



**Northside Charter High School
Board of Trustees Meeting Minutes
November 16, 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
Douglas Giles- 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
Maria Frazier- NCHS College Counselor

I. November Consent Agenda. The Board discussed the November 2021 consent agenda, which included: October 19, 2021, Board Meeting Minutes, which had been reviewed in greater detail by the Board the week prior. After discussion, on motion to approve the November 2021 Consent Agenda that was seconded and carried, all were in favor.

II. Executive Director Update:

A. School Business:

1. Dr. Brown reported that the school’s pupil count is approximately 415 students.
2. He also reported that for the second semester, Northside is tentatively planning to fully return to in-person school for all grades. The Board inquired requested to review a detailed outline of the reopening process and all the accommodations and equipment that will be needed, and whether staff and the school community would be surveyed for their input and preferences. Management advised that they would provide more detail for Board review at the December Board meeting. The Board recommended to management that they should investigate any needed changes around the full time employee count to accommodate all students returning to the building. Management confirmed that NCHS would require additional full time employees to support full in-person learning.
3. Dr. Brown reported that Northside’s PowerSchool database update was still underway. Further he reported that the college essay, SAT/ PSAT and counseling teams had a positive and successful start to the school year. Management advised that the recent October SAT scores should be available for review on December 8, 2021.

B. Board Business:

1. Dr. Brown reported that the charter renewal process is now almost completed with the exception of the pending the public hearing regarding Northside’s updated Key Design Elements that were approved by the Board in October 2021. The hearing will be arranged between NYSED and the DOE.
2. Dr. Brown reported that Northside is completing Special Education intervention work and will provide an update on progress to the Board in December.
3. Dr. Brown outlined that management may present a budget expansion and revision to the Board, particularly to support college trips and field trips, as students are able to resume in-person events.

C. Staff and School Updates: Dr. Brown reported that one of Northside’s teachers, Ms. Proto, ran the recent NYC Marathon. He also reported that some of the new sports clubs were successfully started this fall semester.

III. Strategic Plan Progress Report:

A. Standard Operating Procedures Update: The Board inquired if the Standard Operating Procedures Manual provided by Management in the board book was ready for Board review and subsequent approval, and Management advised that it is an initial draft; they will provide the Board with a finalized version for Board review and approval prior to distribution to staff. The Board inquired if Northside had yet implemented the NY Hero Plan Act. Management confirmed that they had not yet received any notice about this act but will consult with the School’s HR provider to determine any necessary policy changes, which will be brought to the Board.

B. Strategic Plan Dashboard: Dr. Brown reported the Northside’s Strategic Plan Dashboard was available in the board book for Board review.

IV. Committee Reports

A. Executive Committee: Ms. Karaffa reported that the Board continues to work with its consultants on its focus on its board culture, oversight, and governance processes and practices.

B. Finance Committee

1. **October Financials:** Mr. Alladin reported that the School does not receive any additional per-pupil funds for any students enrolled beyond our authorized 400 student capacity. He further noted that the PPP loan forgiveness submission has been completed, and now just awaiting further bank updates; more info should be available by February 3, 2022.
2. **FY 2021 Audit Finalization:** Mr. Alladin reported that the auditors are filing for an extension with the IRS for NCHS’s FY 2021 Form-990 due to their capacity delays. They anticipate having the Form 990 for Board review in December.
3. **Fundraising Strategy Plan:** Dr. Brown outlined Northside’s proposed Fundraising Strategy. He reported that management is considering the types of problems that donors typically want to support and would focus on highlighting Northside’s mission of post-secondary readiness, attainment, and persistence. He further noted that management will increase efforts to



424 Leonard Street
Brooklyn, NY 11222
(347)390-1273
www.northsidechs.org

apply to outside grants and philanthropic effort and involve Northside Board and community.

C. Education and Accountability Committee

1. **Strategic Plan Progress on Academic Goals:** Ms. Chin reported that the Special Education compliance points were currently being worked on, and that a new hire for the Special Education team is in process. The recent NYSED compliance deficiency has been addressed and corrected, and the Special Education team continues to work on maintaining full compliance at all times.

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

VI. 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.