



**Northside Charter High School  
Board of Trustees Meeting Minutes  
August 10, 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  
Willie Scott - Trustee via video conference  
Danielle Redmond - Trustee, via video conference  
Rizwan Alladin - 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

- I. **August 10, 2021 Consent Agenda.** The Board discussed the August 2021 consent agenda, which included: July 2021 Meeting Minutes, August 2021 Agenda, Committee Reports, Annual Self-Assessment, Executive Director Update, July Financial Reports, Fiscal 2021 Finance Review, and Audit Update. 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 August 2021 Consent Agenda that was seconded and carried, all were in favor.
  
- II. **Executive Director's Monthly Report.** Dr. Brown shared an update of the current enrollment status for the 2021-2022 school year, and reported that the new and returning student ratios are currently within the School's goals. The Board inquired about students who may originally enroll but then do not officially end up attending NCHS; management advised that this percent was included in the 10% average attrition shown in the current statistics. Management shared the new 2021-2022 NCHS hybrid in-person and virtual models and schedules that would be followed depending upon any mandates that arise as a result of the pandemic. The Board inquired about potentially surveying staff and students to see if a vaccination rate can be ascertained; management replied that there was an initial staff survey conducted in April 2021 but that would re-issue a new one at the start of staff orientation. The Board requested that management consult with NCHS's attorneys and then present the Covid policies to the Board at the next Board meeting.

- A. **Management Retreat.** Dr. Brown reported that the Senior Management Team attended a two-day in-person retreat facilitated by Muhammed Chaudhry, NCHS's executive consultant, for team building and coordinating on an organizational level.
  - B. **Staff Hiring Update.** Dr. Brown provided a brief update on recruitment for open positions, which he expects to be filled in the coming weeks.
- II. **NYSED Deficiency Letter.** Ms. Karaffa reported that she, Dr. Brown, and Dr. Grotenhuis met with their Paolo Giovine, Karrone Jarret Watson, and Barbara Moscinski of NYSED to discuss the SPED Deficiency Letter and Corrective Action Plan deadline. NYSED agreed to provide NCHS with an extension to August 30, 2021 to submit the corrective action plan to allow NCHS to conduct the full audit required therein. Management reported it is working with Pasek Consulting and Future Leaders Incubator to ensure their corrective action plan is compliant with all laws and regulations. Management will present the Board with the findings of the special education students audit and the draft corrective action plan for review and approval prior to submission to NYSED.
- III. **Charter Renewal Application.** Ms. Karaffa reported that the charter renewal application has been prepared by management in collaboration with Pasek Consulting and was sent to the Board for review prior to submission on August 16, 2021. There will be certain Benchmark 1 student performance data to report that won't be known until after the official start of school, and will be reported by October 1, 2021.
- A. **Core Statements for Renewal - Updated Mission & Vision.** Ms. Karaffa reported the Board approved the new vision, mission, core values, and IDEA statement at the April 20, 2021, Board meeting.
  - B. **Charter Renewal Narrative.** Ms. Clancy from Pasek Consulting highlighted the current status of the renewal narrative; after input and several revisions between the Board and Management, the narrative will be ready for submission by the August 16 due date. After discussion, on motion to approve NCHS's Charter Renewal Application that was seconded and carried, all were in favor.
  - C. **Organizational Chart.** Dr. Brown presented a revised Organizational Chart to the Board that includes four direct reports (Executive Assistant, Chief Finance and Operations Officer, Chief Academic Officer, Chief Student Services Officer) reporting to the Executive Director. The Board and management discussed the division and areas of responsibility for the Chief Academic Officer and Chief Student Services Officer and how the title of "Officer" promotes parity among the Executive Director's direct reports with responsibility for achievement of strategic goals. The Board noted that it is its desire and instruction for management that this organizational structure be durable and promote stability and accountability. After

discussion, on motion to approve NCHS's Organizational that was seconded and carried, all were in favor.

- D. **Discipline Policy.** Dr. Brown presented the new student Discipline Policy, which will include new rules around cell phone use and virtual attendance. After discussion, on motion to approve the updated Discipline Policy that was seconded and carried, all were in favor.
  - E. **Complaint Policy Approval.** Dr. Brown reviewed the updates to the Complaint Policy that have been reviewed by the School's legal counsel and noted the complaint policy includes levels of review based on the reason for the complaint with escalation through the Board of Trustees and with appeal to the New York State Board of Regents. Management described its planned efforts to ensure complaints are resolved at the lowest level and then escalated appropriately through management for proper addressing and resolution. After discussion, on motion to approve the updated Complaint Policy that was seconded and carried, all were in favor.
  - F. **Maximum Enrollment Approval.** As part of Northside's charter renewal, Dr. Brown described the proposed goal to increase the overall student count from 400 to 420. The Board discussed its desire to broaden reach for students served and positively impact our students and communities. After discussion, on motion to approve the total student enrollment count from 400 to 420 that was seconded and carried, all were in favor.
  - G. **FY 2022 Corporate Goals.** Dr. Brown reviewed the Fiscal Year 2022 Corporate Goals, which had been reviewed and discussed very thoroughly between Management and the Board at all committee meetings. The Board discussed how the goals align to the new mission, vision, values, and IDEA statements in support of student performance and post-secondary preparation and attainment. After discussion, on motion to approve the Fiscal Year 2022 Corporate Goals that was seconded and carried, all were in favor.
- IV. **NYSED Charter Term Desk Audit.** The Board reported that it received the request from NYSED to conduct its Charter Term Desk Audit. The areas included Desk Audit overlap with the areas being presented in the Charter Renewal Application and will be submitted to NYSED by the August 17, 2021 deadline.
- V. **August 24, 2021 Board Meeting.** Due to timing and the amount of information to be covered for the month of August, the Board proposed to have a second Board Meeting on August 24, 2021, to cover timely and important topics and approvals. After discussion, on motion to approve the additional August 24, 2021 Board Meeting that was seconded and carried, all were in favor.



- 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.

DRAFT