



**Northside Charter High School
Board of Trustees Meeting Minutes
March 15, 2022, 6:00pm ET**

Present:

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

Excused:

Deangeor Chin- Trustee

Guests Present:

Brittany Sheckels - Executive Assistant, via video conference
Conor Hale - Dean of STEM, via video conference
Debbie Tenney - Guest, via video conference
Jeanmarie McAuley - Guest, via video conference
Jenny Kang - Dean of Humanities, via video conference
Louise Grotenhuis - Chief Academic Officer, via video conference
Mahmud Ennin - Director of Finance and Administration, via video conference
Monique Powell - NCHS Program Director, via video conference
Muhammed Chaudhry - Interim Executive Director, via video conference
Nicole Davis - Assistant Director of Operations, via video conference

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

- I. March Consent Agenda.** The Board discussed the March 2022 consent agenda, which included: February 15, 2022, Board Meeting Minutes, and February 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the March 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. Management Update.**
 - A. Executive Director Transition.** Ms. Karaffa reported that since the previous Board Meeting, the Board had terminated Dr. Brown from his Executive Director position. The Board has since appointed Mr. Chaudhry as Interim Executive Director. The Board will conduct an executive director search in the coming months, which will incorporate feedback from key stakeholders to inform the Board’s decision. The Board and Mr. Chaudhry have been and will continue to work closely to drive focus for employees on promoting academic achievement and ensuring organizational soundness and success.

- B. Strategic Plan Progress Report.** Management shared presentation detailing the status on NCHS’s annual strategic goals. Mr. Ennin reported that regarding the budget enrollment targets and planned expense savings, NCHS has maintained a student enrollment of 401 maximizing per pupil funding and that management is working to identify opportunities for expense savings for the 2023 fiscal year. Ms. Powell reported that the college culture is currently being designed and will update further at the next board meeting. Mr. Chaudhry reported that he is currently working on establishing NCHS’s branding efforts and a fundraising plan. Dr. Grotenhuis reported that Northside will have an interim assessment for the Regents, which will help determine student readiness for the upcoming Regents examinations, and another NWEA assessment will be administered in the spring. Ms. Powell reported that she will be focusing on improving student attendance rates and caregiver interactions. She noted that the utilization of PowerSchool as a student information system by staff, students, and caregivers is increasing, which will provides access to student data. Dr. Grotenhuis reported that she’s working with all teaching staff who are working toward their teaching certifications, and the process for obtaining staff, student, and family replies to the SQR survey has begun and would be completed by the next board meeting.
- C. Student Recruitment.** Ms. Davis presented her summary of the current student recruitment efforts and the application statistics, including the numbers of applicants per grade. Ms. Davis reported that NCHS is holding an Open House on March 19, 2022, and that 30 families had already signed up to attend. Ms. Karaffa noted that as part of the current charter renewal, NCHS has requested a charter revision to increase the maximum student enrollment from 400 to 420 and that our student recruitment team should be planning and recruiting based on the increased student enrollment capacity. Ms. Davis reported that there were ongoing efforts to provide translation and additional supports for any English Language Learning students and caregivers.
- D. CFOO- Financial Status Update.** Mr. Ennin reported that NCHS’s transition to its new PEO provider, ADP, was complete. The first budget draft for fiscal year 2023 will be presented to the Finance Committee in April. Additionally, he reported that NCHS is on target to end this fiscal year with a surplus net income. Mr. Ennin reported that NYCDOE is installing water bottle filling stations on the other floors of the building and that NCHS is currently using single serve water bottles, because it does not have water bottle filling stations. Mr. Ennin noted management would be bringing the request for Board approval for the installation of four bottle filling stations for NCHS’s floors in the building, which would cost \$24,000. The Board inquired who would maintain these, and management replied that the building custodial staff would manage them.
- E. Compliance Update.** The Board inquired about the recent Civil Rights Data Collection that was recently due, and Management advised that more time was needed to gather this information, and an extension was granted to the first week of April. Management maintains and updates an annual compliance calendar that provides details on compliance requirements.

III. Committee Reports

- A. Executive Committee.** Ms. Karaffa reported on March 10-11, the Board held an onsite visit and strategy retreat with management. The Board held meetings with staff, toured the building, observed classes being taught, and worked with management to review progress toward strategic objectives, assessed opportunities enhanced programming throughout the remainder of the 2022 fiscal year, and evaluated trends in the educational sector and related opportunities for NCHS.
- B. Finance Committee.** Mr. Alladin reported that the fiscal year 2023 budget should be approved by the Board in June. The Finance Committee is working with management toward designing investment and fundraising strategies.

IV. Public Comment.

- A.** A guest inquired how can the Board reassure that the academic team will improve in the next year; the Board advised that they continue to work closely with Management to ensure accountability for achievement of all academic, organizational, and strategic goals and that the Board monitors progress on a monthly basis.
 - B.** A guest inquired whether NCHS expected to lower the number of enrolled students with an IEP. The Board responded that the goal of an IEP is to provide students with services and supports to meet the student's needs and enable them to achieve at grade level, which typically results in reduction of necessary services/supports over time due to increases in the student's capabilities, skills, and expertise, which thereby decreases the level and number of students with IEPs as declassification appropriately occurs.
 - C.** A guest inquired when NCHS may be able to hold their Board meetings in person. The Board advised that NCHS returned students to full in-person education on February 28, 2022, and as pandemic related circumstances become safer and normalize, it is expected that Board meetings will have hybrid in-person and virtual opportunities for participation; however, the public has been and is invited to join all Board meetings via video conference.
 - D.** A guest inquired why her child's transcript did not match the methodology outlined on the Family Life Guide on NCHS's website; Management advised that counselors had been working on thorough audits of transcripts and were currently in the process of revising the template format; therefore, the look may appear differently but it is substantively aligned to our policies and requirements. Management also advised that the scenario may be specific to the student in question, so they would investigate and advise the caregiver separately.
- 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.