



Northside Charter High School
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**Northside Charter High School
Board of Trustees Meeting Minutes
August 22nd, 2023, 6:00 pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Danielle Redmond - Trustee, via video conference
Willie Scott - Trustee, via video conference

Excused:

Douglas Giles - Trustee
Rizwan Alladin - Trustee

Guest Present:

Muhammed Chaudhry - CEO
Matt Molloy - Interim Chief Academic Officer
Dwight Thomas - Chief Student Services Officer
Fahim Ahmed - Director of Technology
Ramlah Malhi - Special Projects Coordinator, via video conference
Ashanti Blackman - Director of Student and Family Activities, via video conference
Anna Henebeng - Director of College of Readiness, via video conference
Rahul Patel - Restorative Justice Consultant, via video conference
Rim Rouissi - Guest, via video conference
Melissa Rivera - Guest, via video conference
Rossella Tarallo - Guest, via video conference

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

- I. **August Consent Agenda:** The Board discussed the August 2023 consent agenda, which included: July 2023 Board Meeting Minutes and July 2023 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the August 2023 Consent Agenda that was seconded and carried, all were in favor.

II. Management Report:

- A. Mr. Chaudhry introduced Dwight Thomas who was appointed as Chief Student Services Officer (CSSO).
- B. FY 2023 Strategic Plan Results Review: Mr. Chaudhry presented the final achievement of the fiscal year 2023 strategic goals to the Board, noting several important achievements including development of a new system to address



students who were chronically absent and practices for communication and interactions with caregivers.

III. Talent Strategy:

1. Matt Molloy reported that three staff members recently resigned and that there are two vacancies the School is interviewing prospective candidates to fill these roles. He further described the leadership team's proactive, open and transparent communication with our staff on employee retention and recruitment matters. Mr. Molloy also presented a sample of the professional development plan.
2. Mr. Molloy presented the sample professional development plan and performance evaluation framework that includes job descriptions for each role, objective development plan, and supervisory reporting lines. He noted the goal is to ensure that every employee understands their role's objectives and process for performance review, which complements our existing performance management system based on the the Danielson framework to provide feedback to educators.

IV. Student Assessments and Programing:

1. Mr. Molloy reported that the management team and directors conducted a comprehensive review of our curriculum to ensure alignment of our curriculum with New York State standards and selected curriculum materials for every subject and grade level. He noted the student assessments calendar and programming will be hosted in Jupiter, the School's student information system, and leverage our student credit data to determine whether students are on track to meet the State standards by the year's end and implement remediation, when necessary. Mr. Malloy indicated Mr. Malloy informed the Board he will provide an update on the progress towards these objectives in November.

V. FY 2023 Culture and Climate Audit:

1. Mr. Patel, consultant, reported that the development of policies and structures for the Student Services team in fiscal year 2023 under Mr. Malloy's leadership as Interim Chief Student Services Officer has resulted in a positive impact for team culture, operationalization of practices, and an increase in the number of individuals trained in restorative justice. The next area of advancement is to increase the cohesion between academic and student services teams for the purpose of fostering an inclusive experience for both students and teachers.

VI. Diversity, Equity, and Inclusion (DEI) Audit: Mr. Patel explained that the DEI audit is continuing in collaboration with the Student Services department for the purpose of bolstering leadership support through collaboration of the CSSO and CAO offices to cultivate a more inclusive environment for all key stakeholders. Mr. Patel recommends



that management establish an IDEA steering committee, which will be dedicated to reviewing data and needs and addressing the specific DEI goals for NCHS.

VII. **NYSED Educational Agency Website Privacy Monitoring Law:**Mr. Ahmed reported that the NCHS website has been updated according to the new NYSED privacy monitoring law guidelines and requirements to report complaints.

VIII. **Policy Approvals**

- A. Ms. Karaffa reported that the management team in collaboration with the School's consultants and outside counsel conducted a thorough review of the School's policies to ensure alignment with the School's strategy and program and compliance with all laws and regulations. The proposed amendments to the policies were non-material and primarily typographical in nature and reflect updates to align with the titles of roles within NCHS's organizational and leadership structure. She noted that the the Bylaws, the Lottery Policy, the investment policy, the Trustee Giving Policy, and the Code of Ethics policy did not have any modifications and operate under the versions previously approved by the Board.
- B. The Board reviewed the redline of changes to the Financial Policies and Procedures, the School Safety Plan, the Complaint Policy, the Discipline Policy, the Family Life Guide, and the Personnel Handbook. After discussion, on motion to approve the Financial Policies and Procedures, the School Safety Plan, the Complaint Policy, the Discipline Policy, the Family Life Guide, and the Personnel Handbook was seconded and carried, all were in favor.

IX. **Corporate Goals Fiscal Year 2024**

- A. Ms. Karaffa described the Board's historical practice of approving annual corporate goals as part of the School's strategic plan and that meet and exceed the requirements prescribed under New York State Not-for-Profit Law, the Charter Revitalization Act and the education laws, as well as the ten benchmarks within the framework for charter approval developed by the New York State Department of Education and Board of Regents.
- B. Mr. Chaudhry presented the three major strategic pillars of Replicable Model, Talent Development, and Time on Task and relevant sub-goals for each department that intersect and advance of the three pillars
- C. Mr. Molloy reported on the goals of the Academic department, which include specific targets to enhance accountability and monitoring within the organization including through conducting teacher evaluations three times a year and providing students with progress reports six times a year.
- D. Mr. Thomas reported on the Student Services department goals that include reducing chronic absenteeism, ensuring that the School maintains a 90% school-wide daily student attendance rate, increased caregiver engagement in school-led activities and events, further developing a robust student council, and twenty five percent of all students to participate in the Summer Bridge program,



and assignment of a staff mentor to every student in alignment with a charter key design element.

- E. The Board discussed the corporate goals and requested that management evaluate whether the Board should consider requesting a charter revision to increase our maximum student enrollment due to prior success of maintaining maximum enrollment in prior years. After discussion, on motion to approve the fiscal year 2024 corporate goals that was seconded and carried, all were in favor.

X. Committee Reports

A. Finance Committee:

- 1. Ms. Karaffa reported that the Finance Committee finalized its review of the fiscal year 2023 financial status and that the School ended the year with a surplus due to increases in revenue and reduction of expenses.. She further noted that following the Board's approval to retain Kaizen Investments as the School's investment manager, the Finance Committee and management effectuated the transfer of our investment account from Vanguard to Charles Schwab and also allocated disbursements into various funds and bonds in accordance with the approved investment strategy. Finally, Ms. Karaffa noted the Finance Committee will meet quarterly with the Kaizen to review the performance of our investment portfolio.
- 2. Ms. Karaffa reported that the fiscal year 2023 audit is presently underway, and that the Board will independently meet with the School's independent auditors, PKF O'Connor Davies in the fall to review the results of the audit and the IRS Form 990, which is scheduled to be filed in November.

- B. **Executive Committee:** Ms. Karaffa reported that the Executive Committee is in the process of finalizing the annual board self-assessment and CEO evaluation process.

XI. **Public Comment:** No questions or comments were received.

XII. **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.