



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
July 19th, 2022, 6:00pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Willie Scott - Trustee, via video conference
Danielle Redmond - Trustee, via video conference
Rizwan Alladin - Trustee, via video conference
Deangeor Chin - Trustee, via video conference
Douglas Giles - 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 - Chief Student Services Officer, via video conference
Muhammed Chaudhry - Interim CEO, via video conference
Conor Hale - Dean of STEM, via video conference
Louis Grotenhuis - Chief Academic Officer, via video conference
Sheina McClendon - Special Education Coordinator, via video conference
Ken Nero - IKON Administrator, via video conference
Kyshawn Pricher - Assistant Dean of Students, via video conference
Nieisha Crawley - Dean of Students, via video conference
Ashanti Blackman - Teacher, via video conference
Nyssa-Kay Henry - Teacher, via video conference
Trichia Cadette - Instructional Staff, via video conference
Jeanmarie Mcauley - Guest, via video conference
Dan Wick - Regional Data Manager at EdOps, 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 July 2022 consent agenda, which included: June 29th, 2022, Board Meeting Minutes and June 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the July 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. **New York State Education Department (NYSED) Reporting**
 - A. Ms. Powell reported that the response to the 2021-2022 site visit report was submitted to NYSED on July 11th after the Board reviewed and approved it.



- B. Mr. Ennin reported that the fiscal year 2022 annual report is due August 1st and that management is working with Pasek Consulting to collect and submit all required items. He noted that there are a few items due in September and November, which are namely compliance items.
- C. Mr. Chaudhry reported that the non material change documentation for the title of Education director to CEO will be submitted to NYSED.

III. Management Report

A. Personnel Changes:

- 1. Mr. Chaudhry reported that Dr. Louise Grotenhuis submitted her resignation as Chief Academic Officer to the organization. He noted that he served as Assistant Principal, Principal and as Chief Academic Officer for the past few years and allowed us to grow tremendously as an organization.
- 2. Mr. Chaudhry also announced that Conor Hale will be promoted to Chief Academic Officer. He has served as Director of STEM and Chief of Strategy, Training and Development.

B. Strategic Plan – June 2022 Board Dashboard:

- 1. Mr. Chaudhry reported that the management team is in the process of updating the Organization’s goals for next year and aligning those goals to the School’s Key Design Elements from its charter and strategic plan.

C. EdOps and PowerSchool Software Status:

- 1. Mr. Hale introduced Dan Wicks from EdOps. Mr. Hale reported that the School was having a technical issue with EdOps, the PowerSchool software, which is impacting the ability to produce final report cards and transcripts, so currently the school counselors are providing transcripts on request. Mr. Hale noted that PowerSchool was not used appropriately by teachers during the 2021-2022 school year but that will change next year as the team is troubleshooting the system to transition into next school year.
- 2. Mr. Wicks reported that they have the upload from NCHS, but they are waiting on any retaining students to be rolled over the school year’s credits and grades and that will allow that transcript to be produced correctly.
- 3. The Board requested clarity on the issue with grading and technology being used as this is the second year the issue has occurred, specifically inquiring whether prior coding issues were outstanding and whether teachers have received appropriate training to correctly utilize PowerSchool, and noted the importance of eliminating risk for of untimely finalization of grades and transcript availability. Mr. Hale reported that historically NCHS used a 100-point scale which works on a percentage basis. To provide greater equity for students, the grading system was

changed to a 4-point scale, which requires all of the years of grades to be converted and reported on that scale. The conversion from the 100-point scale to the 4-point scale had to be hand calculated for our seniors and that is where the lack of utilization from the staff has been resulting in some issues as the teachers primarily used Google Classroom for assignments; therefore, the change to the 4-point system and Schoology is being made to improve performance and avoid such issues in the future.

4. Mr. Wick also reported that in the last two years Northside Charter High has made pretty significant changes from semester 1 to semester 2, which requires a reconfiguration of a lot of courses and a lot of different system settings creating complications at the end of the year. Many algorithmic changes needed to be manually made due to it. He reiterated the importance of consistent use throughout the year of the systems will make the end results easier in the future.
5. The Board asked Mr. Wicks how EdOps works with client organizations as the vendor to help them understand when the system is not being used as intended, whether they recognize that, and if they identify any other red flags in whether the organization is utilizing the systems. The Board asked whether EdOps raised this issue in the span of this past year with NCHS that the system was not being used properly instead of manually inputs. Mr. Wicks reported that this year EdOps had an ad hoc support contractual relationship, which limited EdOps's insights into NCHS's needs, deadlines, and goals. Mr. Wicks noted that if the contractual relationship for the FY 2022 had not been limited, there were few situations where EdOps could have provided guidance to avoid challenges NCHS experienced. Mr. Wicks noted he is working with NCHS management to ensure the scope of retained work for FY 2023 will resolve previous challenges and create a holistic plan that reflects the commitment made to families, teachers and students.
6. The Board inquired whether the management team intended to maintain an hourly support contract arrangement with EdOps for FY 2023 or establish a relationship and retained work as a strategic partner. Management responded that they are in the process of determining the scope of services and vendors for these services for FY 2023 and would bring the proposed strategy and related contract to the Board for approval.

- D. **Summer School Update:** Ms. Davis reported that today was day two of Summer School with 35 students enrolled in our Summer Bridge with additional families interested in enrolling. We also have 80 students enrolled in the credit recovery program. This is our first time implementing the Summer Bridge program, and this program aligns with the Board approved strategic plan goal of promoting timeline tasks which supports our mission for post-secondary preparation. Ms.



Davis noted that the students seem excited to be in our building, which the management team anticipates will lead to an increase in our student retention.

- E. **School Acceptance List:** Mr. Chaudhry reported that a list of senior students and their future post-secondary institutions and the Fall plan for class of 2023, which consists of help with creating resumes and other college application help, have been posted to the board portal for the Board's review. The management team continues to work with the students after they graduate and matriculate into 2 and 4 year programs.

IV. Committee Reports

1. **Education and Accountability Committee:** Ms. Chin reported that the committee discussed proposed academic goals for the 2022-2023 school year and how to align them with our strategic pillars and the NYSED reporting benchmarks. She noted the committee discussed the anticipated challenges and practical solutions for them. Ms. Chin further reported that the committee discussed our students' Regents passing rates, attendance data, and potential strategies for FY 2023.
2. **Finance Committee:**
 - a) Mr. Alladin reported that the preliminary report for the previous fiscal year ending on June 30th, 2022, yielded positive net income despite all Covid-19 related changes, employee retention challenges, and other investments to support academic success.
 - b) Mr. Alladin reported that enrollment is currently at 406 students, which is slightly below the recently approved enrollment target of 420 students. The management team noted that they are confident that the School will be able to meet the 420 enrollment target with ongoing recruitment strategies.
 - c) Mr. Alladin reported that the fiscal year 2022 audit has commenced, which should be complete by the end of fall prior to the filing of the IRS Form 990 that is due in November.
 - d) Mr. Alladin also reported that the Finance Committee is working with management to propose updates to the Financial Policies and Procedures, which will include new policies to create efficiencies in contracting for renewal vendor approvals.
 - e) Mr. Alladin reported that the Finance Committee is evaluating the investment strategy to support the School's strategic goals. He noted that in alignment with the Board's approval, the School's investment firm was moved to Vanguard from Max ADM. He reported that management will continue to work with the Finance Committee to provide a recommendation for short and long term investment strategies.
3. **Executive Committee:**



- a) **Parent Complaint:** The Board reported that in our June 2022 Board meeting, the Board acknowledged a complaint from a parent submitted via email, which the Board determined to treat it as a formal complaint despite not meeting formal requirements under the School's complaint policy. In June, the Board directed management to retain outside counsel to conduct an investigation of the allegations contained within the parent's complaint. She noted that outside counsel has been retained and is conducting the investigation and consulting with the Board and the management team. The Board directed management to require outside counsel to report on update on findings and recommendations to the Board by the August board meeting the Board noted that this parent also raised the complaint to the New York State Education Department Charter School Office, through the office of their attorney, so the Board is keeping them informed of the progress as the investigation progresses.

V. **Public Comment**

- A. A guest stated that the progress reports were not complete. Mr. Hale confirmed that progress reports are complete with the exception of one known issue on the Physical Education grades. Progress reports for Grade 12th were completed on June 14th all other grades will be completed by July 21st. The Board advised Ms. Mcauley to work with Mr. Hale directly to resolve any further issues and questions which might arise.
- B. A guest asked who the senior management team comprises of at Northside Charter High School. The Board reported that the current Senior Management team is headed by Muhammed Chaudhry, CEO, who oversees the Chief Academic Officer Conor Hale, Chief Student Services Officer Monique Powell, and Chief Financial and Operations Officer Mahmud Ennin; this team oversees the senior leadership team that works to provide focus and direction to staff that sit under each of those departments. The Board noted that they and the CEO will be providing a formal communication to our caregiver communities on appropriate points of contact for relevant matters in order to promote better engagement between the School and its students and their caregivers.

- 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.