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**Northside Charter High School
Board of Trustees Meeting Minutes
September 21, 2021**

Location: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. All locations were open to the public. See location notices for locations.

Present:

Kaley Childs Karaffa - Chair, via video conference
Deangeor Chin - Trustee, via video conference
Douglas Giles - Trustee, via video conference
Danielle Redmond - Trustee, via video conference
Rizwan Alladin – Trustee, via video conference

Guests Present:

Stanton Brown - Executive Director, via video conference
Mahmud Ennin - Director of Finance and Administration, via video conference
Brittany Sheckels - Executive Assistant, via video conference
Louise Grotenhuis – Chief Academic Officer, via video conference
Sharima Jackson – Chief Student Services Officer, via video conference
Nora Pasek- Consultant from Pasek Consulting, via video conference
Jeannie Mcauley- NCHS Parent, via phone conference

I. **September Consent Agenda.** The Board discussed the September 2021 consent agenda, which included: August 24, 2021 Meeting Minutes and September Financial Reports. All items in the consent agenda had been reviewed in greater detail in all Board Committee meetings during the week prior. After discussion, on motion to approve the September 2021 Consent Agenda that was seconded and carried, all were in favor.

II. Executive Director Update

- A. Dr. Brown advised the Board that he had shared a brief video update in the board book with them for separate review.
- B. **Beginning of School in Review.** Dr. Brown recapped the School’s opening hybrid model, noting there are A/ B/C days switching between in-person and online classes. However, as of September 23, 2021, Dr. Brown and the management team decided to switch to hybrid-light model until October 5, 2021 due to a recent COVID case at the school. To promote health and safety, all students will take their classes remotely at this time, except for those students who may require in-person services. Dr. Brown reported that NCHS will be surveying all students to know their vaccination status, and the vaccine will be required for any extra-curricular activities and sports.
- C. **Early College Celebration.** Dr. Brown reported to the Board NCHS’s new structure of incorporating college classes into the high school curriculum. The new courses are: Poetry in America (by a Harvard professor), Intro to Computer

Programming (by a Stanford professor), Basic College Writing and Basic Spanish (by St. Francis professors). Dr. Grotenhuis also noted that approximately 20 students were also attending CUNY classes via the College Now program.

- D. **Compliance Calendar Update.** Dr. Brown outlined that every month a compliance calendar would be shared with the Board, showing the action items for the previous, current, and upcoming months.
 - E. **Monthly Dashboard.** Dr. Brown shared the Strategic Plan Dashboard with the Board, recapping general statistics around attendance, scores, benchmarks, and other relevant data.
 - F. **COVID-19 Vaccination Requirement.** Dr. Brown reviewed the August 2021 Board approved that requires that all NCHS staff receive COVID-19 vaccination, unless an employee has a health or religious exemption. The Board questioned management on the statistics of number of staff currently vaccinated, those who plan to meet the vaccine requirement, and those that do not, and management responded that there was only one staff member who had claimed a religious exemption and that they expected all other staff to meet the vaccination requirement.
- III. **Strategic Plan Progress Report.** Dr. Brown shared the Strategic Plan Dashboard with the Board, recapping general statistics around attendance, scores, benchmarks, and other relevant data. The Board inquired about the current student enrollment rate; Mr. Ennin advised the current count is 449 students enrolled, but that this number will decrease to be approximately 400 students as allowed under the charter, as students and families finalize their school plans. The Board inquired progress toward the strategic goal of having all major internal processes being codified this semester; Dr. Brown advised the process would be completed by December 2021. Dr. Brown noted that the student achievement data (specifically, SAT, Accuplacer, NWEA scores, and others) will be reported as those assessments are conducted.
- IV. **Charter Renewal Application Update.** Ms. Nora Clancy from Pasek Consulting outlined the protocol of the charter renewal process, which includes meetings by NYSED and their education consultant with staff, students, families, management, and the Board. Ms. Karaffa reported that NCHS's public hearing will be held virtually on October 4, 2021, and the board's meeting with NYSED will be on October 1, 2021. Management will be working with Pasek Consulting to produce a preparation deck for the Board and staff for the renewal site visit.
- V. **NCHS Policies:** Ms. Karaffa reported that management had shared all finalized, clean versions of NCHS policies, which include Family Life Guide, Personnel Handbook, Financial Policies and Procedures, School Safety Plan. Ms. Karaffa and Dr. Brown noted that there were no substantive changes to the policies approved by the Board on August 24, 2021, and that all changes were typographical, grammatical, and non-substantive. After discussion, on motion to approve the Family Life Guide, Personnel Handbook, Financial Policies and Procedures, and School Safety Plan that was seconded and carried, all were in favor.
- VI. **Committee Reports**

- A. Executive Committee.**
- 1. FY 2022 Executive Director Evaluation Process Approval and FY 2022 Board Self-Assessment Process Approval.** Ms. Karaffa reported that the Executive Committee reviewed the questionnaires and process utilized to evaluate the Executive Director in a mid-year and end-of-year evaluation, which includes feedback from the Executive Director, Board, and members of staff, along with the questionnaire utilized by the Board to facilitate its annual self-assessment, which is supported by MACHRA Consulting. After discussion, on motion to approve to maintain the long-running and established Executive Director Evaluation process and Board Self-Evaluation process that was seconded and carried, all were in favor.
- B. Finance Committee**
- 1. Fiscal Year 2021 Audit Update.** Mr. Alladin reported that the final report form NCHS's external auditors was received and that the Finance Committee met independently with PKF O'Connor, independent auditor, to review the results of the audit. Further, her reported that NCHS received a clean, unqualified opinion for the fiscal year 2021 audit and that the Board would receive, review and approve the IRS Form 990 prior to the November 2021 filing deadline. .
 - 2.** Mr. Alladin presented the request from management to approve Discubre as the School's new Spanish curriculum provider, which provides virtual and in-person materials at multiple levels of proficiency. Mr. Alladin noted that the proposal followed the Financial Policies and Procuedres bidding requirements and the amount for the curriculum was within the budgeted amount. After discussion, on motion to approve Discubre that was seconded and carried, all were in favor.
- C. Board Development Committee**
- 1. Douglas Giles' Renomination.** Ms. Karaffa reported that Mr. Giles's current three year term was ending in October 2021 and that the Board Development Committee was recommending Mr. Giles's renomination for another three year term. After discussion, and on motion to renominate Mr. Giles as a trustee for another three year term, which was seconded and carried, all were in favor. Mr. Giles recused himself from the discussion and vote.
- VII. Public Comment.** There were no public comments or questions received.
- VIII. Executive Session.** There were no actions taken in an executive session; on motion to adjourn the meeting, which was seconded and carried, all were in favor.