



**Northside Charter High School
Board of Trustees Meeting Minutes
October 19, 2021, 6:00pm ET**

Present:

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

Excused:

Douglas Giles, Trustee

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
Debbie Tenney- NCHS Parent, via phone conference

- I. October Consent Agenda.** The Board discussed the October 2021 consent agenda, which included: September 21, 2021, Board Meeting Minutes and September 2021 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 October 2021 Consent Agenda that was seconded and carried, all were in favor.
- II. Executive Director Update.** Dr. Brown reported that the video shared with the Board outlined NCHS’s detailed plan to return to their hybrid schedule this week. Dr. Brown will also be presenting in the NY Charter School Association conference on October 20, 2021. Management updated the Board on NCHS’s employee vaccination policy, which requires faculty to be fully vaccinated, and requires students to be vaccinated for any extra-curricular activities. The employees are all vaccinated approximately 98%, and the student population is vaccinated approximately 40% at the time of reporting.
- III. Strategic Plan Progress Report.**
 - A.** Dr. Brown reported that the current student enrollment is 425, and the freshman and senior classes are the largest of all grades. He further reported that NCHS is also up to date with all compliance action items for state reporting. Additionally, he noted that the management team has finalized documentation for approximately 50% of NCHS processes and will meet the goal of documenting all processes and procedures by the goal date set in the annual corporate goals. Dr. Brown reported



that the SATs that were recently canceled due to a COVID case in the school and that they would be rescheduled for later in October. Management reported that the turnout for its new college dual enrollment courses was positive, and a good number of students are participating.

- B. IDEA Statement and Framework.** Dr. Brown shared NCHS's IDEA statement with the Board, which was approved in May 2021 by the Board. Dr. Brown and Dr. Grotenhuis shared the draft IDEA Framework, which builds the structure, philosophy, and tracking framework to measure implementation of the IDEA Statement, and noted it is being further developed for more specificity. The Board offered to help management with development of the IDEA Framework with a goal of finalization in late 2021-early 2022, so the Board can effectively monitor progress toward diversity, equity, inclusion, and antiracism initiatives across stakeholder groups. Dr. Brown and Dr. Grotenhuis indicated they would reach out to Board members to gain their insights and support further development of the IDEA Framework.

IV. Charter Renewal Application Update.

- A.** Ms. Karaffa reported that the charter renewal application was submitted in August 2021, and at the beginning of October, management and the Board met with NYSED, in addition to NYSED's class observations, meetings with parents and students. She stated that the current expectation is that the charter renewal recommendation should be received from NYSED in late 2021, and that the Board should review the application and recommendation and vote on the charter renewal by March of 2022. Further, Ms. Karaffa reported that she and Dr. Brown met with Paolo Giovine, NYSED Charter School Liaison, following the charter renewal site visit to further discuss NCHS's charter renewal application, specifically the key design elements, as well as the 2020-2021 annual report, and that he provided insights into current standards and expectations from NYSED and identified opportunities for NCHS to further refine the charter renewal application. Ms. Karaffa also noted the School would be submitting factual corrections to the 2020-2021 annual report.
- B. Key Design Elements Revision.** Ms. Karaffa described the origin of NCHS's Charter Key Design Elements, which were established in 2009 at the School's founding. She noted that based on changes in charter school practices in designing Key Design Elements and on the School's evolution and focus on its mission of post-secondary readiness and attainment, the School has the opportunity to revise the Key Design Elements in its current charter renewal application. Dr. Brown shared the proposed changes to the Key Design Elements that align to the School's vision, mission, and strategy. The Board discussed the revisions of the Key Design Elements and how the revisions would enable the Board to implement its strategy with authenticity and alignment to the School's mission and maintain compliance



with the Charter. After discussion, on motion to approve the updated Key Design Elements that was seconded and carried, all were in favor.

V. Committee Reports

A. Executive Committee. Ms. Karaffa reported that the Executive Director presented the Committee with his analysis of the management team member's strengths and opportunities for growth, which is an important way the Board monitors management team development and success and the system of performance management for key employees.

B. Finance Committee

1. **Form 990 Update.** Mr. Alladin reported that the IRS Form-990 should be finalized by November 15, 2021, and will present it for Board review and signature by the Board Chair in advance of the filing deadline.
2. **October Financial Update.** Mr. Alladin reported that a new fundraising plan and investment strategy were being developed by the Finance Committee and management team, which will be presented to the Board for review and approval. These will focus on acquiring outside funds to supplement NCHS's strategic initiatives and goals.
3. **Fiscal Year 2021 Audit.** Mr. Alladin reported that the final Audit Report for Fiscal Year 2021 was received, and the School received a clean, unqualified audit. He noted the Finance Committee met with school's independent auditors in closed session on multiple occasions in August, September, and October to review progress toward the audit as well as the finalized audit results and statements. After discussion, on motion to approve the Fiscal Year 2021 Audit that was seconded and carried, all were in favor.

C. Board Development Committee

1. **Board Succession Plan.** Ms. Karaffa reported that the Committee is utilizing the recently updated succession plan to support the Board's succession planning efforts and determine when to begin to actively recruit new members. It will continue to prioritize maintaining healthy board diversity in expertise, experience, and personal characteristics to support board effectiveness.
2. **Board Retreats and Education Sessions.** The Committee is assessing educational opportunities and planning for the Board's next retreat to support the Board's understanding of best practices and trends in education, charter schools, nonprofit organizations, and governance. The Board will continue to utilize outside consultants and advisors to support these sessions.

VI. Public Comment. There were no public comments or questions received.

VII. 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.