

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

July 21, 2020

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221

305 Livonia Avenue, Brooklyn NY 11212

6702 15th Avenue NW, Seattle WA 98117

777 Sixth Avenue 10001

211 E Boscawen Street, Winchester VA 22601

551 El Camino Real, San Carlos, CA 94070

157-23 97th St, Howard Beach, NY 11414

379 Washington Avenue, Brooklyn NY 11238

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**

**Northside Charter High School
Board of Trustees Meeting
July 21, 2020**

Minutes

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

Kaley Childs Karaffa, Chair <i>via video conference</i>	David Li, Trustee <i>via video conference</i>
Emily Moskowitz, Trustee <i>via video conference</i>	Deangeor Chin, Trustee <i>via video conference</i>
Danielle Redmond, Trustee <i>via video conference</i>	Douglas Giles, Trustee <i>via video conference</i>
Willie Scott, Trustee <i>via video conference</i>	Matthew Brian, Trustee <i>via video conference</i>

GUESTS

Stan Brown, Executive Director *via video conference*
Louise Grotenhuis, Principal *via video conference*
Mahmud Ennin, Director of Finance and Administration *via phone conference*
Brittany Sheckels, Executive Assistant, *via video conference*
JeanMarie McCauley, *via phone conference*
Luz Gonzalez, *via phone conference*
Debbie Tenney, *via video conference*
Cassandra Smith, *via phone conference*

The Board Meeting opened at 6:05p.m.

1. Executive Committee Report

- a. **Approval of July 2020 Board Meeting Agenda (VOTE):** After discussion, on motion to approve the July 2020 Board Meeting Agenda that was seconded and carried, all were in favor.
- b. **Approval of June 2020 Board Meeting Minutes (VOTE):** The Board reviewed the June 2020 Board Meeting Minutes. After discussion, on motion to approve the June 2020 Board Meeting Minutes that was seconded and carried, all were in favor.
- c. **Strategic Plan Update:** Dr. Grotenhuis reported that NCHS is working with CUNY to ensure that students' transcripts and application materials are processed. NCHS staff is also working with its senior students with any help as needed to prepare them for their next steps towards college. Ms. Karaffa reported that management terminated 10 employees and will recruit highly qualified employees that will better align with NCHS's continued focus on academic excellence for the strategic focus for the 2021 fiscal year.
- d. **Board and Committee Meeting Calendar Fiscal Year 2021:** Ms. Karaffa reported that the Fiscal Year 2021 Board and Committee meeting calendar that

was approved in June included two dates which conflicted with NCHS observed holidays. The Board discussed the revised calendar with the following changes: the February 2021 Board meeting was originally scheduled for February 16, 2021, and it will now be held on February 23, 2021, and the May 2021 Finance Committee meeting was originally scheduled for May 13, 2021, and it will now be held on May 14, 2021 with a joint meeting with the Executive Committee meeting due to the Eidul Fitr holiday. On motion to approve the revised calendar, seconded and carried, all were in favor.

- e. **COVID-19 Update:** Ms. Karaffa reported that on July 13, 2020, NYSED released guidance on information that schools are required to submit regarding plans for reopening by July 31, 2020. Further, she reported that management is currently considering several possible models between a hybrid of virtual and in-person learning and fully virtual learning. Dr. Brown reported management will present the first draft of the plan to the Board by July 24, 2020, so the Board may review and provide feedback to management prior to finalization. Ms. Karaffa noted that this plan is only a first iteration, and as circumstances may change with new executive orders and any other mandates that may arise during the current pandemic, the plan will be revised accordingly. Ms. Karaffa also reminded the Board that NYSED is continuing to host weekly webinars, which provide updates from the State Education Department and various authorizers, along with information sharing from other schools. The Board discussed the New York State Education Department and New York State Department of Health guides for reopening were shared with the full board. Dr. Grotenhuis outlined the current main concerns of the management team regarding returning to in-person instruction in the fall, which include how NCHS can align with JEMS126 and Adult School 8 in the return. She explained that DOE schools were given three choices of hybrid scheduling styles they may follow, one of which will be chosen by July 24, 2020, after the schools have received all feedback from their parent and staff surveys on this matter. Dr. Grotenhuis also reported that about 30% of the parent and staff survey responses had been received so far. Dr. Grotenhuis reported that the three main factors which will determine the final outcome of the schedule that NCHS will follow are: the partnership with the DOE school JEMS126 and Adult School 8, NYSED's requirements, and the safety and operational aspects. Mr. Ennin described that the management team is exploring various possibilities for adhering to social distancing, PPE distribution, and sanitation, and that the task for measuring the physical space in the school was conducted in order to assess capacity details. The Board inquired about the details and timeline surrounding securing the PPE, and Mr. Ennin reported that a stock order of masks has already been placed for students and staff (allocating three masks per person), which is due to be received by the end of July. He noted that extra disposable masks will also be acquired, in case anyone misplaces or forgets their mask. Mr. Ennin reported that management is considering acquiring face shields for anyone who has difficulty wearing a cloth or surgical mask due to health reasons. He further noted that NCHS will be collaborating with JEMS126 in order to secure any possible discounts on bulk orders of PPE. Mr. Ennin

reported that because NCHS is co-located with JEMS126, DOE will provide janitorial and sanitation services. The Board questioned management on how they were determining any technological needs, including equipment and training, that would help to ensure efficiency and efficacy in delivery of instruction. Mr. Ennin reported the Chromebooks ordered in March are on campus. Ms. Chin reported that during the most recent Education and Accountability Committee meeting, the Committee discussed with management efforts to receive the feedback from parents and staff in order to help assess which plan should be used, as well as contingency planning the chosen model to be prepared for alterations due to quickly changing circumstances due to COVID. The Board asked management about what metrics will be used to determine any changes in the schedule model and management described metrics to be used aligned to DOH guidance. The Board also questioned management regarding people violating safety requirements, and management noted that they are and will continue to work closely with outside counsel to ensure compliance within guidelines to accommodate anyone with special health needs (if they cannot wear a mask, for example), and any other issues which may require reasonable accommodation (such as FMLA), as these details are very complex and would be assessed on a case-by-case basis. The Board questioned what virtual platforms would be used for in-person or virtual learning models, and Dr. Grotenhuis confirmed PowerSchool among other programs would be used consistently in both models. Ms. Karaffa noted that the Board is prioritizing the safety and health of all staff, students, families, and guests. Mr. Ennin and Dr. Grotenhuis confirmed that the first draft for school reopening would be ready by the following Friday, in time for the board to review before it is officially submitted to the state. Ms. Karaffa reported that there should be another update from the Governor and Department of Health on August 8, and once that information is received the School's reopening plan may change according to any new mandates at that time.

- f. **Leadership Recruitment:** Ms. Karaffa reported that the management team is still interviewing candidates for the Director of Student Services role, which is a management level role primarily responsible for overseeing special education, multi language learners, and restorative justice. The Board requested management have the finalist candidate(s) interview with the Executive Director Search Committee, so the Board can provide oversight of selection of this role, which will report to the Executive Director.
- g. **Executive Director Selection:** Ms. Karaffa reported that since the June Board meeting, the Board has appointed a new Executive Director, and the Board will be formally introducing the Executive Director in the coming weeks.
- h. **NYSED Mid-Term Visit:**
 - i. **Annual Report Update:** Ms. Karaffa reported that NYSED completed the Mid-term Site Visit during June, which had positive feedback. She noted the Midterm Site Visit report will be provided to the Board in the fall, and the Board will be provided the opportunity to make factual corrections, if necessary and relevant. Finally, she noted the management

team is working with Pasek Consulting to submit the first portion of School's annual report by August 1, 2020.

- ii. **Grievance:** Ms. Karaffa reported that a complaint was received against a staff member, regarding student services provided to a particular student. Ms. Karaffa noted she spoke with Mr. David Frank, Executive Director of the NYSED Charter School Office, as well as Mr. Paolo Giovine, NYSED Charter School Liaison, in order to receive clarity on how to best handle this issue. The Board directed management to work with outside counsel to investigate the allegations contained in the complaint and report to the Board the findings of the investigation and any necessary corrective actions. The Board discussed the fact that the complainant had also filed a complaint regarding the same issues with the NYC Department of Education Committee on Special Education, and the Board received the findings of that investigation from the Committee on Special Education.

2. **Finance Committee:**

- a. **June Financial Report:** Mr. Brian presented the June financial statements and noted that the School's financial status and overall financial health were consistent with the status in June. He noted that the Finance Committee has been working closely with management to continue to reassess the increased expenses that were the main drivers of the operating loss for fiscal year 2020, namely not receiving donations and grants as budgeted, lower interest rate income due to recent decrease of interest rates during the pandemic, and unanticipated insurance costs.
- b. **Fiscal Year 2021 Budget:** Mr. Brian reported the Finance Committee has been discussing the potential necessity of a contingency budget due to the pandemic and economic conditions with management.
- c. **Insurance Coverage for COVID:** Mr. Brian reported the Finance Committee reviewed the School's current insurance coverage to understand coverage for potential COVID-19 related claims and the School's insurance broker provided a statement that the current plans do not have any exclusions for pandemics.
- d. **Replacement Hiring:** Mr. Brian asked Dr. Grotenhuis to clarify the current open positions and needs for full staffing. Dr. Grotenhuis reported that the management team is recruiting for all open positions, and they will assess the timing of each hire based on the return to school plan.
- e. **Financial Policies and Procedures Proposed Changes Discussion:** Mr. Brian questioned Mr. Ennin on when proposed changes to the Financial Policies and Procedures will be ready for Board review, and Mr. Ennin reported that he would be working with the new Executive Director and will update further once they can solidify the expected timing.
- f. **Vendor Review and Comparison:**
 - i. **Staff Development and Recruitment- Future Leaders Incubator:** Mr. Brian reported that the Finance Committee reviewed management's proposal for Future Leaders Incubator for staff development and recruitment work, which is a unique service provider and no other vendor was found to have comparable services for the same price.

- ii. **Accounting and Financial Services Support- Charter School Business Management:** Mr. Brian reported that NCHS is transitioning away from using CSBM's financial services now that Mr. Ennin is the Director of Finance and Administration. Mr. Brian reviewed the proposal for transition services to be provided by CSBM as the School's financial services are moved in-house.
- iii. **Grading for Equity Professional Development- Crescendo:** Mr. Ennin reported that Crescendo was the most competitive vendor for Grading for Equity in terms of best price and service provided. Dr. Grotenhuis noted that Crescendo's work is valuable for promoting NCHS's values in promoting equity and will be additionally valuable as the School adjusts to pandemic related structures and processes, which can disparately affect at-risk students.
- iv. After discussion, on motion to approve these vendors as described, that seconded and carried, all were in favor.

3. **Board Development Committee Report:**

- a. **Board Education Annual Plan:** Ms. Karaffa reported that the Board Development Committee will be collecting feedback from each Board member on areas for board education sessions for the fiscal year 2021 school year. Learning sessions for upcoming board retreats will also be considered.
- b. **Board Retreat Planning:** Ms. Karaffa reported that the annual strategy retreat will be held in August. The Board discussed the time and date of the retreat, which the Board agreed will be from 3pm-6pm on August 18, 2020.
- c. **Board Succession Planning:** Ms. Karaffa reported that the Board's goal is still to increase the Board's size to 9-10 members, from its current total of 8 members.
- d. **Annual Board Evaluation Process:** Ms. Karaffa reminded all board members that they need to complete the board evaluation by July 26, 2020, and that following the written evaluation, Mr. Muhammed Chaudhry will conduct an interview with each Board member to add additional depth to the process. The Board will discuss the results and develop goals for the year.

4. **Education and Accountability Committee Report**

- a. **Fiscal Year 2020 Annual Review:** Ms. Chin reported that some of the strategic plan goals will not have metrics, including the Regents Exams, will not have data points due to the pandemic. She reported that the Education and Accountability Committee has been working with management to review and refine the new dashboard reporting format with the new academic data provider, EdOps.
- b. **EdOps Analytics:** Ms. Chin reported that the Committee met with management and staff from EdOps to discuss data presentation, which will be shared with the Board for future committee reports.
- c. **Committee Areas for Focus Fiscal Year 2021:** Ms. Chin outlined that the Education and Accountability Committee July meeting focused on the educational goals for fiscal year 2021, which are based on college readiness metrics and aligned to prior years' strategic plan metrics. Currently the Education and Accountability Committee is also in the process of designing a master list of goals and priorities to be presented to the Board for approval.

5. **Public Comment:** The Board addressed the questions from the public regarding distancing, PPE, and returning to school. Ms. Karaffa advised that these details are currently under review and the final plan will be publicly posted on July 31, 2020. The Board responded that for any special medical or health needs, NCHS will work with all families to make appropriate accommodations. The Board also noted that although the plan will continue to evolve, NCHS will continue to gather feedback from families, staff, and stakeholders to adjust the plan as needed. The Board noted it is working closely with management to ensure engaging lessons and coursework.
6. **Next Meeting:** August 18, 2020 at 6:00PM
7. **Motion to Adjourn Meeting:** On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

August 6, 2020

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221

305 Livonia Avenue, Brooklyn NY 11212

6702 15th Avenue NW, Seattle WA 98117

777 Sixth Avenue 10001

211 E Boscawen Street, Winchester VA 22601

551 El Camino Real, San Carlos, CA 94070

157-23 97th St, Howard Beach, NY 11414

379 Washington Avenue, Brooklyn NY 11238

via video conference(Virtual Meeting)

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**Northside Charter High School
Board of Trustees Meeting
August 6, 2020**

Minutes

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

Kaley Childs Karaffa, Chair *via video conference*
Emily Moskowitz, Trustee *via video conference*
Douglas Giles, Trustee *via video conference*
Willie Scott, Trustee *via video conference*
David Li, Trustee *via video conference*

EXCUSED

Deangeor Chin, Trustee
Danielle Redmond, Trustee
Matthew Brian, Trustee

GUESTS

Stan Brown, Executive Director *via video conference*
Rizwan Alladin, Interim Executive Director *via video conference*
Louise Grotenhuis, Principal *via video conference*
Mahmud Ennin, Director of Finance and Administration *via phone conference*
Matthew Gonzales, Director of Student Services *via video conference*
Brittany Sheckels, Executive Assistant *via video conference*
Jill Glassbrook, Consultant *via video conference*

The Board Meeting opened at 6:03p.m.

- 1. Executive Director Selection:** Ms. Karaffa introduced Dr. Stanton L. Brown as NCHS's new Executive Director and described his qualifications, experience, and focus on equity and college readiness. She noted the Board engaged in a rigorous recruitment process, which involved feedback from multiple stakeholders.
- 2. Director of Student Services Selection:** Dr. Brown introduced Dr. Matthew Gonzales as the new Director of Student Services and provided an overview of his qualifications and experience.
- 3. Re-Opening Plan Approval:** Ms. Karaffa outlined the purpose of Board discussion and approval of NCHS's reopening plan for the school year per NYSED's and the DOH's requirement for submission by the July 31, 2020 deadline. Dr. Brown reported that Mr. Ennin, Director of Finance and Administration, would also serve as the COVID Director in managing operational details surrounding reopening for fall with best safety practices and protocol.

- a. Ms. Karaffa noted that the current plan is developed based on information available at this time, and the plan will continue to be updated as circumstances evolve. Ms. Karaffa reiterated that the health and safety of all students and staff would continue to be the top priority and deciding factor behind any necessary changes, and that any changes to the plan will be presented to the Board prior to implementation.
- b. Dr. Brown reported that Future Leaders Incubators of America provided consultation to the management team on the reopening plans of schools throughout New York, the United States, and other countries. Further he reported that feedback from parents, staff, and students was collected through surveys to provide insights into their priorities and perspectives and inform the School's plan. Dr. Brown reiterated that although health and safety are the top priority, NCHS will still continue to prioritize upholding its mission to graduate its students and ensure college readiness.
- c. Dr. Brown presented to the Board the reopening plans the management team considered, which included: 1. Hybrid Model where some students (150-250 total students) may alternate attending school in person on different days or weeks, and generally all staff would be on site, and in-school instruction would occur for those on site. This model would include a combination of synchronous and asynchronous learning for students. 2. Hybrid-Lite Model where the majority of students will remain in virtual learning, and very few are on site. Some staff will be on site, and some will remain remote. On site instruction will be prioritized for special services and special circumstances. This model would include a combination of synchronous and asynchronous learning for students. 3. Fully Virtual Model where no students will be on site. Minimal staff (management and operational staff) may be in the building at certain times. There will be no in school instruction, and this model would include a combination of synchronous and asynchronous learning.
- d. Dr. Brown recommended the Hybrid-Lite model based on its safety and ability to provide flexibility for in-person instruction and special services. He noted that for any instance where in-person learning must take place at the school, all safety practices will be followed including mandatory mask requirements, PPE, social distancing, sanitation procedures, among other measures. Dr. Brown described the planned timing for staff professional development, technology pickup, student orientation, and beginning of instruction days. He noted that no students are allowed inside the building before September 14th, and that once people are allowed back into the building, only students who have special or complex needs will learn on-site, and all other students will continue virtual learning and that all instruction delivery models will include both synchronous and asynchronous lessons.
- e. Dr. Brown summarized the basic components of the proposed Hybrid-Lite reopening plan. He noted health and safety standards will comply with DOH, DOE, and CDC requirements in all protocols, PPE, and sanitation/ cleaning procedures. Dr. Brown noted that while the DOE may provide some of the PPE, NCHS has also secured both cloth and disposable masks and sanitation supplies.

- f. Dr. Grotenhuis described the instructional focus and methodology, which incorporates lessons learned and technology used during the spring 2020 virtual instruction environment. She noted that the management team is considering new technology and platforms to bolster those already in use, specifically Edgenuity, Google Classrooms, and PowerSchool. Dr. Grotenhuis reported that the goal is to find the most appropriate balance between synchronous and asynchronous learning for each student, and adjust as needed. Dr. Gonzales also noted that social-emotional learning also continues to be a major focus.
 - g. Dr. Brown reported that due to efforts taken by the Board and management team in spring 2020, NCHS is a 1:1 technology to student ratio school, meaning that all students have a device for virtual learning.
 - h. Dr. Brown reported that there is a process in place to manage and provide reasonable accommodations for staff returning to the school in person. Dr. Brown noted that no student is required to be physically in the school, even though NCHS is offering that as an option for those who may need in-person instruction.
 - i. Dr. Brown reported that the School will continue regular communications with students, parents, and employee using a variety of mediums such as emails, surveys, and the regular caregiver webinars).
 - j. The Board discussed the principles that guided the plan development, proposed reopening model, components of the plan, and compliance framework. The Board discussed the basic principles which have shaped and guided reopening plan. On motion to approve the reopening principles, the Hybrid-Lite model, components of the reopening plan, namely, health/ safety, instruction, human capital, and communication, and the compliance framework, the seconded and carried, all were in favor.
 - k. The Board directed the management team to post the approved plan to the DOH and to NYSED by the July 31 deadline, and continue to work with outside counsel as appropriate and for any changes as needed as circumstances may evolve, and that any proposed changes will come to the Board for review and approval.
4. **Public Comment:** The Board responded to questions from guests.
- a. The Board responded that the School will establish protocols related to reasonable accommodation requests in accordance with legal requirements.
 - b. Dr. Gonzales responded to a question about support for seniors with college applications. He advised that there is a timetable built in for seniors to include meetings with their grade-level counselors to help with this overall process.
 - c. Someone asked if they are not safe sending their child into the building, how will this be handled. The Board responded to a question about whether students will be required to come for in-person instruction if the parent or student does not feel safe, responding that no one will be required to go to the School in person if they do not feel comfortable. NCHS staff will work with each family to best accommodate each student as needed, including any complex or special needs that may arise.
 - d. The Board responded to a question about updating the Parent Resource link on NCHS's website, noting that the website and that page will be updated with

relevant information. Further, the Board noted that the reopening plan will be published on NCHS's main page on the website, so it is accessible for anyone who would like to review in further detail.

- e. The Board responded to a question regarding protocol for notifications if a person suspects exposure to COVID-19 or tests positive for COVID-19 after being on campus, noting that the School will follow DOH protocol.
 - f. The Board responded to a question about the reopening date, noting the current Board approved school calendar has September 2, 2020, for student start date, and that students and families will be notified if that date must change.
 - g. The Board responded to a question about the chosen reopening model, noting the Board approved the Hybrid-Lite model.
 - h. The Board responded to a question about whether the School will have a dedicated COVID-Response team, noting the Executive Director will assign a COVID-19 Officer and a team who will respond to and oversee responses to COVID-19 related issues.
 - i. The Board responded to a question about collaboration between NCHS and the other co-located schools (JEMS126 and Adult School 8), noting all three schools are collaborating for reopening.
 - j. The Board responded to questions about parents touring the school to assess the safety precautions, noting that an answer cannot be provided this at this time, due to the unpredictable nature of the unfolding events and maximum capacity restrictions. The Board noted that the School will continue to provide transparency and updates to students and families.
 - k. The Board responded to a question regarding class changes and the lunch schedule, noting that specifics will be provided in the coming weeks, but for students attending in person, the School will provide DOH-compliant meals provided for students and all safety protocols will be followed in arranging the pickup and consumption of these meals.
5. **Next Meeting:** The next scheduled monthly Board Meeting will be on August 18, 2020 at 6:00pm.
 6. **Motion to Adjourn Meeting:** On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

August 18, 2020

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221

305 Livonia Avenue, Brooklyn NY 11212

6702 15th Avenue NW, Seattle WA 98117

777 Sixth Avenue 10001

211 E Boscawen Street, Winchester VA 22601

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**Northside Charter High School
Board of Trustees Meeting
August 18, 2020**

Minutes

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PRESENT

Kaley Childs Karaffa, Chair <i>via video conference</i>	David Li, Trustee <i>via video conference</i>
Emily Moskowitz, Trustee <i>via video conference</i>	Deangeor Chin, Trustee <i>via video conference</i>
Danielle Redmond, Trustee <i>via video conference</i>	Douglas Giles, Trustee <i>via video conference</i>
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GUESTS

Stan Brown, Executive Director *via video conference*
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Brittany Sheckels, Executive Assistant, *via video conference*
Muhammed Chaudhry, Consultant, *via video conference*
JeanMarie McCauley, *via phone conference*
Luz Gonzalez, *via phone conference*
Debbie Tenney, *via video conference*
Cassandra Smith, *via phone conference*

The Board Meeting opened at 6:07p.m.

1. Executive Committee Report

- a. **Approval of August 2020 Board Meeting Agenda (VOTE):** After discussion, on motion to approve the August 2020 Board Meeting Agenda that was seconded and carried, all were in favor.
- b. **Approval of July 2020 Board Meeting Minutes and July 30, 2020 Special Board Meeting Minutes (VOTE):** The Board reviewed the July 2020 Board Meeting Minutes and the July 30, 2020 Special Board Meeting Minutes. After discussion, on motion to approve the July 2020 Board Meeting Minutes and July 30, 2020 Special Board Meeting Minutes that was seconded and carried, all were in favor.
- c. **Year in Preview:** Ms. Karaffa reported that the management team continues to work with external consultants on the school reopening plan for fall, which was approved by the Board on July 30, 2020. Dr. Brown reported that the School continues to update its plan as circumstances develop; the current model is to utilize the Hybrid Lite design, which consists of mostly virtual learning, while

allowing in-person learning for students with complex needs. Dr. Brown presented the basic guiding principles of NCHS's reopening plan, noting developments since the July 30, 2020 Board meeting. Dr. Brown reported that prior to September 10, 2020, there will be a limit on the number of people allowed in the building, and NCHS's building partners (Adult Education 8 and JEMS126 Middle School) will be on site at the school 5 days a week, utilizing an alternating rotation schedule. Dr. Brown reiterated that for those who are present in the building, the School will enforce the strict social distancing and mask-wearing rules. The Board questioned management about the possibility of using outdoor areas. Management responded that outdoor space will be utilized for orientation and technology distribution and that Mr. Ennin has reached out to the Parks Department and received instruction that while Northside may utilize the outdoor space, there is a maximum capacity limit of 25 people at a time. Dr. Brown reported that the NCHS staff was being surveyed on their ability to work in-person at the school, considering any health limitations. Dr. Brown reported that in-person student orientation is planned for September 2, 2020, and instruction is scheduled to begin on September 14, 2020. Dr. Brown further reported that, to date, around 15 families have confirmed that they plan to utilize in-person instruction for their child. Dr. Brown summarized the safety/ health, HR, and communication points of NCHS's reopening plan, which includes PPE requirements, signage posting, utilizing different stairways for exit and entry, and illness reporting and tracing. Dr. Brown reported that earlier in the day NCHS's Principal Dr. Grotenhuis had an in-person meeting and school walkthrough with Ms. Ortega, the principal of JEMS126. Dr. Grotenhuis reported that NCHS's fall class schedule is being finalized. Dr. Grotenhuis elaborated that the class schedule would be an alternating block schedule, combining both synchronous and asynchronous learning, and it will include break periods to avoid fatigue. She noted that the block schedule design will allow more focused time for the asynchronous learning, which was requested by both parents/ caregivers and students during the spring and summer classes. She further reported that ICT courses will take place in person as needed for those students who require it. Dr. Brown reported that the staff are scheduled to return the week of August 24, 2020 and will begin their professional development. Ms. Karaffa reported that the Finance Committee and the Management Team had been working closely to ensure sufficient resources for technology and teacher training that will be needed for the new school year.

- d. **School Policies Updates:** Ms. Karaffa reported that the management team is reviewing the school policies, which will be presented to the Board for approval. Dr. Brown reported that the management team will finalize these policies in the following few weeks, pending any changes deemed necessary by NCHS's legal counsel. Dr. Brown elaborated that the updates are related to the newer focus of virtual learning and added focus on the college readiness and Restorative Justice. Dr. Brown noted that there may be the need for addendas to policies as changes unfold due to the pandemic. The Board suggested that Dr. Brown inquire whether the school's HR service provider, TriNet, offers help with these manuals.

- e. **Fiscal Year 2021 Strategic Plan Metrics:** Ms. Karaffa reported that the board updated the Strategic Plan Metrics based on recommendations of the Education and Accountability Committee last February. She further noted that each year, the Board and the management team review organizational performance and develop new annual performance targets aimed at promoting strong student achievement and organizational health. The Board noted it is in the process of finalizing fiscal year 2021 strategic plan metrics, which will be presented to stakeholders at a fall Board meeting.
 - f. **Grievance Investigation Update:** Ms. Karaffa recapped that at the July Board meeting, the Board instructed management to investigate the complaint received by the Board on July 14, 2020, which is currently underway by management and outside counsel. The Board noted that once the investigation is finalized, the findings will be presented to the Board, and it will determine if remedial actions are needed and issue its response and address the concerns with the complainant. Ms. Karaffa reported that the same complainant filed related complaints with NYSED and the New York City Department of Education Committee on Special Education, which have been completed and all relevant documents were presented to the Board.
2. **Finance Committee:**
- a. **July Financial Report:** Mr. Ennin presented the July financial reports to the Board, noting differences in expenses due to changes to personnel, a total revenue of \$560,250.00 for July, and the total expenses for July of \$666,547.00. He noted that the deficit was anticipated; however, the management team expects the revenue to increase once school reopens full and the per pupil billing is received based on final enrollment figures. Mr. Ennin reported that July's cash on hand was \$5,792,717.28 at the beginning of the month, and rose to \$6,426,239.07 by the end of the month; NCHS's total assets for July were \$7,243,399.00, \$6,457,880.00 of which was from cash and equivalents. Mr. Brian reported that the deficit did not take into account the PPP funds that were received, and that NCHS received notice that it will receive the CARE grant of \$134,000.00. Mr. Brian further reported that management will process their application for the PPP loan forgiveness in the near future when the application period opens. If NCHS qualifies for the loan forgiveness, the anticipated deficit will be reduced to \$697,383.00. The Board inquired whether savings due to a virtual learning environment may be realized since the budget was developed on an in-person model, and management advised that there could be savings, but other changes such as reductions in per pupil funding and enrollment numbers could impact revenue. The Board further questioned management on whether there may be additional investments for virtual learning environment needs, and management reported they have utilized budgeted funds for enhancements to the School's Zoom account and are engaging a new technology vendor, and this vendor will help to troubleshoot and support staff with technology issues.
 - b. **Financial Policies and Procedures Updates:** Mr. Brian reported that the management team is reviewing and revising the Financial Policies and Procedures and anticipate it should be complete by the September board meeting.

- c. **Technology Vendor Approval:** Mr. Brian reported that there are three proposed technology vendors, pending the board's vote to approve. Mr. Ennin presented the three possible vendors and the services they would provide, specifically, support to remotely connect to students' and teachers' laptops and help troubleshoot at any time, and offer on-site support if one's device needs repair. Mr. Ennin noted that IKON had supported NCHS previously and knows NCHS's needs, which will allow them to tailor their services to support the new virtual learning environment. Upon motion to approve IKON as NCHS's technology vendor, seconded and carried, all were in favor.
- 3. **Board Development Committee Report:**
 - a. **Board Retreat Update:** Ms. Karaffa reported that the annual board retreat was on August 18, 2020, which focused on discussion on best governance practices, board/ management relations, and NCHS's strategy and mission to prepare students for college. The Board discussed that this will be part of a series of strategy retreats throughout this year as the School prepares to submit its charter renewal application in fall 2021.
 - b. **Annual Board Evaluation Process:** Ms. Karaffa reported that this board evaluation year's process consisted of two parts: a written evaluation from each board member, and the second part included one-on-one interviews with each board member conducted by Mr. Muhammed Chaudhry, NCHS's governance consultant. She noted that the Board will meet in executive session to discuss the results and establish goals for the year.
- 4. **Education and Accountability Committee Report**
 - a. **Fiscal Year 2020 Annual Review:** Ms. Chin asked Dr. Grotenhuis to elaborate on any graduation statistics. Dr. Grotenhuis reported that there are two seniors who will be continuing to complete their courses this fall. In the 2019-2020 graduating class of 84 students, 5% are still currently undecided on their post-secondary educational plans, although the School is still working with those students to help them solidify their plans, encouraging post-secondary education. She further reported 95% of the 2019-2020 graduating class have been accepted and will continue on to college in the fall. Dr. Grotenhuis reported that the data from summer school classes would be available by the September board meeting. The Board inquired about the final enrollment numbers for the 2020-2021 school year, and Dr. Grotenhuis confirmed that so far 118 students have enrolled via SchoolMint, and of those 118 students, 65% have confirmed their official enrollment. The Board questioned management on how many current students would not be returning, and Dr. Grotenhuis reported that so far it was only known that 3 students had transferred out of NCHS due to moving out of state.
- 5. **Public Comment:** Ms. Karaffa reported that throughout the Board meeting, the management team had been answering public questions in the Q&A chat, and that many questions had also already been answered within the points covered during the meeting. One guest asked for more details regarding NCHS's reopening plan, and Ms. Karaffa advised that the detailed plan is linked on NCHS's website. One guest asked when NCHS's Parent Resource page will be updated, and Mr. Ennin advised that the website is currently being updated. Mr. Enning responded to a question about contacts for students

for technical issues, and noted that Mr. Deas and IKON will be primary contacts for these matters.

6. **Next Meeting:** September 15, 2020 at 6:00PM
7. **Motion to Adjourn Meeting:** On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

September 15, 2020

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221

305 Livonia Avenue, Brooklyn NY 11212

6702 15th Avenue NW, Seattle WA 98117

777 Sixth Avenue 10001

211 E Boscawen Street, Winchester VA 22601

551 El Camino Real, San Carlos, CA 94070

157-23 97th St, Howard Beach, NY 11414

379 Washington Avenue, Brooklyn NY 11238

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**

**Northside Charter High School
Board of Trustees Meeting
September 15, 2020**

Minutes

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

Kaley Childs Karaffa, Chair <i>via video conference</i>	David Li, Trustee <i>via video conference</i>
Emily Moskowitz, Trustee <i>via video conference</i>	Deangeor Chin, Trustee <i>via video conference</i>
Danielle Redmond, Trustee <i>via video conference</i>	Douglas Giles, Trustee <i>via video conference</i>
Willie Scott, Trustee <i>via video conference</i>	Matthew Brian, Trustee <i>via video conference</i>

GUESTS

Stan Brown, Executive Director *via video conference*
Rizwan Alladin, Former Interim Executive Director, *via video conference*
Louise Grotenhuis, Principal *via video conference*
Mahmud Ennin, Director of Finance and Administration *via phone conference*
Matt Gonzales, Director of Student Services, *via video conference*
Brittany Sheckels, Executive Assistant, *via video conference*
Muhammed Chaudhry, Consultant, *via video conference*
Debbie Tenney, parent, *via phone conference*

The Board Meeting opened at 6:03p.m.

1. Executive Committee Report

- a. **Approval of September 2020 Board Meeting Agenda (VOTE):** After discussion, on motion to approve the September 2020 Board Meeting Agenda that was seconded and carried, all were in favor.
- b. **Approval of August 2020 Board Meeting Minutes (VOTE):** The Board reviewed the August 2020 Board Meeting Minutes. After discussion, on motion to approve the August 2020 Board Meeting Minutes that was seconded and carried, all were in favor.
- c. **Beginning of School in Review:** Dr. Brown reported that going forward, at every board meeting he will provide an update and recap on several points: highlights on any issues that unfolded since the previous board meeting, any routine and non-urgent school reopening matters of which the Board should be aware, any data from the strategic plan metrics which may be noteworthy, and any other updates the management team deems timely and relevant. Dr. Brown reported that while all virtual classes were scheduled to begin on September 16, all instructional staff had returned for the fall semester for orientation and he had met with everyone either virtually or in person. Dr. Brown reported that the staff roster is now complete, and everyone had completed their Grading for Equity training successfully. Further Dr. Brown reported that the students were all met in person

in the outdoor space at the school for orientation and Chromebook distribution. Dr. Brown reported staff took efforts to ensure students and staff maintained the social distancing. Regarding NCHS's focus on college preparation for its students, Dr. Brown shared some articles on the subject with the Board. Dr. Brown reported that on the second day that instructional staff reported back to school, the newer staff members were introduced to the new management team members, and the college-readiness goals were reiterated to all. Dr. Brown reported that NCHS's student orientation began on September 8, and that virtual classes officially start on September 16. Leading up to the fall start dates, NCHS has focused on training its staff on all of the various virtual platforms used for distance learning, particularly security and safety settings to help prevent unwanted cyber intrusion. The Board inquired what the planned process would be over the next few weeks to reach the full 400-student capacity for school enrollment. Dr. Brown responded that it would take a few weeks to see the true number of actual openings, but once this information is known, the waitlist would be revisited and new students would be solicited with marketing techniques. Dr. Gonzales added that the attendance would be closely monitored, in case any students who technically registered are no longer attending. Dr. Grotenhuis reported NCHS's new block schedule for core courses and the addition of four years of language, including additional Latin and Spanish classes.

- d. **NCHS Policies Updates:** Ms. Karaffa reported that NCHS is still in process of updating its policy guides. Dr. Brown reported that currently there were no significant changes to the guide other than adjustments needed surrounding virtual learning and updates to management titles due to the organizational structure and role changes approved by the Board in December 2015, and this latest version was uploaded for the Board's review. The Board discussed the timing of approving all School policies and determined they would be approved at the October Board meeting to allow the Board exercise diligence and provide adequate time to review and have any questions addressed prior to approval.
- e. **Revised School Calendar:** Dr. Brown reported that the 2020-2021 fiscal year school calendar that was previously approved in June's board meeting required revision due to circumstances related to COVID-19 and student and staff orientation. He noted specifically that since the orientation and first day of instruction dates moved back, certain school holiday dates were taken from in order to maintain 183 days of instruction. The Board questioned management on which holidays had been adjusted, and Dr. Grotenhuis reported that the 3 days prior to the usual Christmas break and 1 day before Thanksgiving were exchanged for instructional days. After discussion, on motion to approve the updated 2020-2021 school calendar that was seconded and carried, all were in favor.
- f. **Fiscal Year 2021 Strategic Plan Metrics:** Ms. Karaffa reported that in the August board retreat, updates to the current plan were discussed and that the overall the current annual metrics under the strategic plan aligns with last year's, with a few notable differences: Parent engagement focus, which will include 13 events which will focus on parent and family interaction, focus on reduction of reflections (detentions) from last year's count of 122 (which was a reduction by about $\frac{1}{3}$ from the prior year) while maintaining focus on restorative justice

practices, and fundraising goals per the most recent approved budget. The Board inquired how reflections might be handled differently with the move to virtual learning, and Dr. Gonzales reported that there will be a referral form that teachers will complete while managing any disciplinary inconsistency, and this process will be revisited and revised along the way as needed, to fine-tune this newer process. Ms. Karaffa reported that there will be another strategy meeting this fall where this process will be reviewed again, and may evolve further, if needed. After discussion, on motion to approve the updated 2020-2021 strategic plan metrics that was seconded and carried, all were in favor.

- g. **Board Candidate- Rizwan Alladin:** Ms. Karaffa reported that Mr. Alladin, who was previously a board member from November 2017 through October 2019 and resigned from the Board to serve as NCHS's Interim Executive Director for the from November 2019 through July 2020, has submitted his application to re-join the board with all NYSED required materials including completion of background check. The Board noted it conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, upon motion to approve Mr. Aladdin as a trustee for a 3 year term which was seconded and carried, and all were in favor.
 - h. **Executive Director Evaluation Process Review:** Ms. Karaffa reported that the premise of this evaluation process is to ensure alignment in the vision of NCHS's goals, and to include a process for setting new goals and regular review of the Executive Director's involvement and progress. The Board discussed the proposed evaluation process and question sets, which includes a mid-year and end-of-year evaluation of the Executive Director that will include a self-evaluation by the Executive Director, an evaluation of the Executive Director by members of the Board of Trustees, and a 360 evaluation by the Executive Director's direct reports and any other staff the Board deems appropriate. Ms. Karaffa proposed that both the Board and Dr. Brown should review the evaluation document and determine any questions, edit, or additions for approval by the Board at the October Board meeting.
 - i. **Grievance Investigation Update:** Ms. Karaffa reported that the Board was finalizing and expects to imminently issue its written response to the complaint received by the Board on July 14, 2020, after a thorough investigation.
2. **Finance Committee:**
- a. **August Financial Report:** Mr. Brian reported that NCHS's current financial position for the month has not changed significantly from the last month, and noted that more per pupil revenue information will be known as NCHS's true registration and attendance are solidified after fall classes are fully in session and these numbers can be confirmed. Mr. Ennin reported that the current budgeted revenue is \$7.8 million, and he has begun to work on the PPP loan forgiveness application process. Further, he reported that the School has also applied for the ESSER/ CARES grant in the amount of \$134,000. Funds for approximately \$195

per student should also soon be received for the fiscal year 2021, which would increase projected revenue to approximately \$8.7 million. Mr. Ennin reported that there are still some expected changes in the expenditure considering ongoing technology needs as NCHS continues to stay up to date on its virtual learning needs.

- b. Financial Policies and Procedures Updates:** Mr. Brian reported that the relevant document outlining the Financial Policies and Procedures have been shared with the Board for their pending final approval in October.
 - c. Updated Vendor Quotes and Contracts:** The Board reviewed and discussed the summary outlining added Zoom services providing additional capability and security, including Zoom's phone service option will also be added to the account, to replace the old Verizon services that were used prior to virtual learning. Mr. Brain noted the expenditure had already been approved under the Board approved budget for fiscal year 2021, and the changes to the account resulted in net savings against budget.
- 3. Board Development Committee Report:**
 - a. Board Self-Assessment Process Review:** Ms. Karaffa inquired if every board member had completed their written board evaluation. The Board discussed finalizing responses and compiling the results for review in October.
- 4. Education and Accountability Committee Report**
 - a. Fiscal Year 2021 Annual Preview:** Dr. Grotenhuis reported that NCHS has 36 incoming freshman students who have already passed their Algebra I and Living Environment courses, so they will now be able to be placed in Algebra II and Chemistry.
- 5. Public Comment:** There were no public questions posed for this session.
- 6. Next Meeting:** October 20, 2020 at 6:00PM
- 7. Motion to Adjourn Meeting:** On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

October 20, 2020

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221

305 Livonia Avenue, Brooklyn NY 11212

6702 15th Avenue NW, Seattle WA 98117

777 Sixth Avenue 10001

211 E Boscawen Street, Winchester VA 22601

551 El Camino Real, San Carlos, CA 94070

157-23 97th St, Howard Beach, NY 11414

379 Washington Avenue, Brooklyn NY 11238

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**

**Northside Charter High School
Board of Trustees Meeting
October 20, 2020**

Minutes

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

Kaley Childs Karaffa, Chair <i>via video conference</i>	David Li, Trustee <i>via video conference</i>
Emily Moskowitz, Trustee <i>via video conference</i>	Deangeor Chin, Trustee <i>via video conference</i>
Danielle Redmond, Trustee <i>via video conference</i>	Douglas Giles, Trustee <i>via video conference</i>
Willie Scott, Trustee <i>via phone conference</i>	Matthew Brian, Trustee <i>via video conference</i>

GUESTS

Stan Brown, Executive Director *via video conference*
Rizwan Alladin, Former Interim Executive Director, *via video conference*
Louise Grotenhuis, Principal *via video conference*
Mahmud Ennin, Director of Finance and Administration *via video conference*
Matt Gonzales, Director of Student Services, *via video conference*
Brittany Sheckels, Executive Assistant, *via video conference*
Nora Clancy, Consultant, *via video conference*
Luz Gonzalez, parent, *via phone conference*
Cassandra Smith, Dean of Special Services, *via phone conference*
Marien Hernandez, Grade 12 Counselor, *via phone conference*

The Board Meeting opened at 6:08p.m.

1. Executive Committee Report

- a. **Approval of October 2020 Board Meeting Agenda (VOTE):** After discussion, on motion to approve the October 2020 Board Meeting Agenda that was seconded and carried, all were in favor.
- b. **Approval of September 2020 Board Meeting Minutes (VOTE):** The Board reviewed the September 2020 Board Meeting Minutes. After discussion, on motion to approve the September 2020 Board Meeting Minutes that was seconded and carried, all were in favor.
- c. **Beginning of School in Review:** Dr. Brown reported that the school has suspended the limited in-person education sessions and meetings (except for limited textbook and equipment pick-up) for safety reasons, and all NCHS events will remain fully virtual until further notice. Additionally, he reported, he and Dr. Grotenhuis conducted a student focus group to get feedback directly from the students, and these focus groups will continue to be held twice a month going forward. Dr. Brown further noted that the family/ caregiver webinars continue to be held every other week. Dr. Brown has also begun to hold parent focus groups

with randomly selected parents along with assistance from Future Leaders Incubators. Further, he reported a marketing team has been formed within the administrative staff, and NCHS is working with outside consultant Enrollhand, who will help to market the School to increase enrollment. The School is developing a new website with outside consultant Educational Networks, and the new site should be complete by December 2020. Finally, Dr. Brown reported the staff Zoom trainings have been successful.

- d. **NCHS Policies Approval:** Ms. Karaffa reported the updated school safety plan, family life guide and personnel handbook were now being presented for Board approval. Dr. Brown briefly summarized the main changes that were made to each policy, which were surrounding virtual learning versus in-person learning, NCHS's recent organizational changes, and to include NCH's focus on college readiness. After discussion, on motion to approve the school safety plan, family life guide, and personnel guide that was seconded and carried, all were in favor.
- e. **Fiscal Year 2021 Strategic Plan Implementation Update:** Dr. Brown presented updates on the current status of student engagement and attendance, noting attendance rate has been down to 78%, and chronic absenteeism is over 50%, which is in line with the current market trend in other high schools. Dr. Brown reported that the current enrollment is at 398 students, and the English Language Learning population is at 5%, and the Special Education population is at 24%. He reported that NCHS's location zone is not considered a COVID-19 "hotspot" by the New York City officials, and therefore, currently there are plans to hold the upcoming SAT and PSAT tests for students on-site and in person. Board members questioned management whether attendance issues were due to technology issues, and management responded that the counseling and restorative justice teams were tracking these stats and they suspect that the top reason for absences were Zoom and technical skill challenges. Management noted that staff are making ongoing efforts to reach out to parents and students with any help as needed.
 - i. Dr. Grotenhuis reported that Northside is in a partnership with Beacon, who helps to create engaging courses and extracurricular activities, and that home visits would begin this week in order to check on students with chronic absences. Mr. Ennin reported that insurance has been acquired for technology devices, so if any device breaks down, it can be easily replaced. Dr. Grotenhuis reported that two new programs have been implemented at Northside to improve reading and math: Lexia, and NWEA. Formative data and mock exams are being used to assess student skill levels on the Regents exams.
- f. **Board Membership:** Ms. Karaffa reported Ms. Moskowitz's, Mr. Li's, Ms. Redmond's, and Ms. Chin's current board terms expire at the end of October. Ms. Karaffa announced that Mr. Brian is submitting his resignation effective October 31, 2020, due to personal reasons, and that Mr. Alladin's board membership is awaiting NYSED's approval. The Board discussed the re-nomination of Ms. Redmond and Ms. Chin. On motion to approve Ms.

Redmond's and Ms. Chin's nomination for a second term that was seconded and carried, all were in favor.

- g. **Executive Director Evaluation Process Approval:** Ms. Karaffa outlined the Executive Director process, which is a two-part process of a mid- and end-of-year review. Dr. Brown reported that he had also reviewed the proposed evaluation process, which he noted was comprehensive and that he was amenable to the process. On motion to approve the Executive Director evaluation process that was seconded and carried, all were in favor.
 - h. **Grievance Investigation Response and Conclusion:** Ms. Karaffa reported that the board had finalized its investigation of the July 14, 2020 complaint and issued the written response to the complainant in accordance with NCHS policies and applicable laws and regulations. She further noted that the Board will issue correspondence to NYSED notifying them of the resolution and closure of the complaint.
2. **Finance Committee:**
- a. **September Financial Report:** Mr. Brian reported that School's financial status was aligned to expectations and referred the Board to the financial statements included in the Board materials.
 - b. **Form 990:** Mr. Brian reported that following review by the Finance Committee, the School's Form 990 was signed by the Board Chair and submitted to the IRS.
 - c. **Financial Policies and Procedures Approval:** Mr. Brian reported that the Financial Policies and Procedures did not have many major changes from the prior year, but was edited to further align with the strategic and structural changes within NCHS over the last year. The Board reviewed the proposed changes. On motion to approve the Financial Policies and Procedures that was seconded and carried, all were in favor.
 - d. **Fiscal Year 2020 Audit:** Mr. Brian reported that the Finance Committee meeting independently with the School's independent auditor PKF O'Connor Davies and that they issued a clean audit. He further noted that the Finance Committee instructed Mr. Brown and Mr. Ennin to implement a training process with the auditors to ensure the School's Finance and Administration Team are equipped to work effectively and efficiently with the independent auditors for future audits.
 - e. Ms. Karaffa reported that the Finance Committee also instructed the management team to have PKF O'Connor Davies' PPP Loan Team to conduct a secondary review of the PPP Loan forgiveness application, which is already under review by TD Bank.
3. **Board Development Committee Report:**
- a. **Board Self-Assessment Process Review:** Ms. Karaffa reviewed the board's annual evaluation process, which includes annual written evaluation conducted by board members followed by individual Board member interviews conducted by the Board's third party governance provider, which has added depth to the evaluation process. On motion to approve the current Board Self-Assessment Process that was seconded and carried, all were in favor.
 - b. **Board Succession Plan:** Ms. Karaffa reported that the Board Development Committee discussed the draft of the board succession plan and proposed that the

Board update the Board skills and diversity matrix based on the updated board composition, which will inform the Board's efforts to recruit new members. Further, she noted the Committee will be meeting with the rest of the Board to determine changes to committee composition and who will serve as Treasurer based on Mr. Brian's resignation.

- c. **Fall Strategy Retreat:** Ms. Karaffa noted the Committee made a request to the Executive Director to schedule a staff member to provide an update on their work at each Board meeting as a way to help the Board provide effective oversight of strategic execution and successes and challenges faced by employees. Dr. Brown reported that these sessions would begin at the November board meeting. Further, Ms. Karaffa reported the Board would be holding two upcoming strategy retreats in November and December. The Board discussed the topics for the retreats, which will focus college readiness, student performance metrics, as well as financial and fundraising goals that will be the foundation of the extension of the current five year strategic plan that ends 2022 and be part of the Board and School's presentation to NYSED for the next charter renewal application, which will be submitted in the fall of 2021.
4. **Education and Accountability Committee Report**
 - a. **Fiscal Year 2021 Annual Preview:** Dr. Grotenhuis reported that the Educational and Accountability Committee strategic plan metrics and relevant data and information were covered in Dr. Brown's earlier presentation. The Board members inquired about the initial math and reading tests that 9th graders take upon entry to NCHS, and how they were administered, and management Dr. advised these "intervention courses" are a regular part of the student's normal day and students work with dedicated teachers to set their goals and monitor their progress.
 5. **Public Comment:** One guest inquired about parent association meetings at NCHS, and the Board responded that parents are welcome to form their own association, if desired, and would be supported by the management team.
 6. **Next Meeting:** November 17, 2020 at 6:00PM
 7. **Motion to Adjourn Meeting:** On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

November 17, 2020

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**

**Northside Charter High School
Board of Trustees Meeting
November 17, 2020**

Minutes

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

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

GUESTS

Stan Brown, Executive Director *via video conference*
Louise Grotenhuis, Principal *via video conference*
Mahmud Ennin, Director of Finance and Administration *via video conference*
Matt Gonzales, Director of Student Services, *via video conference*
Brittany Sheckels, Executive Assistant, *via video conference*
Muhammed Chaudhry, Consultant, *via video conference*
Maggie Boals, Teacher, *via video conference*
Aidan Davis, Teacher, *via phone conference*
Laura Lozito, Teacher, *via phone conference*
Jessica Chirico, Teacher, *via phone conference*
Liz Thompson, Teacher, *via phone conference*
Luz Gonzalez, parent, *via phone conference*
JeanMarie McAuley, parent, *via phone conference*
Debbie Tenney, parent, *via phone conference*

The Board Meeting opened at 6:04p.m.

1. **Approval of November 2020 Board Meeting Agenda (VOTE):** After discussion, on motion to approve the November 2020 Board Meeting Agenda that was seconded and carried, all were in favor.
2. **Approval of October 2020 Board Meeting Minutes (VOTE):** The Board reviewed the October 2020 Board Meeting Minutes. After discussion, on motion to approve the October 2020 Board Meeting Minutes that was seconded and carried, all were in favor.
3. **Executive Committee**
 - a. **December Board Meeting Date:** Ms. Karaffa proposed the December Board meeting be moved to December 8th, 2020, in order to allow the Board to approve any items that may be submitted to NYSED for approval by the December 15th deadline. After discussion, on motion to approve moving the Deember Board meeting to December 8, 2020, that was seconded and carried, all were in favor.

- b. Board and Committee Membership and Leadership:** Ms. Karaffa reported that NYSED approved the application for Mr. Alladin to join the Board. The Board discussed recent changes to the Board's composition, including resignation of the former Treasurer and Finance Committee Chair. The Board discussed the Board members' interest and expertise and alignment to committee memberships and treasurer role. After discussion, on motion to appoint Mr. Alladin as Treasurer, Finance Committee Chair and member of the Education and Accountability Committee and appoint Ms. Chin as a member of the Executive Committee and the Finance Committee, that was seconded and carried, all were in favor.

4. Finance Committee:

- a. October Financial Report:** Mr. Ennin reported that the revenue projections are expected to increase based on the PPP loan forgiveness and the ESSER grant. The current revenue projection is \$8.7 million versus the \$7.8 million that was originally projected due to current enrollment and per-pupil funding. He further reported that expenses have remained under budget.
- b. Form 990 and Annual Audit:** Ms. Karaffa reported that the Form 990 was submitted by the November deadline.
- c. Vendor Approval**
 - i. OnBoard Productivity Suite:** Ms. Karaffa reported that a new productivity module on the OnBoard board portal has been released, which would improve efficiency in board communication and compiling meeting minutes. She further reported that Onboard offered NCHS a free trial period of this module through the end of the year, saving \$700 for the rest of the year if Northside decides to continue with the upgrade after the trial ends. The Board discussed the benefits of the module. After discussion, on motion to approve the addition of the productivity module for OnBoard that was seconded and carried, all were in favor.
 - ii. Youth Communications:** Dr. Grotenhuis reported that Youth Communications is a well-researched program, which offers stories for discussion, written by and for New York City teenagers. She noted that all lessons are literacy based and Social Emotional Learning-focused and aim to prepare students for the working world and post-secondary education, and that coaching and professional development is also provided by Youth Communications under the proposed contract. After discussion, on motion to approve the Youth Communications program that was seconded and carried, all were in favor.

5. Board Development Committee

- a. Succession Planning:** Ms. Karaffa reported that the Board is continuing in its board succession planning efforts to ensure diversity in skills and expertise on the Board, and will be continuing its search for new members to add at least two more members to the Board.

6. Education and Accountability Committee

- a. New Education Tools and Assessment Calendar:** Ms. Chin reported that due to the ongoing pandemic and the resulting Regents cancellations, there currently is a lack of usual data that would have otherwise been reviewed at this point in the

year and inquired of management about what data can be extracted at this time. Dr. Grotenhuis reported that NWEA Map and Lexia Reading tests will be administered, which benchmark students' scores and growth over time. She also noted that there will also be a CollegeSpring SAT course for 11th graders, which will deliver three diagnostics throughout the year and will help to monitor those students' growth. Finally, Dr. Grotenhuis noted the AP scores and NYSESLAT testing will be assessed, along with mock Regents, and this combined data will provide the Board and management team with an understanding of student achievement.

7. Fiscal Year 2021 Strategic Plan Implementation Update

- a. Student Data Reporting:** Dr. Brown reported that by the December Board meeting, there will be more data available regarding enrollment in post-secondary institutions and graduation statistics. He noted the SQR report is still currently pending at this time but is also expected to be available by the December meeting. Dr. Brown reported the insight staff surveys will be released in December, and those results should be available in January. The Board inquired if any parent surveys had been administered to gather data on virtual learning successes, challenges, and opportunities for improvement, and Dr. Brown reported that caregiver focus groups had been held to gather input from families, and a survey was also planned for the near future.

8. Management Updates

- a. NCHS Proposed Lottery Changes Discussion:** Ms. Karaffa reported that Board is considering potential changes in the lottery practices to support attraction and retention of target populations and more closely align with similarly situated surrounding schools and that the Board had received advisement on this potential practice from its educational consulting firm, Pasek Consulting. The Board noted that it will continue to review management's proposal for lottery preference changes and related research and advisement and will determine whether to move forward on the proposal at the December Board meeting.
- b. Teacher Presentation:** Ms. Karaffa introduced Ms. Boals, one of NCHS's special education Algebra II and Chemistry teachers, to present her experience with virtual teaching at NCHS to date. Ms. Boals shared her history and prior experience teaching at other institutions in the city. Ms. Boals reported that overall student engagement and behavior was largely positive and successful and that improvements have continued to be implemented to support effective delivery of education and student engagement. Ms. Boals also reported that the unavoidable extensive screen-time involved in both virtual learning and co-planning is resulting in stressful burnout for both teachers and students. The Board questioned Ms. Boals on opportunities for further improvement for staff support and student learning, and she responded fully.

- 9. Public Comment:** Ms. Boals responded to a parent question regarding resources for students who opted out of Zoom use, and advised that EdPuzzle, an interactive learning tool, and class recordings are being utilized for those students. Dr. Gonzales responded that no class recordings that show students are shared publicly, due to FERPA laws.

- 10. Next Meeting:** December 8, 2020 at 6:00PM

11. **Motion to Adjourn Meeting:** On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

December 8, 2020

Time:

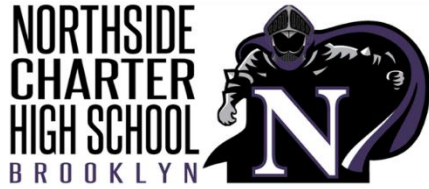
6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**



[Northside Charter High School](#)

Board of Trustees Meeting

December 8, 2020

Minutes

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

Kaley Karaffa, Chair *via video conference*

Rizwan Alladin, Trustee *via video conference*

Deangeor Chin, Trustee *via video conference*

Douglas Giles, Trustee *via video conference*

Danielle Redmond, Trustee *via video conference*

Willie Scott, Trustee *via video conference*

Guests Present:

Stan Brown, Executive Director *via video conference*

Jeanmarie McAuley, Parent *via phone conference*

Jessica Chirico, Teacher *via phone conference*

Mahmud Ennin, Director of Finance and Administration *via video conference*

Matt Gonzales, Director of Student Services *via video conference*

Pedro Gonzalez, Dean of Counseling and College Guidance *via video conference*

Louise Grotenhuis, Principal *via video conference*

Laura Lozito, Teacher *via phone conference*

Brittany Sheckels, Executive Assistant, *via video conference*

Liz Thompson, Teacher *via phone conference*

I. Approval of December 2020 Agenda

After discussion, on motion to approve the December 2020 Board Meeting Agenda that was seconded and carried, all were in favor.

II. Approval of November 2020 Board Meeting Minutes

The Board reviewed the November 2020 Board Meeting Minutes. After discussion, on motion to approve the November 2020 Board Meeting Minutes that was seconded and carried, all were in favor.

III. Proposed Charter Change: Lottery Preference

Ms. Karaffa reported there were two changes that management team proposed, which require board approval. The first change is within the enrollment lottery, giving a more weighted preference to prioritize enrollment of English Language Learners and economically disadvantaged students.

After discussion, on motion to approve adding weighted preference to the lottery for English Language Learners and economically disadvantaged students that was seconded and carried, all were in favor.

IV. Proposed Charter Change: Number of School Days

The second change proposed by the management team is in regards to the number of instructional days, increasing from 181 days to up to 191 days in order to provide remediation for students who need it, and to ideally minimize need for summer school instruction.

After discussion, on motion to approve the increased number of instructional days from 181 to 191 that was seconded and carried, all were in favor.

V. Executive Committee

A. Charter Renewal Progress Update

Ms. Karaffa reported that the results of the Mid-term Site Visit had been received, and NCHS has overall met all performance benchmarks as outlined and required by NYSED. The only area of improvement still needed is the recruitment of more English Language Learner students. The management team has completed their review and submission of any factual corrections needed, and Ms. Karaffa reported the report corrections will be submitted by the December 10, 2020 deadline.

B. Executive Director Mid-Year Evaluation

Ms. Karaffa reported that the Board will conduct with the mid-year evaluation of the Executive Director, in alignment with this same practice in previous years. The Board will be complete a written evaluation of Dr. Brown, and they will be conducting interviews with all of Dr. Brown's direct reports. Dr. Brown will also be completing a self-evaluation. This process will begin in January and will conclude with a meeting between the Board and Dr. Brown to review the results, assess performance to date, and discuss goals for the remainder of the year..

C. Complaint Referral from NYSED

Ms. Karaffa reported that a complaint was submitted to NYSED from a NCHS parent in regard to the required student community service hours required for graduation, and the complaint was referred to the Board from NYSED. The community service hour requirement was increased from 30 to 60 hours. The Board discussed the complaint and directed Dr. Brown and Dr. Grotenhuis review the complaint, provide a memorandum to the Board outlining interactions with the parent to date regarding the community service hour requirement, and work to resolve any outstanding concerns with the parent and involve the Board's leadership if necessary to resolve the complaint fully. The Board will advise Mr. Paolo Giovine, NYSED Charter School Liaison, of the final resolution of this complaint.

VI. Finance Committee

A. November Financial Report

Mr. Alladin reported that based on the current state to date and the projected revenue, if the PPP loan is forgiven as expected then there is expected to be about a \$3,000 surplus. The Board reviewed the November financial reports. The Board inquired about the enrollment numbers in relation to the per-pupil income. Dr. Brown responded that the current enrollment is 392 but current marketing and advertising efforts are being made in the hopes of increasing this number for the upcoming April lottery.

B. Technology Challenges

Mr. Ennin reported a summary of the most common technical issues that students have reported this school year, which have been Zoom, email issues, apps/platforms, hotspot requests, and login issues. Mr. Ennin reported that with close monitoring and quick correction, Zoom issues have overall been reduced by 42% between October and November, and a new tool, GoGuardian, has been implemented to help further track all student activity online so that these issues may be noticed and resolved as soon as possible.

VII. Board Development Committee

A. Board Succession Plan

Ms. Karaffa reported that efforts were still ongoing to recruit more board members and update the Board's succession plan

B. Strategy Retreat

Ms. Karaffa reported that the next board strategy retreat will be held on December 15, 2020, which will be facilitated by Mr. Pasek and Mr. Chaudhry and build from the November Board retreat.

VIII. Education and Accountability Committee

Dr. Gonzales reported that the Restorative Justice team has been aiding the grade-level counselors in outreach attempts to help ensure better student attendance, and all attempts have been logged and recorded in order to assess this data to know which methods of reaching out have been most successful. These outreaches have been conducted via video conference, phone, and email. To date, 29% of outreach has come from teachers, 5% has come from the Restorative Justice educators, and 66% has come from the grade-level counselors. Dr. Gonzales reported that the outreach effort has shown to help improve the attendance rate in many cases. The Board inquired if there had been notable increase in socio-emotional and mental health issues with students, and Dr. Gonzales responded indicating that there were some increases in these issues; however, the social worker team has been working alongside the grade level counselors to help those students, as needed. The Board also asked about expulsions, suspensions, and detentions, and what the statistics for those look like in the current virtual environment, and Dr. Gonzales reported that so far there was only a few notable issues which were appropriately handled by the Restorative Justice team.

IX. Management Updates

A. Fiscal Year 2021 Strategic Plan Implementation Update

Dr. Brown reported that the latest strategic plan dashboard data has been shared with the Board. The last caregiver webinar for the calendar year will be held on December 9, 2020, providing the latest updates to families and students before the holiday break. Dr. Brown also reported that the senior portraits which had been planned for this week had to be suddenly canceled for safety reasons due to the pandemic, but will be rescheduled for the spring.

X. Staff Presentation

Mr. Pedro Gonzalez presented to the Board his work on the college and career-readiness level with students. Mr. P. Gonzalez reported the current statistics on college applications by senior students to date; he also outlined the college research and planning steps that he has implemented with students to date, broken down by month and shared the applications utilized by him and the students for college research and applications

XI. Public Comment

A parent inquired if the Family Life Guide that was most recently distributed to students and caregivers was the most updated version that was approved in a previous board meeting. Dr. Brown confirmed that the Family Life Guide was approved by the Board in October and distributed to students and families.

XII. Next Meeting: January 19, 2021, at 6:00pm EST

XIII. Motion to Adjourn:

On motion to adjourn the meeting, seconded and carried, all were in favor. The Board members remained afterwards for an Executive Session to discuss sensitive and confidential matters. No Board actions were taken during the Executive Session.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

January 19, 2021

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**

**Northside Charter High School
Board of Trustees Meeting
January 19, 2021
Minutes**

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

PRESENT

Kaley Childs Karaffa, Chair via video conference
Douglas Giles, Trustee 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

GUESTS

Anna Henebeng, Teacher- via video conference
Brittany Sheckels, Executive Assistant- via video conference
Stanton Brown, Executive Director via video conference
Louise Grotenhuis, Principal- via video conference
Matthew Gonzales, Director of Student Services- via video conference,
Mahmud Ennin, Director of Finance and Administration- via video conference

- I. **Approval of January 2021 Agenda.** The "Fundraising" agenda item was removed, since there was no new data to report. On motion to approve this updated January 2020 Board Meeting Agenda that was seconded and carried, all were in favor.
- II. **Approval of December 2020 Board Meeting Minutes.** The Board reviewed the December 2020 Board Meeting Minutes. After discussion, on motion to approve the December 2020 Board Meeting Minutes that was seconded and carried, all were in favor.
- III. **Staff Presentation.** Ms. Anna Henebeng shared her personal background and an overview of her process in teaching the SATs and Personal Finance classes. Ms. Henebeng reported that her SAT class focused on Math, English, college preparation, and test-taking and goal-setting skills. The Board inquired about the students' perceptions towards the SATs during the pandemic and if students were able to dedicate time to SAT prep since transitioning to virtual learning; Ms. Henebeng reported that the juniors were taking it very seriously and were very active in their classes, while still adjusting to the virtual space and working to master time management. The Board inquired how the mock SATs were being administered due to the pandemic, and Ms. Henebeng reported that the tests were old College Board SAT tests and would be held in their small advisory groups while being monitored by the advisor as they take their exam. The Board asked for more details on the Personal Finance class; Ms. Henebeng advised that the class is for seniors and involves one-on-one time with each student for added focus. The Board inquired about the focus breakdown of the SAT class, and Ms. Henebeng reported that it was about 60% learning the skills and subject criteria, and 40% test-taking skills. The Board inquired how the prevention of the need for

remediation was being handled; Ms. Henebeng reported that the first semester is focused on re-review and re-learning materials as needed, and then integrates the test-taking skill focus.

IV. Executive Committee

- a. **Executive Director Evaluation Process Review.** Ms. Karaffa reported that the Board will be conducting the Executive Director mid-year evaluation process.
- b. **Trustee Re-nomination.** Ms. Karaffa reported that both she and Mr. Scott were currently up for their term renewal as Board Members. Ms. Karaffa nominated Mr. Scott for renewal. Mr. Scott recused himself from discussion and vote for his renewal. After discussion, on motion to approve Mr. Scott's term renewal that was seconded and carried, all were in favor. Mr. Giles nominated Ms. Karaffa for another 3-year term. Ms. Karaffa recused herself from discussion and vote for her renewal. After discussion, on motion to approve Ms. Karaffa's term renewal that was seconded and carried, all were in favor.

V. Finance Committee

- a. **December Financial Report.** Mr. Alladin reported that the audit report reflected that NCHS is in good standing financially. Mr. Alladin reported that NCHS is still operating below projections on both revenue and expenses due to the pandemic and a result of lower enrollment. If the PPP loan is forgiven, NCHS is projected to end the year with a deficit of about \$150,000.

VI. Board Development Committee

- a. **Succession Planning.** Ms. Karaffa reported that the Board Development Committee meeting that was originally scheduled for January had been moved to February to allow the Committee to review the Board's succession plan after the upcoming strategy retreat.
- b. **Strategy Retreat.** Ms. Karaffa reported that the next Board Strategy Retreat would take place on Tuesday, January 26, 2021.

VII. Education and Accountability Committee

- a. **Data Reports.** Dr. Gonzales presented an overview on SAT Diagnostic, PSAT and SAT Comparisons. Dr. Grotenhuis summarized the mean score data, which show improvements from the first diagnostic test to the second diagnostic test. The Board inquired if the trends showing scores that were lower on the actual tests than they were in the practice diagnostics were typical across other high schools, and Dr. Grotenhuis replied that while more data was needed from College Spring, generally students perform better on diagnostic. Management summarized circumstances that affect students' performance were switching from the virtual to in-person environment during the pandemic, and switching between paper tests versus digital testing. The Board inquired about the recent improvement in attendance rates per the data shown in the Dashboard report; Dr. Gonzales reported that the management team had further streamlined and tightened its outreach policy with the staff. Dr. Grotenhuis also reported that the narrowed focus of the small 10-student advisory classes also helped maintain connection.

VIII. Management Update.

- a. **Fiscal Year 2021 Strategic Plan Implementation Update.** Dr. Brown reported the strategic plan metrics have been presented to the Board in the Board meeting materials.

- b. Mid-Term Site Visit Updated Report.** Ms. Karaffa reported that the final version of the Mid-Term Site Visit Report was reviewed and approved by NYSED.
 - c. COVID/ SQR Results and Feedback.** Dr. Brown provided the Board with a copy of the School Quality Report, which had just been received by management. He noted they will be reviewing the results in detail and providing the Board with their analysis of key findings.
- IX. Public Comment.** There were no public comments or questions received.
- X. Motion to Adjourn.** On motion to adjourn the meeting, seconded and carried, all were in favor.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

February 23, 2021

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**



**Northside Charter High School
Board of Trustees Meeting
February 23, 2021
Minutes**

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

Present:

Kaley Karaffa, Chair *via video conference*
Rizwan Alladin, Trustee *via video conference*
Deangeor Chin, Trustee *via video conference*
Douglas Giles, Trustee *via video conference*
Danielle Redmond, Trustee *via video conference*
Willie Scott, Trustee *via video conference*

Guests:

Brittany Sheckels, Executive Assistant *via video conference*
Stanton Brown, Executive Director *via video conference*
Louise Grotenhuis, Principal *via video conference*
Matthew Gonzales, Director of Student Services *via video conference*
Mahmud Ennin, Director of Finance and Administration *via video conference*
Michael Rock, Operations Specialist *via video conference*

- I. Approval of February 2021 Agenda.** The Board discussed the February 2021 agenda and questioned the Executive Director regarding proposed changes to the Strategic Plan metrics for fiscal year 2021 planned for Board discussion. Dr. Brown responded that the proposed changes would be presented to the Board along with a high level overview of the proposed marketing strategy. After discussion, on motion to approve the February 2021 Board Meeting Agenda that was seconded and carried, all were in favor.
- II. Approval of January 2021 Board Meeting Minutes.** The Board reviewed the January 2021 Board Meeting Minutes. After discussion, on motion to approve the January 2021 Board Meeting Minutes that was seconded and carried, all were in favor.
- III. Executive Committee**
 - a. Executive Director Mid-Year Review.** Ms. Karaffa reported that the Board is scheduling the interviews with the management team and facilitating Board's evaluation of the Executive Director under the previously approved process.
 - b. Strategic Plan Review and Metrics.** The Board and management reviewed and discussed the following proposed changes to the Fiscal Year 2021 Strategic Plan Metrics:
 - i.** Update the metric regarding Board size to reflect maintain size within 5-15 members as prescribed by the Board's bylaws and focus on maintaining well-rounded and diverse composition to reflect focus on healthy board composition and maintaining alignment between the Board's composition and the School's strategy and lifecycle.
 - ii.** Clarify the strategic metric about the Board Self-Evaluation process to note that in addition to conducting the evaluation that the Board will discuss results and identify areas for focus and continuous improvement, which is and has been the Board's practice.
 - iii.** Update the Regents metric to reflect the goal will be to exceed School District 14 performance rates and tracking of first time passage rate
 - iv.** Add NWEA, AP, Accuplacer, NYSESLAT as indicators of college readiness
 - v.** Remove advanced Regents diplomas, which reflects the transition to analysis using

better indicators of college readiness in new tests being used

- vi. Decrease the SATs scores to 1050 to reflect current industry standards of college-readiness score
 - vii. Add a new goal for AP passage rate of 50% of students that sit for the exam earn a score of 3 or better
 - viii. Add a new goal for 75% of students enrolled in courses for college courses to earn a grade of C or better
 - ix. Modify college tracking rates to include a goal of 95% of students attaining college acceptance and 80% of students enrolling in college
 - x. Add a new goal for postsecondary completion of 42% of cohort completing a 2 year degree within 3 years of graduation from NCHS and 42% of cohort completing a 4 year degree within 5 years of graduation from NCHS
 - xi. Update the Professional Development goal to track impact of professional development courses instead of only number of hours. The management team presented anecdotal examples of how “impact” can be tracked, and the Board requested that for Fiscal Year 2022 that management provide more specificity for data points for this metric
 - xii. Update the Teacher Satisfaction Survey metric to denote usage of the TNTP Insights Survey, which is a widely accepted and used survey in high school education. The Board requested that management provide a baseline of this relevant data at the end of Fiscal Year 2021 and specific metric goal for Fiscal Year 2022. Further, the Board requested that management determine a method for tracking employee satisfaction for non-instructional staff, which will be incorporated as a new metrics for Fiscal Year 2022. Management indicated they will research potential options including, but not limited to, such surveys that may be made available through NCHS’s Human Resources provider, TriNet.
 - xiii. Add an additional metric under the School Quality Report to track the percentage of respondents broken down by staff – 90%, students – 50%, and families – 30%.
 - xiv. Update “Parent Engagement” to “Caregiver Engagement” to reflect inclusivity of language and metrics to include 50% of caregivers claiming PowerSchool accounts, 30% of caregivers attending college planning session, and 50% of caregivers attending Student-Driven Conference
 - xv. Add a new Discipline Statistic to track “Referrals”, which is a restorative justice practice intended on preventing detentions, suspensions, and expulsions
 - xvi. Update the fundraising goal to \$69,750, down from the original figure of approximately \$137,000, which reflects difficulties fundraising due to COVID-19
 - xvii. After discussion, on motion to approve the proposed changes to the Strategic Plan Metrics for Fiscal Year 2021 that was seconded and carried, all were in favor.
- c. **COVID-19 Testing NYC DOE Program.** Ms. Karaffa shared a recent news update that NYC charter schools are now be eligible for the same PPE-provided benefits that are already available to DOE schools for in-person instruction.

IV. Finance Committee

- a. **January Financial Report.** Mr. Alladin summarized the February financial statements, noting that expenditures are currently \$160,749 below projections. Further Mr. Alladin noted that the CSP grant for \$49,950 will be submitted by February 11, 2021, and the ESSER grant for \$134,017 will be received by the end of February. Further, he noted that management has determined to pay out for Care Days, which was previously approved by the Board in the budget and policies for Fiscal Year 2021. The Board inquired about the status of the PPP loan forgiveness, and Mr. Ennin reported that per their last update there is a holdon the forgiveness application until the Biden administration publishes any new directives around PPP loans.
- b. **Budget Timeline for Fiscal Year 2022.** Management reported that the Fiscal Year 2022 budget draft will be sent to the Finance Committee by March 15, 2021.

- c. **New Vendor.** Dr. Brown presented to the Board an outline of the services of Kids in the Game (KINGS), which is a company that provides virtual sports and fitness program, including the addition of a dance instructor that provides virtual dance class. Dr. Brown noted that in accordance with NCHS’s Financial Policies and Procedures, bids from KINGS, Mind Builders Creative Arts Center, and Coach Up three bids for physical education services are presented to the Board for review and that it is management’s recommendation that KINGS is the most unique in their program and offerings and competitive in pricing for the services offered. The Board inquired whether the proposed services are planned for use only during remote instruction or whether there is the opportunity to use the provider on a long-term basis, and management responded that they are considering the benefits of using this provider long-term and will bring this decision to the Board as part of the Fiscal Year 2022 budgeting process and programming reviews and approval. After discussion, on motion to approve Kids in the Game as the new fitness instruction vendor that was seconded and carried, all were in favor.
- d. **TriNet Services Agreement Amendment.** Dr. Brown and Mr. Ennin reported that management has been negotiating extension of services with TriNet as NCHS’s HR provider for Fiscal Year 2022, and that TriNet has offered a 5% savings on administrative expenses for their services due to past errors in services provided by TriNet. After discussion, on motion to approve continuing TriNet's services that was seconded and carried, all were in favor.

V. Board Development Committee

- a. **Board Succession Plan.** Ms. Karaffa reported that the Board members had completed their composition information survey, which is reflected in the updated board succession plan and that the Board Development Committee will utilize this data in considering board member candidates based on their expertise, experience, and diversity characteristics.
- b. **Board Member Recruitment Manual.** Ms. Karaffa reported that the Board Development Committee is working with management to finalize updates to the Board Member Recruitment Manual, which will be used in recruiting board member candidates in a paced manner to maintain the health of the board dynamics and culture.

VI. Education and Accountability Committee. Ms. Karaffa reported that Education and Accountability Committee will be meeting in May.

VII. Marketing Strategy. Dr. Brown outlined his overall plan for new marketing and branding strategies at NCHS to support student recruitment efforts. Dr. Brown reported that he has begun new processes for soliciting enrollment and posting paid ads with the aid of external marketing and advertising consultants. Dr. Brown shared statistics from last year on application rates and the planned strategy for converting social media and solicitation outreach into student applications. The Board questioned about impacts on applications and enrollment due to the pandemic, and Dr. Brown confirmed that COVID-19 is impacting NCHS’s application numbers, which is consistent with challenges faced by other high schools. The Board questioned management on trends from family referrals, and management responded that they would collect and provide this data to the Board but that during the Virtual Open Houses to date, parents had expressed interest in enrolling more than one child from their household. The Board also questioned management about outreach efforts to churches, community centers or other similar organizations, and Dr. Brown replied that he would include those organizations in future mailing outreach, The Board inquired if the School’s website service provider is utilizing search engine optimization to improve searchability rates, and Ms. Sheckels advised that she would inquire about this and report back to the Board. The Board and management discussed how marketing and branding efforts would be tracked for success, and management indicated that the most important metric will be actual enrollment for Fiscal Year 2022.

VIII. NYS 529 Plan Referral Incentive Program. Dr. Brown provided the Board with an outline of a potential NYS 529 Plan referral incentive program as a referral incentive to support recruitment of new students.

IX. Student Data. Dr. Grotenhuis and Dr. Gonzales presented the Board with the student data report recapping enrollment, attendance, SAT, and various other student statistics for the month of



February.

X. Public Comment. There were no public comments or questions received.

XI. 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.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

March 16, 2021

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**



**Northside Charter High School
Board of Trustees Meeting Minutes
March 16, 2021**

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. 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*

Danielle Redmond - Trustee, *via video conference*

Rizwan Alladin - Trustee, *via video conference*

Willie Scott - Trustee *via video conference*

Guests Present:

Mahmud Ennin - Director of Finance and Administration, *via video conference*

Brittany Sheckels - Executive Assistant, *via video conference*

Daniel Pasek- Consultant, *via video conference*

Nora Clancy- Consultant, *via video conference*

Stanton Brown - Executive Director, *via video conference*

Louise Grotenhuis - Principal, *via video conference*

Matthew Gonzales- Director of Student Services, *via video conference*

- I. **March 2021 Consent Agenda.** Ms. Karaffa reported that the Board would be utilizing a consent agenda format for efficiency and to allow greater focus on strategic discussion and organizational matters. The consent agenda items include the February 2021 Board Meeting minutes, the February financial reports, and the strategic plan data metrics, which were reviewed by the Board in the committee meetings. After discussion, on motion to approve the March 2021 Consent Agenda that was seconded and carried, all were in favor.
- II. **Charter Renewal Progress Update.** Ms. Clancy from Pasek Consulting presented information on where NCHS stands in its upcoming charter renewal process and provided data and recent updates from the Board of Regents including changes due to pandemic related circumstances. Ms. Clancy summarized the timeline of events leading up to the renewal and an overview of the general process along with the different possible outcomes. Ms. Clancy reported that at the time of reporting based on the most current data, she and Mr. Pasek believe that NCHS is likely to receive a five-year renewal term. The Board questioned Ms. Clancy regarding adjustments to compliance requirements considering the adaptation to the virtual learning environment. Ms. Clancy reported that the most important benchmarks are the academic performance metrics under Benchmark One, and the enrollment and retention statistics (for multi-language learners, economically disadvantaged, and students with IEPs) under Benchmark Nine. Ms. Clancy reviewed the application components and shared recent examples of schools who had conducted their charter renewal evaluation in recent months. The Board inquired whether renewal prospects would be negatively impacted if the School were to have a decrease in enrollment for the next school year due to the pandemic. Ms. Clancy replied that data

indicates that the Board of Regents has exhibited understanding of circumstances related to the pandemic, but the School should continue to monitor enrollment numbers and prioritize efforts to maintain full enrollment. The Board questioned Mr. Pasek on what factors indicate a likelihood for a five-year renewal, and Mr. Pasek noted that high schools have more flexibility in meeting renewal benchmarks and taking remedial actions to address areas that do not meet the benchmark standards. Mr. Pasek noted that the core Regents may be required. Dr. Grotenhuis reported that the School has been using mock Regents exams to monitor student progress and that statistically NCHS students perform well in the 10th grade ELA and Algebra I Regents exams and that they are working to improve results for the Living Environment and Earth Science Regents exams.

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

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

April 20, 2021

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
Article 7 of the NY Public Office Law
Ed.L. §2854(1)(e)**



**Northside Charter High School
Board of Trustees Meeting
April 20, 2021
Minutes**

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

Present:

Kaley Karaffa, Chair *via video conference*
Rizwan Alladin, Trustee *via video conference*
Deangeor Chin, Trustee *via video conference*
Douglas Giles, Trustee *via video conference*
Danielle Redmond, Trustee *via video conference*
Willie Scott, Trustee *via video conference*

Guests:

Brittany Sheckels, Executive Assistant *via video conference*
Stanton Brown, Executive Director *via video conference*
Louise Grotenhuis, Principal *via video conference*
Matthew Gonzales, Director of Student Services *via video conference*
Mahmud Ennin, Director of Finance and Administration *via video conference*

I. April 2021 Consent Agenda. The Board discussed the April 2021 consent agenda, which included the March 2021 Board Meeting Minutes, March 2021 Financial Reports, vendor proposal for marketing services, strategic plan data metrics, and PKF O'Connor Davies retainer for fiscal year 2021 audit services, all of which were reviewed by the Board through its committee meetings. The Board noted that the fees for the marketing services and fees for the audit services were included in the board approved fiscal year 2021 budget. After discussion, on motion to approve the April 2021 Consent Agenda that was seconded and carried, all were in favor.

II. Mission, Vision, Values, and Inclusion, Diversity, Equity & Anti-Racism (“IDEA”) Statements.

Ms. Karaffa reported that NCHS’s board and management team have been engaged in strategic planning work, which included review and discussion of the School’s Vision, Mission, and Core Values and consideration of alignment to the strategic direction and strategic plan that are focused on post-secondary attainment for all students. Dr. Brown summarized the management team's process in gathering feedback from stakeholders including the Board and working with the Board to draft the revised Vision Mission, and Core Values. Ms. Karaffa noted that the Board and management team determined it was in the best interest of the School, its students, and other stakeholders to formalize an Inclusion, Diversity, Equity and Anti-Racism Statement that reflects the School’s value of its diverse student, family, staff, and stakeholder populations and commitment to respecting and protecting each person’s and promoting an environment and systems that promote equity and inclusion. The Board reviewed the Vision, Mission, Vision, and IDEA statements. Ms. Karaffa noted that these new statements will be submitted to NYSED for final approval as part of the upcoming charter renewal. After discussion, on motion to approve the Vision, Mission, Values, and IDEA Statements that was seconded and carried, all were in favor.

Executive Director Presentation. Dr. Brown presented that the School is working to

finalize plans to hold the graduation ceremony at Billie Jean King National Tennis Center, which

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is an outdoor stadium in Queens. The Board inquired if this venue would be truly accessible to all students, considering any vaccination or testing requirements and any other barriers that may arise for those who might not be able to meet certain requirements for any reason, and Dr. Brown responded that the management team is considering all logistics to allow for student and family attendance.

Dr. Brown also shared a couple of articles regarding the impact that COVID-19 has had on learning and college acceptance. Dr. Brown outlined a new process at NCHS called "Northbound", for senior students who still need remediation in certain areas in order to qualify for graduation. These students will be meeting in person at the school as needed. The Board inquired if the intervention at the school was an extra class in addition to the students' usual classes, or if it was simply an effort to improve performance in the existing class by bringing them into the building, and Dr. Grotenhuis advised that it was a combination of completing current work alongside any catching up that was still needed to officially pass all classes. Dr. Gonzales added that there is currently a math tutor who is also always in the building to aid any students who may need extra help in that subject.

The Board inquired if there were any updates on Regents requirements since the March Board meeting; Dr. Gonzales confirmed that under the State requires the four subjects of English, Math, Science and History at this time. Dr. Grotenhuis advised that exam preparation work was integrated into the students' regular classes, and they have been preparing since last August.

The Board questioned management regarding post-secondary acceptance for students, and Dr. Gonzales reported that students are still gaining acceptance to post-secondary institutions and about half of NCHS's seniors currently have acceptances to a post secondary institutions.

III. Committee Reports.

- a. Mr. Alladin reported that in addition to the March Financial Reports included in the Consent Agenda, the Committee and management team are working to finalize the employee benefit plans administered by TriNet.
- b. Ms. Karaffa reported that there were no new updates to report for the Executive Committee.
- c. For the Board Development Committee, Ms. Karaffa reported that the Board Succession Plan was recently updated after the current board was recently surveyed in order to assess board members' current expertise/experience and demographic data. The survey results indicated the areas in which the board could consider in future board members, and these areas will be a focus in searching for new members.
- d. Ms. Chin reported that the Education and Accountability Committee would meet again in May.

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.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

May 18, 2021

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
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**Northside Charter High School
Board of Trustees Meeting
May 2021, 2021
Minutes**

The meeting was held at: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. See location notices for locations.

Present:

Kaley Karaffa, Chair *via video conference*
Douglas Giles, Trustee *via video conference*
Danielle Redmond, Trustee *via video conference*
Willie Scott, Trustee *via video conference*

Excused:

Rizwan Alladin, Trustee *via video conference*
Deangeor Chin, Trustee *via video conference*

Guests:

Brittany Sheckels, Executive Assistant *via video conference*
Stanton Brown, Executive Director *via video conference*
Louise Grotenhuis, Principal *via video conference*
Matthew Gonzales, Director of Student Services *via video conference*
Mahmud Ennin, Director of Finance and Administration *via video conference*

- I. **May 2021 Consent Agenda.** The Board discussed the May 2021 consent agenda, which included the April 2021 Board Meeting Minutes, Strategic Plan Data, and April 2021 Financial Reports. 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 May 2021 Consent Agenda that was seconded and carried, all were in favor.
- II. **Staff Presentation – Dean of College Counseling, Pedro Gonzalez.** Northside's Senior Management Team presented a video from the College Counseling Team regarding the college application and acceptance process for seniors, and sharing some of the current colleges where Northside seniors have been accepted to date. The board inquired about what is being done to encourage students to attend college, despite possibly being surrounded by peers who may not attend and who may dissuade them; Management advised that part of its focus is to lead students outside of their borough to be exposed to new places where they may be interested to study and live, and the AVID curriculum currently in place equips students with the problem-solving and time-management skills for navigating the college process and stresses the college-focus mindset. The board suggested looking into the true value of dual enrollment courses alongside AP courses, and stressing both their possible academic and financial benefits to students. The board also suggested forming partnerships with nearby companies and corporations, leading to possible internship opportunities for students.
Executive Director Presentation. Management summarized recent NCHS updates: Approximately 75% of staff are vaccinated currently. Management is working to ensure required safety protocols are in place for graduation at Billie Jean King National Tennis

Center. Student recruitment is strong with over 120 applications, which is being driven from the School's marketing and recruitment efforts. The School will be launching a new NCHS Web Store. The management team is working with Pasek Consulting preparing the School's charter renewal application.

Committee Reports.

a. Finance Committee.

- i. Management advised that the graduation event is \$8,000 over budget; however, there are still funds available from other budget expenses where the School can reallocate funds to cover the cost of graduation. The Board inquired if there were any plans to utilize the graduation event as a fundraising event; management reported that it was not planned for this year's graduation, but they are using it for promotion and marketing efforts and that they will consider a fundraising element for future graduation events. After discussion, on motion to approve the \$8,000 budget overage for graduation costs that was seconded and carried, all were in favor.
- ii. The Board inquired if there was anything to note surrounding NCHS's human resources provider TriNet, and management advised that those pending details would be finalized in the next month and presented at the June board meetings.
- iii. **FY 22 Budget-Driving Priorities.** Management shared a summary of the focus of NCHS's budget for fiscal year 2022, which are creating sustainable and replicable systems, an instructional program that increases time on task for students, and focus on recruitment and retain right-fit talent.

b. **Education and Accountability Report.** The Board requested clarification on the latest updates on the Regents requirements; management reported that currently only the four core subjects are required (two sciences, one math, one English language arts). However, schools may apply for exemptions by reporting students as exempt to the state (unless a caregiver chooses to require their child to take them). Management confirmed with NCHS's authorizer that if a school has been remote as NCHS has been, the school does not need to bring students into the school in person to take any tests. Despite Regents exemptions, schools are still required to administer their own chosen assessment tests, and NCHS will be requiring all students to take the NWEA assessments.

III. Public Comment. There were no public comments or questions received.

IV. 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.

NOTICE OF PUBLIC MEETING

Northside Charter High School
Board of Trustees

Date:

June 15, 2021

Time:

6:00PM

Place:

542 Lexington Avenue Brooklyn, NY 11221
305 Livonia Avenue, Brooklyn NY 11212
6702 15th Avenue NW, Seattle WA 98117
157-23 97th St, Howard Beach, NY 11414
379 Washington Avenue, Brooklyn NY 11238
80 Willets Drive, Syosset, NY 11791

via video conference(Virtual Meeting)

**As per public meeting law number
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**Northside Charter High School
Board of Trustees Meeting Minutes
June 15, 2021**

Location: Due to the COVID-19 pandemic, the meeting was held via video conference as per Executive Order. 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
Rizwan Alladin - Trustee, via video conference
Willie Scott - Trustee via video conference

Excused:

Danielle Redmond - Trustee, via video conference

Guests Present:

Mahmud Ennin - Director of Finance and Administration, via video conference
Brittany Sheckels - Executive Assistant, via video conference
Daniel Pasek- Consultant, via video conference
Stanton Brown - Executive Director, via video conference
Louise Grotenhuis - Principal, via video conference
Matthew Gonzales- Director of Student Services, via video conference

I. June 2021 Consent Agenda. The Board discussed the June 2021 consent agenda, which included the May 2021 Board Meeting Minutes, Strategic Plan Data, and May 2021 Financial Reports. 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 June 2021 Consent Agenda that was seconded and carried, all were in favor.

II. Annual Meeting

a. School Calendar Review and Approval. The Management team outlined the school calendar for the 2021-2022 school year and reported that the new school year will begin on August 30th for students, and there will be 185 instructional days. The Board inquired how the first two weeks would be utilized for freshman orientation, and management advised that orientation would be in person and would focus on the Youth Communications curriculum, the use of the program Naviance for college research, and there would be at least one visit to a college campus in the tri-state area. The Board question management whether the Board and school calendars observed religious holidays, and the Management team advised that all of the religious holidays are able to be observed by any students or staff who observe, although the school will not close entirely as for government holidays. After discussion, on motion to approve the Northside Charter High School 2021-2022 School Calendar that was seconded and carried, all were in favor

b. Board and Committee Meeting Calendar Review and Approval. The Board reported that the 2021-2022 Board and Committee Calendar had been reviewed by the board committees and followed the same overall logic and design to focus on effective governance and strategic topics. The Board discussed how it would utilize in person and video conference for meetings in compliance with the New York State Open Meetings Law. After discussion, on motion to approve the 2021-2022 Board

Committee Meeting Calendar that was seconded and carried, all were in favor.

- c. **Board Officers and Committee Membership Approval.** The Board discussed the current committee organization and membership and Board officers. After discussion, on motion to approve the 2021-2022 Board Officers and Committee Memberships that was seconded and carried, all were in favor.
- d. **Annual Budget Review Approval.** The Management team summarized the 2022 Fiscal Year Budget, reviewing the Budget Narrative Summary and the focuses for 2021-2022 that focus on NCHS's strategic plan and mission for post-secondary attainment for all students. The Board noted that the budget is based on having a surplus for fiscal year 2022 following the Board's practice of fiscal conservatism, effective stewardship of public funds, and allocation of resources to direct educational expenses for students. After discussion, on motion to approve the 2021-2022 Budget that was seconded and carried, all were in favor.
- e. **Organizational Chart Approval.** Management presented the planned organizational structure for the 2021-2022 school year, highlighting a few new positions to be filled between the Operations and Special Services teams. Management noted it is currently processing new hires and implementing its new departmental organization through planning for Fiscal Year 2022. After discussion, on motion to approve the 2021-2022 Organizational Chart that was seconded and carried, all were in favor.
- f. **Approval of Investment Banks/ Depositories/ Brokerage Firms.** The Board reported that the Finance Committee had reviewed its partnerships with TD Bank and MAX ADM Financial and recommends maintaining these accounts. The Finance Committee noted that it is working with management to review potential investment strategies and portfolios to maximize funding options as a non-profit organization. After discussion, on motion to approve TD Bank and MAX ADM Financial as NCHS's financial institutions that was seconded and carried, all were in favor.

III. Executive Director Update. Dr. Brown provided updates around how NCHS is communicating their latest staff transitions, the coming summer holiday, new student recruitment, and graduation.

- a. NCHS management will take a summer break from July 5-9, to extend the Independence Day holiday prior to beginning summer school and annual planning.
- b. Summer session will begin during the week of July 12.
- c. Management summarized the protocol around the graduation logistics and procedures, and shared that Dr. Lisa Modenos, Senior Lecturer, University of Massachusetts-Amherst would be the guest speaker at the graduation ceremony.
- d. Dr. Brown reported that NCHS's renewal application would be submitted on August 16, 2021, after Board review and approval. The management team is working with Pasek Consulting to prepare the application.

IV. Committee Reports

a. Executive Committee

- i. **Board Complaint.** The Board reported that it received a parent complaint was received last week, and is being processed in accordance with NCHS's Complaint Policy. Due to the sensitive nature of the complaint, details would only be discussed further in the privacy of Executive Session. The Board directed the Executive Director to investigate the complaint and provide a full report of the Board by June 30, 2021.

b. Finance Committee

- i. **June Financial Report.** Mr. Ennin and Mr. Alladin, Finance Committee

Chair, reported that NCHS's finances continue to trend positively through the remainder of the fiscal year with savings in expenses and consistent funding based on per pupil enrollment.

- ii. **TriNet Contract.** Management presented the Board with the extension of TriNet's contract with the term ending on June 30, 2022, which aligns with NCHS's fiscal year. After discussion, and on motion to approve the TriNet Contract extension that was seconded and carried; all were in favor.
- iii. **Z-Space Approval.** Management summarized the benefits as being an augmented and virtual reality tool where students use laptops and special goggles to conduct various virtual science experiments (dissection is one example). The Board discussed the benefits and enhancements that Z-Space would be a great addition to Northside's programming. After discussion, on motion to approve the use of Z-Space programming and technology that was seconded and carried, all were in favor.

c. Education and Accountability Committee

- i. Management reported that NCHS's College Counselor continues to work with seniors to complete their college process, and as of June, over 90 percent of students have completed their process. The SAT tests held in the spring had a successful turnout, and the overall average score was 880.
- ii. The Board inquired about the student absence rate, and management advised that some of the reasons students are experiences a number of issues contributing to absences including, but not limited to, nervousness around inappropriate use of images or unauthorized video recordings, general online bullying, and concern around showing their homes. Management shared their plans for helping students with their backgrounds, video-chat features, and other areas to address these concerns of the virtual learning environment. Management confirmed that privacy and discipline policies around these concerns would be considered and included in the Family Life Guide for School Year 2022.
- iii. The Board about the college acceptance rate, and management advised that it was currently lower than historical averages partially due to poor in- person attendance for those college focus meetings but noted the College Counselor is still strongly following up with students as needed.
- iv. The Board requested that management collect and present statistics for all races and ethnicities in addition to statistics by gender; management confirmed they would provide this data going forward.
- v. The Board inquired if about management's efforts to increase the MLL and ELL populations. Management reported that advertising postcards were sent in Spanish, webinars with a translator were held, and there was a staff position created specifically to help NCHS translate literature, web, and media updates.

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

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.