video conference*

Matthew Brian, Trustee

Douglas Giles, Trustee *via video conference*

Rizwan Alladin, Trustee *via video conference*

Deangeor Chin, Trustee *via video conference*

EXCUSED

Emily Moskowitz, Trustee

Willie Scott, Trustee

Danielle Redmond, Trustee

David Li, Trustee

GUESTS

Danielle Bero, Principal

Lori Fitzmaurice, Executive Director

Racquel Brown, Director of Operations *via phone conf.*

Charlie Russell, CSBM

Mary Kenny, Minutes Transcriber

The meeting opened at 6:30pm.

1. Executive Committee

a. Approval of Agenda (VOTE)

After discussion, on motion seconded and carried, all were in favor.

b. Approval of January Board Minutes (VOTE)

With no changes, on motion seconded and carried, all were in favor.

c. Management Consultant Update

Ms. Karaffa reported Mr. Chaudhry is working closely with the Executive Committee and Board Development on the March Board Retreat, which will focus on Board dynamics, governance practices, and review of current organizational and student performance. Ms. Fitzmaurice has

been working with Mr. Chaudhry's grant writer. Mr. Brian requested that fundraising strategy be discussed during the retreat. Mr. Giles requested that committee responsibilities and functioning also be discussed during the retreat. Ms. Karaffa confirmed she would include both topics.

d. Executive Director Mid-Year Evaluation

Ms. Karaffa asked the Board to complete the executive director mid-year evaluation, so results can be discussed by the Board and Ms. Fitzmaurice.

2. Financial Committee

a. Financial Review For January 2018

Mr. Brian reviewed the January financial statements and reported the expected surplus of \$111,000. Ms. Fitzmaurice reported that the administrative team and CSBM are reviewing the coding of expenses and per pupil accounting. She noted that there is a significant savings in personnel due to maternity leaves and positions that had vacancies prior to hiring new employees thus creating additional savings. Ms. Fitzmaurice reported that the administrative team and CSBM are working on the first draft of the new budget and will meet on March 14 to report back at the March Board meeting. Ms. Karaffa requested that Ms. Fitzmaurice present any large items for consideration at the Board Retreat.

3. Board Development

a. Board Succession Planning

Ms. Karaffa reported that the committee is working on the succession plan as well as recruitment to be presented to the Board at the end of this fiscal year.

b. Board Retreat - March 8, 2019

The Board reviewed the Retreat agenda. The retreat will be facilitated by Ms. Karaffa, Mr. Chaudhry, and Mr. Pasek. The Principal and Assistant Principal will be invited to join the afternoon session when the Board will review and discuss progress toward charter promises and strategic plan objectives.

4. Education and Accountability

a. Education Update

Ms. Bero and Ms. Fitzmaurice reviewed the Dashboard and reported that they will be presenting tracking performance and trends using different metrics for each cohort and will review with Mr. Harrell at the Retreat. The Board discussed the SAT scores, and Ms. Fitzmaurice explained that students only prepared during one semester but data is being monitored with new programming made for 2018-2019 to determine impact on increasing scores. Ms. Fitzmaurice reported that January Regents had low attendance, which is typical since those students are retaking the exams. The administrative team and teaching staff are now preparing for June Regents and

expect 85% of seniors to graduate. Ms. Fitzmaurice reported that at-risk letters were sent to parents and meetings with them are being scheduled to ensure parents are informed of their students' performance and to provide educational and social/emotional supports to help get them back on track for graduation. Mr. Brian asked about college acceptances/retention. Ms. Fitzmaurice reviewed current acceptances and will pull data regarding student attrition in college. Ms. Chin asked about the SAT Prep course and the Board discussed additional tutoring, which has been done through Saturday review sessions. Ms. Fitzmaurice reported that Regents review will be incorporated into students' regular school day. Ms. Bero is working with staff to encourage students to aspire to achieve Advanced Regents diplomas.

b. Accountability

Ms. Fitzmaurice reviewed the enrollment numbers, which is currently at 384 with new students continually enrolling. The Lottery is April 1st. She reported on our Facebook ads and billboards as new recruitment strategies

Discipline: Ms. Fitzmaurice reported that disciplinary issues are stable. Ms. Bero discussed the three sessions for students in which they review empathy, anger management and creative expression. Students are excited about joining Peer Court.

Staff retention: Ms. Fitzmaurice reported that 100% of staff have indicated that they are returning next year, and Ms. Fitzmaurice believes it is due to the Board's support and leadership. She reported that the teacher surveys indicated that 86% of staff are satisfied with leadership. Ms. Karaffa asked that the data be available at the Retreat. Ms. Fitzmaurice reported that the ADP transition is completed and staff have responded positively.

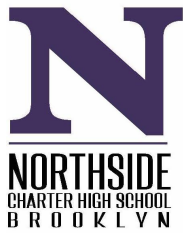
Ms. Fitzmaurice reminded the Board to invite everyone they know to the Friendraiser next week. She said we received the Amazon Coding Program. The Board discussed student engagement. Ms. Fitzmaurice said that Rapper Missy Elliot gave us a shoutout on Instagram for our door decorations celebrating Black History Month!

5. Next Meeting

Our next meeting will be on March 19, 2019 at 6:00pm.

6. Adjournment

On motion made, seconded and carried, the meeting adjourned.



**Northside Charter High School
Board of Trustees Meeting
March 19, 2019
Minutes**

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222

PRESENT

Kaley Childs Karaffa, Chair *via video conference*
Matthew Brian, Trustee
Emily Moskowitz, Trustee *via video conference*
Deangeor Chin, Trustee *via video conference*
David Li, Trustee *via video conference*
Willie Scott, Trustee *via phone conference**
Danielle Redmond, Trustee *via phone conference**

EXCUSED

Rizwan Alladin, Trustee
Doug Giles, Trustee

GUESTS

Danielle Bero, Principal
Lori Fitzmaurice, Executive Director
Racquel Brown, Director of Operations
Charlie Russell, CSBM

*Ms. Redmond and Mr. Scott did not count toward quorum or vote in any matter.

The meeting opened at 6:21pm.

1. Executive Committee Report

- a. **Approval of Agenda:** After discussion, on motion seconded and carried, all were in favor.
- b. **Approval of February Board Minutes:** With no changes, on motion seconded and carried, all were in favor.
- c. **MACHRA Consulting Update:** Ms. Karaffa provided an update of Mr. Chaudhry's facilitation of the March retreat and ongoing consultation with the Board. Ms. Fitzmaurice reported that she and Mr. Chaudhry met in person and over the phone to discuss various leadership issues and HR guidance.
- d. **Executive Director Mid-Year Evaluation:** Ms. Karaffa reported that she would prepare a comprehensive evaluation report after receiving the last

Trustee comments and would then share with the Board and Ms. Fitzmaurice.

2. Finance Committee

- a. **Financial Review For February 2019:** Mr. Russell of CSBM discussed the monthly reports provided to the Board. The projected surplus is approximately \$171,000 for year end.
- b. Ms. Fitzmaurice updated the Board on the next steps for the 2019-2020 Budget Preparation which were to include a draft and narrative presented to the Finance Committee in April. The Board and Ms. Fitzmaurice discussed strategic priorities and impact on the budget.
- c. The Fundraising Strategy for 2019-2020 will be reviewed by Mr. Brian and the Finance Committee and discussed in the May meeting.

3. Board Development

- a. **Board Succession Planning:** The Board Development Committee is reviewing the Succession Plan and presenting to Board in May.
- b. **Board Retreats:** The Board discussed the timing of its next retreat in line with the goal to provide time for review of year end results in late June. The date will be determined by the Board this spring.

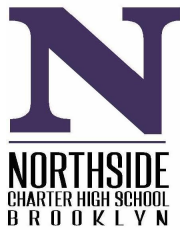
4. Education and Accountability

- a. **Education Update:** Ms. Brown reported the Lottery is April 1 and presented the School's strategies for increasing success including activities for potential students to get to know staff and current students.
- b. **Strategic Plan Implementation Update:** Ms. Fitzmaurice is working on the logic model with Muhammed Chaudhry, which was discussed at the March Retreat.
- c. **Dashboard Review:** The Board discussed the notable items were discussed such as college acceptances, discipline rates, and restorative justice initiatives (peer court progress).
- d. **Fundraising Update:** Ms. Fitzmaurice reported that more data on fundraising progress would be available at the April meeting.

5. Next Meeting: April 16, 2019 at 6PM

6. Motion to Adjourn Meeting: On motion seconded and carried, all were in favor.

7. Executive Session



**Northside Charter High School
Board of Trustees Meeting
April 16, 2019**

Location: The meeting was conducted via video conference and each attendee utilized video conference unless otherwise noted below. Refer to meeting notices for locations.

PRESENT:

Kaley Childs Karaffa, Chair
Deangeor Chin, Trustee
Matthew Brian, Trustee
Danielle Redmond, Trustee
David Li, Trustee

Douglas Giles, Trustee
Rizwan Alladin, Trustee
Emily Moskowitz, Trustee
Willie Scott, Trustee

GUESTS:

Lori Fitzmaurice, Executive Director
Charlie Russell, CSBM
Racquel Brown, Director of Operation

Executive Session: 6:00pm to 6:10pm

The Board Meeting opened at 6:10pm

1. Executive Committee

- a. **Approval of Agenda:** After discussion, on motion seconded and carried, all were in favor.
- b. **Approval of March Board Minutes:** With no changes, on motion seconded and carried, all were in favor.
- c. **MACHRA Consulting Update:** Ms. Karaffa reported that conversations have continued between her, Mr. Chaudhry, and Ms. Fitzmaurice on proposed work plan for next year and assistance in recent weeks on board development and leadership team support. The Board discussed utilization of MACHRA staff for fundraising efforts and hightented focus in this area. Ms. Fitzmaurice described current work with Ms. Laudone (MACHRA grant writer) and goals for fundraising efforts for next year, which will be outlined in a fundraising strategy document for 2019-2020 and presented to the Board.
- d. **Executive Director Mid-Year Evaluation:** Ms. Karaffa reported that the results were distributed to the Board and Ms. Fitzmaurice. The Executive Committee discussed the results with Ms. Fitzmaurice during their last committee meeting. Ms. Fitzmaurice reported that the results were useful in providing her guidance and areas for focus.

2. Finance Committee

a. Financial Review For March 2019:

- i. Mr. Russell presented the March financial statements to the Board. The net revenue is expected to approximately \$315,000 for the year. Ms. Brown reported that the independent auditors will be on site on May 31 for the audit.
- ii. Mr. Brian reported on the Finance Committee's and Administration's progress on the 2019-2020 budget. The Finance Committee provided feedback to Ms. Fitzmaurice on the draft budget and draft budget narrative during the April committee meeting. Ms. Fitzmaurice described the budgeting framework based on strategic priorities.

b. Fulfillment of 2019 Reso A Grant Funds: Ms. Fitzmaurice reported that the School applied for and were awarded a \$35,000 technology grant with the Brooklyn Borough in 2018 and that Computer Logic Group is the vendor dictated by the grantor.

c. Fundraising Update: Mr. Brian reported the Finance Committee was working with Ms. Fitzmaurice to review the current fundraising strategy and make updates for 2019-2020 fiscal year.

3. Board Development

a. Board Succession Planning: Mr. Scott and Ms. Karaffa reported that the Board Succession Plan is in final review. Ms. Karaffa will be requesting updated skills and experience data from each trustee to use in the Board Succession Plan. The Board Development Committee will present the succession plan to the Board in May.

b. Board Retreats: The Board discussed scheduling the next Board retreat focused on the strategic plan, review of 2018-2019 performance, and options for growth; this will be scheduled the next retreat in July or August after year end data received.

4. Education and Accountability

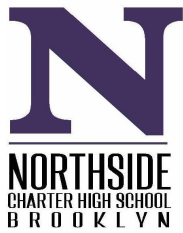
a. Education Update: Mr. Alladin reported to the Board on the current student performance data and programmatic areas reviewed and discussed by the Education and Accountability Committee.

b. Strategic Plan Implementation Update: Ms. Fitzmaurice reported that she is working with the leadership team and Mr. Chaudhry on the logic model, which will help promote strategic alignment and Board review of execution; she will be requesting Board feedback on the logic model in May and June.

c. Dashboard Review: Mr. Alladin reviewed the dashboard data and noted focus areas that will be determined through year end testing and performance data.

5. **Next Meeting:** Ms. Karaffa reported the next meeting will be on May 21, 2019 at 6:00 p.m.

6. **Motion to Adjourn Meeting:** On motion seconded and carried, all were in favor.



**Northside Charter High School
Board of Trustees Meeting
May 21, 2019**

Minutes

Location: The meeting was conducted via video conference and each attendee utilized video conference unless otherwise noted below. Refer to meeting notices for locations.

Present: Kaley Karaffa, Chair
Rizwan Alladin, Trustee
Willie Scott, Trustee
Danielle Redmond, Trustee
Matthew Brian, Trustee
Emily Moskowitz, Trustee
David Li, Trustee

Guests: Charlie Russell, CSBM
Lori Fitzmaurice, Executive Director
Danielle Bero, Principal

Excused: Doug Giles, Trustee
Deangeor Chin, Trustee

Executive Session: 6:00pm to 6:10pm
The Board Meeting opened at 6:10pm

1. Executive Committee Report
 - a. Approval of Agenda: After discussion, on motion seconded and carried, all were in favor.
 - b. Approval of April Board Minutes: After discussion, on motion seconded and carried, all were in favor.
 - c. MACHRA Consulting Update: Ms. Karaffa reported that she and Ms. Fitzmaurice are working with Mr. Chaudhry on the proposal for the next phase of work, which will be presented to the Board in the June Meeting. Ms. Fitzmaurice noted that full fees associated with Mr. Chaudhry's work will be contingent on a year-end surplus from targeted fundraising results.
 - d. Executive Director Year End Evaluation: Ms. Karaffa advised that Ms. Fitzmaurice's year end evaluation process will include a 360-degree review from staff, Executive Director self-evaluation and Board evaluation of Ms. Fitzmaurice, as approved by the Board for this year's process. The process will be completed by July 2019.
2. Finance Committee Report
 - a. Financial Review For April 2019: Mr. Russell of CSBM reported on April's financial reports and noted that projected revenue of \$7.3M with April showing slightly higher expenses for substitute teachers; the surplus is projected at \$297,000
 - b. Budget Initial Review & Discussion: Ms. Fitzmaurice reviewed the Budget Narrative and PEO recommendations. She will finalize two open items: Financial Services for external controls and a third PEO bid.

- c. Fundraising Update: Mr. Brian reported that Ms. Fitzmaurice will present the 2019-2020 Fundraising Strategy to the Board for review in the July meeting.
- 3. Board Development Committee Report
 - a. Board Succession Plan Discussion: Ms. Karaffa reported that the committee-reviewed Succession Plan is available to Board members via the Board drive and that a couple of Board members need to complete their demographics information to be included in the Succession Plan. The final plan will be presented in June for review and approval.
 - b. Board Retreat: The Board discussed the date for the upcoming retreat, which will focus on School expansion opportunities, year end data review, and strategic plan review and refresh.
- 4. Education and Accountability Committee Report
 - a. Education Update: Ms. Bero reported on the recent benchmarks and the upcoming professional development data day where teachers will work with their departments and administration on data review and action plans.
 - b. Dashboard Review: Mr. Alladin and Ms. Fitzmaurice highlighted items from the monthly Dashboard, including some prestigious college acceptances and implementation of the Muslim Cultural Heritage Month as a celebration of our diversity.
- 5. Next Meeting: June 18, 2019 at 6:00pm
- 6. Motion to Adjourn Meeting: On motion seconded and carried, all were in favor.

Executive Session

Northside Charter High School Board of Trustees Meeting

June 18, 2019

Minutes

The meeting was held at: 424 Leonard Street, Brooklyn, NY 11222. See location notices for those who are noted to have attended via video conference

PRESENT

Kaley Childs Karaffa, Chair *via video conference*
Emily Moskowitz, Trustee
Rizwan Alladin, Trustee *via video conference*
Deangeor Chin, Trustee

Douglas Giles, Trustee
Willie Scott, Trustee
Danielle Redmond, Trustee

EXCUSED

Matthew Brian, Trustee; David Li, Trustee,

GUESTS

Lori Fitzmaurice, Executive Director
Racquel Brown, Director of Operations
Charlie Russell, CSBM

Angie St. Louis, Director of Human Resources
Sean Harrell, Assistant Principal
Mary Kenny, Minutes Transcriber

Executive Session: 6:00pm to 6:10pm
Board Meeting opened at 6:10pm.

1. Executive Committee

- a. **Approval of Agenda:** After discussion, on motion to approve the June 2019 Agenda that was seconded and carried, all were in favor.
- b. **Approval of May Board Minutes:** After discussion, on motion to approve the May 2019 Minutes that was seconded and carried, all were in favor.
- c. **MACHRA Consultant Update:** The Board reviewed the proposed work plan, which will focus on strategy, Board development, operational excellence and organizational development. Ms. Fitzmaurice reported she will meet with Mr. Chaudhry next week to review the work on fundraising, grant writing, and next steps for operational excellence, organizational development, and strategic planning.
- d. **Executive Director Year End Evaluation:** Ms. Karaffa reported the written assessment was distributed to the Executive Director's direct reports and other selected staff members as part of the Board approved Executive Director evaluation process. Further following the staff's written assessments, the Executive Committee will conduct interviews with staff. The Executive Director and Board will complete their Executive Director evaluation in July. The Board will review results and discuss the Executive Directors goals for 2019-2020 during the August Board retreat.
- e. **2019-2020 School Calendar:** Ms. Fitzmaurice described the proposed academic calendar for 2019-2020, which incorporates religious holidays, spring break, and four snow days. The Board

discussed the 180 school days requirement and reviewed the calendar. After discussion, on motion to approve the seconded and carried, all were in favor.

- f. **2019-2020 Board and Committee Calendar:** The Board reviewed and discussed the proposed board and committee meeting calendar. After discussion, on motion to approve the 2019-2020 Board and Committee Calendar, that was seconded and carried, all were in favor.
- g. **Board Officer and Committee Membership for 2019-2020:** Ms. Karaffa reported that she consulted with Mr. Chaudhry and each Board member to develop the proposed Board Officers and Committee membership for 2019-2020. After discussion, on motion to approve Ms. Karaffa as Board Chair, Mr. Giles as Vice Chair, Mr. Brian as Treasurer, Mr. Scott as Secretary, and Ms. Karaffa (Chair), Mr. Giles, Mr. Brian, Mr. Scott, Ms. Redmond as Executive Committee members, and Mr. Brian (Chair), Mr. Giles, Ms. Moskowitz as Finance Committee members, and Ms. Karaffa (Chair), Mr. Scott, Mr. Alladin, Ms. Redmond as Board Development Committee members, and Mr. Alladin (Chair), Mr. Li, Ms. Chin, Mr. Scott as Education and Accountability Committee members that was seconded and carried, all were in favor.

2. Financial Committee

- a. **Financial Review for May 2018:** Mr. Russell presented and the Board discussed the current financial statements and status which included projected revenue of approximately \$7,293,000 June 30 and projected expenses of approximately \$6,998,000 and a surplus of approximately \$295,000.

The Finance Committee will discuss developing a policy for the surplus.

Mr. Russell reported that the first phase of the internal audit was complete and uneventful.

- b. **2019-2020 Budget:** Ms. Fitzmaurice reviewed the rationale behind the development of the budget, which focused on budgeting to mission with the highest investment in staff retention and development and student related costs. Ms. Fitzmaurice noted 25 of 38 teaching faculty have more than five years' experience. The Board reviewed and discussed the proposed budget. After discussion, on motion to approve the budget for 2019-2020 that was seconded and carried, all were in favor.
- c. **PEO Selection:** Ms. Fitzmaurice reviewed proposals from the three providers and presented her recommendation of TriNet. The Board reviewed annual costs, services, and logistics of the transition period. The Board requested the administration develop a transition plan in collaboration with CSBM. After discussion, on motion to approve TriNet as the PEO provider that was seconded and carried, all were in favor.
- d. **Fundraising Update:** Ms. Fitzmaurice reported on outstanding grants and that she is working with Mr. Brian on updating the fundraising strategy, which will be discussed at the July Meeting.

3. Board Development Committee Report

- a. **Board Succession Planning:** Ms. Karaffa reviewed the proposed Board Succession Plan, which will be reviewed at least annually, and updated as necessary, by the Board Development Committee. The Board discussed utilizing Board members' professional and personal networks to recruit future candidates meeting Board goals for diversity of expertise, skills, and characteristics. After discussion, on motion to approve the Board Succession Plan that was seconded and carried, all were in favor.

b. Board Retreat: Ms. Karaffa reported the date of the strategy retreat is August 9th at 12:00 PM followed by a board and management dinner. Randall Iserman, Director of School Supports of the New York City Charter School Center has reached out to Ms. Fitzmaurice through Dan Pasek and requested to observe our Board Retreat to learn how our Board is implementing best governance practices. The Board discussed the request and determined it would provide a good opportunity to collaborate with the NYC Charter School Center and increase our reputation in the industry. Ms. Karaffa reported that she will work with Ms. Fitzmaurice to determine which portion of the retreat will be most beneficial and appropriate for Mr. Iserman to join and will request he sign an NDA.

c. Management Succession Plan Update

Ms. Karaffa and Ms. Fitzmaurice reported that the plan is under review and will be presented to the Board in July.

4. Education and Accountability

a. Education Update

Mr. Alladin and Mr. Harrell reviewed the Mock Regents scores from May, benchmarks, and preparations for June Regents. Mr. Alladin also presented the preliminary results of the NYC DOE Survey and the percentage of positive responses by category.

5. Next Meeting

Ms. Karaffa reported the next Board Meeting will be on July 16, 2019 at 6:00pm.

6. Adjournment

On motion to adjourn made, seconded and carried, the meeting was adjourned.