



**Northside Charter High School  
Board of Trustees Meeting Minutes  
December 14, 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  
Sheina McClendon- NCHS SpEd Coordinator  
Monique Powell- NCHS Program Director  
Nieisha Crawley- NCHS Dean of Students

**Location:** See meeting notice for specific locations and video conference information. All were open to the public.

- I. December Consent Agenda.** The Board discussed the December 2021 consent agenda, which included: November 16 2021 Board Meeting Minutes, and November Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the December 2021 Consent Agenda that was seconded and carried, all were in favor.
- II. Executive Director Update:** Dr. Brown initiated his update by sharing a short video clip of Northside’s girls’ volleyball team winning their recent game the night before.
  - A. Compliance Calendar Update- 3 Month Recap:** Management presented the three-month compliance recap showing action items due from November 2021-January 2022.
  - B. Reopening Plan-Progress Update:** Dr. Brown shared that for the Spring Semester, NCHS intends return to a fully in-person model, where all students would be in the building all five weekdays, starting in late January (the final date to be confirmed). The Board inquired if there would be Caregiver Webinars and student training before fully reopening. Management advised that there was a Caregiver Webinar already scheduled for December 15, 2021, plus two more in January 2022. The Board inquired how management will assess learning statistics and their differences between hybrid and moving to fully in-person. Management responded that NWEA assessment scores would be one point of reference for this data. The Board inquired

if there had been any other caregiver commentary regarding a preference for staying hybrid. Management advised that they had not received requests to remain hybrid and that returning to in-person instruction would better support student achievement. The Board inquired about the policy for letting Caregivers into the building to meet as needed. Management advised that Caregivers must be fully vaccinated and make an appointment in order to meet with anyone at the school. The Board inquired as to how NCHS would ensure that student tech needs were still met as the educational model changes from hybrid to in-person. Management advised that technology devices and programs would still be distributed and updated as necessary and that any new needs for new platforms or technology would be evaluated. The Board asked when management will ascertain the financial impacts from returning to in-person learning. Management advised that there were still a few outstanding new employees to on-board but will have more details in January's meeting.

### **III. Strategic Plan Progress Report:**

- A. Monthly Dashboard:** Dr. Brown shared with the Board the monthly summary of NCHS's student statistics, including SAT scores, discipline statistics, and attendance rates. The Board inquired about how rigor would continue to be handled with the return to in-person learning. Management advised that there would be more focus on combining ELL programs with SAT programs, so those students would not fall behind in their preparation. Further, Advisory will also have a heightened focus on college preparation. The Board inquired if there was any difference in the rigor of the testing preparation training from the assessment tests facilitated in spring 2021 versus fall 2021. Management advised that the spring assessment preparation included additional preparatory courses not included before the fall 2021 assessment tests. Management noted that they would further evaluate the correlation between the additional preparatory support and student achievement in order to inform future planning. The Board inquired if there was a "road map" that was shared with students, which outlined the goals and tests they would encounter throughout high school. Management confirmed that the development of a detailed plan for this purpose would be worked on for the Spring semester.
- B. NWEA RIT Scores:** Dr. Grotenhuis reported that less than half of NCHS students took the initial NWEA test; the current statistics were gathered across 40 students in each grade. Dr. Grotenhuis advised that the next round of testing would have greater focus on its administration, with the goal of increasing the number of test-takers.
- C. Discipline Updates:** Ms. Jackson reported that there was a total of 14 student referrals for the school year to date, 8 of which were committed by the same student. The Board asked what the most common reason for student referral. Management advised that it was often due to class management, and students disrupting and acting out during class time. The Board suggested that management specifically consider adherence to their IDEA Statement and principles when assessing disciplinary action. Management agreed and noted that it would be prioritized.

### **IV. Committee Reports**

#### **A. Executive Committee**



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

1. **Culture Survey:** Ms. Karaffa reported that the Board will be working with management to design and facilitate a Culture Survey to issue to all of employees, in order to assess and understand how the employees view the school's leadership and culture. The Board anticipates facilitating the survey will likely be released in winter 2022.

**B. Finance Committee**

1. **November Financials:** Mr. Alladin reported that NCHS has a positive net income for the current fiscal year.
2. The Finance Committee continues to investigate investment strategy and finalizing Northside's investment policies.

**C. Board Development Committee**

1. **Board Succession Planning:** Ms. Karaffa reported that the Board has its succession plan that will be utilized in finding new potential candidates for the board, which considering diversity characteristics and areas of expertise.
2. **Board Retreats and Education Sessions:** Ms. Karaffa reported that the Board is working to schedule the next Board retreat for the early part of 2022.

**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.