



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

**Northside Charter High School
Board of Trustees Meeting Minutes
April 17th, 2024, 6:00 pm ET**

Present:

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

Guest Present:

Muhammed Chaudhry - CEO, via video conference
Matt Molloy - Interim Chief Academic Officer (“CAO”), via video conference
Dwight Thomas - Chief Student Services Officer (“CSSO”), via video conference
Fahim Ahmed - Director of Technology, via video conference
Tony Dinh - Chief Financial Officer (“CFO”), via video conference
Ramlah Malhi - Special Projects Coordinator, via video conference
Anna Salisbury - Teacher, via video conference
Ashanti Blackman - Director of Student Life and Community Engagement
Maria Ortega - Consultant, via video conference

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

- I. **April Consent Agenda:** The Board discussed the April 2024 consent agenda, which included the March 2024 Board Meeting Minutes, March 2024 Financial Reports, and March 2024 Strategic Plan Dashboard, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the April 2024 Board Meeting Agenda and Consent Agenda that was seconded and carried, all were in favor.

II. Management Reports:

A. Key Organizational Updates:

1. **CAO Department:** Mr. Molloy reported that 9 teachers have submitted documentation to obtain their teacher certifications and are awaiting New York State Education Department’s response. He noted the management team is working to address certification challenges for other staff that include degree requirements.
2. **CSSO Department:** Mr. Thomas reported that the Student Services team has been working with families and students to address chronic absenteeism. He noted the Student Service team also met with the Caregiver Association to develop a stronger communication strategy based on caregiver feedback. Finally, the school held a successful in-person



lottery event with a student panel to attract new families and ensure they meet enrollment benchmarks for the upcoming year.

3. **CFO Department:** Mr. Dinh reported the Finance and Operations Department has made significant progress in strengthening the School's financial controls, has reduced the monthly financial close to 4 business days, and that an internal audit of all accounts is expected to be completed by the end of the month with the findings presented to the Finance Committee.

B. Graduation Credits Report:

1. Mr. Malloy reported the academic team is focused on credit accumulation for students and graduation requirements to promote high graduation rates for seniors and enable younger students to have a clear academic plan toward graduation, expanded testing strategy with preparatory exams, regular review of progress reports with students and their caregivers, and dedicated supports from teaching staff and guidance counselors. He reported management established a Graduation Task Force led by Ms. Ortega has identified seniors who require additional credits and/or Regents exams and is developing a personalized plan of support to enable these students to graduate. Ms. Ortega reported letters were mailed to 81 caregivers of seniors who are failing one or more classes but who are still eligible for graduation if they pass the remaining courses, which is being supported through extra credit opportunities. She indicated that 66 students are projected to graduate, 26 students can graduate in June if they pass required courses and Regents exams, and 13 additional students can graduate in August if they meet graduation requirements in the summer. She noted there are 17 students who may require an extra year of instruction to meet graduation requirements, and the Graduation Task Force is working closely with the families of 3 students to determine their best educational outcomes.
2. Mr. Thomas reported that the School cohorts students by age/year enrolled in school, which can lead to credit deficiencies for some seniors. He noted that to improve transparency, management is evaluating a credit-based cohort system, which may ensure students and caregivers have a clearer picture of the student's academic progress throughout their high school career. Mr. Thomas indicated that management will bring a formal proposal to the Board on how the School could transition to a credit-based cohort system, which would include an analysis of benefits and communication plan to inform staff, students, and caregivers of the cohort classification change.

- C. Cyber Security Policy Draft Update:** Mr. Ahmed reported that the draft Cyber Security Policy and related Disaster Recovery Plan have been shared with the



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School's outside counsel for review before being presented to the Board for approval. He noted the policies compromise three parts: cyber security best practices for students and staff, disaster recovery plan, and implementation strategies. Mr. Ahmed reported the School utilizes vendors that monitor the School's network 24/7 to detect potential cyber security breaches and that in the event of an incident, compromised devices will be locked down and passwords reset, that the vendor's two-layer security system will help isolate and contain the threat, and that incidents will be reported to the FBI's Internet Crime Complaint Center (IC3) for investigation and guidance. The Board inquired about the School's cybersecurity insurance, and Mr. Chaudhry and Mr. Ahmed reported the School has insurance to cover potential losses from cyberattacks.

III. Committee Reports

A. Finance Committee:

1. Mr. Dinh reported the proposed budget for fiscal year 2025 is in development by management with oversight from the Finance Committee, and the finalized draft budget for fiscal year 2025 will be presented to the Board for approval in June. He indicated he and the CEO are working on improving budget transparency for department leaders for budget development and execution supported by new procedures for expenditures.
2. Mr. Dinh reported his work with the School's independent auditors to establish a clear timeline for the budget process to ensure its timely completion and that management will begin submitting documents to the auditors in May. Mr. Aladdin noted the fiscal year 2024 audit plan is predicated on Board approval in October of the audited financial statements and IRS Form 990 to enable submission by the November 1 deadline.
3. Mr. Alladin reported that the School remains financially healthy with a projected net income of \$66,000 and that the Finance Committee reviewed the School's April 2024 financial reports in detail.
4. Mr. Alladin and Mr. Dinh indicated management will be proposing a capitalization threshold increase from \$1,000 to \$5,000, aligning with industry standards and based on recommendations from the School's independent auditor. The Board discussed this potential change and determined it will evaluate it and slate this policy change for Board vote in June 2024.



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- B. **Executive Committee:** Ms. Karaffa reported that the Executive Committee discussed leadership development and succession planning. They focused on aligning the executive team overseeing the three departments (Academics, Student Services, and Finance & Operations) to ensure strong leadership and execution of the Board approved strategy and promotion of NCHS's mission.
- IV. **Public Comment:** No comments were provided or questions asked.
- 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.