



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

**Northside Charter High School  
Board of Trustees Meeting Minutes  
August 16th, 2022, 6:00pm ET**

**Present:**

Kaley Childs Karaffa - Chair, via video conference  
Willie Scott - Trustee, via video conference  
Danielle Redmond - Trustee, via video conference  
Deangeor Chin - Trustee, via video conference  
Douglas Giles - Trustee, via video conference

**Excused:**

Rizwan Alladin - Trustee, via video conference

**Guest Present:**

Mahmud Ennin - Chief Financial and Operations Officer, via video conference  
Ramlah Malhi - Special Projects Coordinator, via video conference  
Monique Powell - Interim Chief Student Services Officer, via video conference  
Muhammed Chaudhry - Interim CEO, via video conference  
Conor Hale - Chief Academic Officer, via video conference  
Sheina McClendon - Special Education Coordinator, via video conference  
Anne Henebeng - SAT/ College Prep Staff, via video conference  
Ashanti Blackman - Teacher, via video conference  
Jeanmarie Mcauley - Guest, via video conference

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

- I. **July Consent Agenda:** The Board discussed the August 2022 consent agenda, which included: July 19th, 2022, Board Meeting Minutes and July 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the August 2022 Consent Agenda that was seconded and carried, all were in favor.

**II. Management Report**

**A. 2022-2023 Corporate Goals:**

1. Mr. Chaudhry reported that new corporate goals are centered around the three strategic pillars, which are to create a replicable model, time on task for students, and recruit and retain talent. The new annual corporate goals were derived from the strategic pillars and developed the following priorities of our organization namely Data Driven Instructions (DDI),



Professional Learning Community (PLC), Diversity, Equity, Inclusion (DEI), Multi Tiered Support System (MTSS), and Restorative Practices (RP). Mr. Chaudhry gained input from key leaders and staff members of NCHS in developing the goals to ensure alignment and clarity. The goals will be cascaded down to the organization for transparency and accountability. Mr. Chaudhry presented the goals noting that each member of the executive team is assigned responsibility for the achievement of the corporate goals that are within the purview of their departmental responsibilities. Ms. Karaffa noted that the Board in 2015-2016 established a five year strategic plan under which each year we establish annual corporate goals based on a review of the prior year's success in achieving the previous set goals to ensure that our organization continues to serve our students, caregivers, and our community.

2. Ms. Powell, Mr. Hale, and Mr. Ennin presented the rationale behind the goals for which they are responsible and context of the current environment including impacts of the COVID-19 pandemic, current relevant data, and the School's charter and its Key Design Elements, which were approved by NYSED Board of Regents in June 2022. After discussion, a motion to approve the 2022-2023 corporate goals was seconded and carried, all were in favor.

#### **B. Corporate Policies Review:**

1. Mr. Chaudhry reported that the proposed changes to the corporate policies and bylaws are being reviewed by the outside counsel and they anticipate the review will be completed before the school starts in September.
2. Mr. Ennin explained the Financial Policies and Procedures includes an amendment that proposes that all vendors under \$100,000 approved by the board would no longer be put up for annual bidding for the length of 3 years, so long as the annual service cost is not more than \$10,000. He further noted that management will continue to monitor the vendors and that termination clauses will be included in all vendor contracts, so the contract may be terminated at the sole discretion of the School if the performance is not satisfactory.
3. Ms. Powell explained that in the Family Life Handbook, code of conduct was updated to include terminology to promote positive behavior, and amendments have been made to include additional restorative practices and disciplinary actions.

#### **C. PowerSchool Software Update:**

1. Mr. Hale reported that all transcripts are finalized following the School counseling and college advising team's batch upload for our graduates. He further noted that training is being conducted with the teachers to implement PowerSchool software in a more effective manner.



2. PowerSchool has partnered with Schoology to track student classwork and Performance Matters for major assessment. The School will continue to work with EdOps to work together and make the systems achievable to utilize throughout the school year.
- D. **Start of the School Update:**Mr. Hale described the preparations for the start of the school year. He noted a professional development schedule has been established for teachers where they will train on technological systems such as Schoology and restorative practices t. He further reiterated that in compliance with our charter and in alignment with the NYCDOE calendar, the school has 181 instructional days including the day of orientation for students.
- E. **NYSED Reporting requirements: Fiscal Year 2022 Annual Report:** Ms. Karaffa reported the fiscal year 2022 reports including the Board disclosure forms were submitted in August by the deadline and that the remaining aspects of the report will be submitted in September and November which will complete the NYSED annual report requirements.
- F. **NYSED 2021 Notice of SPED Deficiency Compliance:** Ms. Karaffa reported that the School has fully complied with all requirements identified under the 2021 Notice of Deficiency for Special Education from NYSED.

### III. Committee Reports

#### 1. Board Development Committee:

- a) Ms. Karaffa reported the Committee discussed Board Member Education goals and they identified the topics for education that will continue to build the Board's knowledge that are relevant to our strategy.
  - b) Ms. Karaffa noted the Committee also discussed plans for recruitment for new Board members.
2. **Executive Committee:** Ms. Karaffa reported the Committee discussed strategic plans and goals with the CEO and the results of the management team's evaluation conducted in late spring 2022.

#### 3. Finance Committee:

- a) Mr. Alladin reported that the Finance Committee conducted a review of the amendments to the Financial Policies and Procedures and discussed the corporate goals that were related to the School's finances.
- b) Mr. Alladin and Mr. Ennin reported that the committee also discussed the School's investment strategy. They noted the organization has started to work with Vanguard in determining funding strategy. Based upon the advice of Vanguard's investment advisors, Mr. Ennin reported that management is recommending an allocation of 60% bonds and 40% stocks and that a review be conducted in six months to monitor the progress before a more



robust strategy is developed and approved. Mr. Ennin noted that the management team will be retaining an advisor to guide us to determine the long term asset allocation strategy. After discussion, a motion to approve the investment strategy with a 60% bond and 40% stock allocation with a review in six months that was seconded and carried, all were in favor.

#### IV. **Public Comment**

- A. A guest inquired if the PowerSchool will be functional by the start of school for students. Mr. Hale answered that there are tests being conducted in order to prepare it for utilization for the upcoming school year .
  - B. A guest asked for better communication between caregivers and teachers. The Board assured that the organization has set specific goals related to caregiver engagement, and management also noted it is their priority to provide clear and prompt communication with our caregiver community.
  - C. A question was raised asking about the bottle fillers being installed before the school starts. Mr. Ennin responded that all the paperwork has been submitted to DOE's vendor to process the installation.
  - D. A guest asked if the students will continue to use computers or will they revert to binders and papers in this upcoming school year. Mr. Hale responded that students will be using technology to obtain school material and work via computers along with physical materials.
  - E. A guest inquired about the caregiver webinar for return to school. Ms. Powell explained that the Student Services team is holding multiple sessions for the caregiver community to ensure that they have the material and information to support their students.
  - F. A guest asked what students could expect during orientation. Ms. Powell stated that the staff will be working on technology disbursement, scheduling, surveys and other resources to fully prepare them for the first day of school.
  - G. A guest asked a question about transcripts to which Mr. Hale replied that every student will start off school with a list of courses categorized as "must do", "should do", and "aspire to do" to enable them to set goals for the year. The GPA has been calculated on the transcripts.
  - H. A guest asked if students will be receiving Metro cards this year. Ms. Davis is waiting for our Fall metro cards to arrive, which usually are provided at the beginning of the school.
- 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.