



**Northside Charter High School
Board of Trustees Meeting Minutes
February 15, 2022, 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

Guests Present:

Mahmud Ennin – Chief Finance and Operations Officer
Brittany Sheckels - Executive Assistant
Louise Grotenhuis - Chief Academic Officer
Monique Powell - Chief Student Services Officer
Muhammed Chaudhry, MACHRA Consulting

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

- I. February Consent Agenda.** The Board discussed the February 2022 consent agenda, which included: January 18, 2022 Board Meeting Minutes and January 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the February 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. Committee Reports**
 - A. Finance Committee.**
 1. Mr. Alladin reported that NCHS continues to operate at an overall positive net income.
 2. Mr. Alladin reported that the IRS Form 990 has been finalized and present it for Board review. After discussion, on motion to approve the IRS Form 990 that was seconded and carried, all were in favor.
 3. ADP Update. Mr. Alladin reported that management team is effectuating the transition from TriNet to ADP, which was expected to take month to complete. that The ADP contracts were finalized and fully executed.
 4. Fundraising and Investment Strategy. Mr. Alladin reported the Finance Committee is working with Mr. Ennin to finalize an investment strategy for NCHS and is considering multiple providers and plans to bring a recommendation to the Board once research is complete.
 5. Fiscal Year 2023 Budget Planning. Mr. Alladin reported that the first draft of the fiscal year 2023 budget will be ready for review for the Finance Committee in March, which will be presented to the Board for review and discussion in May prior to finalization and approval in June.

- B. Executive Committee.** Ms. Karaffa reported that the Executive Committee has been working with the management team and the Board’s consultants to continue to understand and improve the corporate culture and school leadership team’s capacity. Additionally, the Executive Committee is providing guidance and closely overseeing the management team as they finalize plans for all students to return for full in-person education on February 28th and prioritize goals and student performance for the remainder of the school year.
- C. Education and Accountability Committee.** Ms. Chin reported that the Education and Accountability Committee discussed NCHS’s plan to return to in-person learning at the end of February, including its credit recovery initiatives. The Committee noted it reviewed academic objectives of strategic plan, special education processes, NWEA outcomes, and Modern Classroom utilization with the management team.

III. Management Report.

- A. In-Person Learning Transition Plan.** Management shared information on the plan to return to full in-person education on February 28. The management team noted they would be highly focused on addressing the learning loss experienced during the pandemic along with helping students with their mental and physical health as they return to the building. The Board inquired how messaging around this return was being handled; management replied they are developing a “Return to Brick” handbook, which will be shared with students and caregivers prior. .
- B. Strategic Plan Progress.** The Management Team shared an overview of the Strategic Plan statistics: maintaining student enrollment at 403, confirming overall compliance with State and DOE requirements, student attendance improvement efforts, considering establishing a new student government for the following school year, increased Caregiver Webinars and Spanish-translated literature, and opening a Caregiver Hotline. The Board and management discussed the need for student education on civics and democracy, which would align to a plan to create a student government in the future. Management shared latest student college-related statistics and efforts were shared, noting that St. Francis College recently visited NCHS to publicly award a student’s early acceptance. Management reported that over the past several weeks, they have been working with Mr. Chaudhry focusing alignment on all strategic plan goals and assessing progress to date and working to enhance leadership team cohesion and dynamics, and they would continue this work and report further again in next month’s meeting.
- C. Regents Exams Update.** Management reported there were no new updates on Regents at this time, and it remains to be seen if they will be canceled in June as they were in the past.
- D. Talent Development Update.** Management reported that they are continuing to work on team building and development efforts and are beginning to assess hiring needs for fiscal year 2023.
- E. Student Recruitment Plan.** Management reported that the student recruitment team recently attended a school fair on February 12, 2022, and they are planning more engagement events as the School approaches the April enrollment lottery date.



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