



Northside Charter High School
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**Northside Charter High School
Board of Trustees Meeting Minutes
August 20th, 2024, 6:00 pm ET**

Present:

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

Excused:

Douglas Giles, Trustee

Guest Present:

Muhammed Chaudhry - CEO, via video conference
Rahul Patel - 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 - Director of Administration, via video conference
Joseph Tadros - Academic Director of Math Department
Anna Henebeng - Teacher

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 2024 agenda and consent agenda, which included the July 2024 Board Meeting Minutes, July 2024 Financial Reports, and July 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 August 2024 Consent Agenda that was seconded and carried, all were in favor.
- II. **June Minutes NYSED Clarification:** Ms. Karaffa reported that the Board received an update from Brandy Marshall, our Charter School Office liaison, on August 2, 2024, regarding an inaccuracy in the June 24, 2024 meeting minutes, which stemmed from the statement regarding a recent change in the Board of Regents’ policy for increases up to 15% of authorized student enrollment or 200 seats, whichever is smaller. To Board reviewed the revised section in the June 2024 board meeting minutes, which accurately reflect the NYSED Board of Regents’ policy, reflect the Board approved the increase of enrollment to 450 students in November 2023, and that the New York State Education Department, through its Charter School Office liaison, confirmed on June 23, 2024, that



this non-material revision was in accordance with Section 316 of the Board of Regents rules. After discussion and on motion to approve the revised June 2024 Board meeting minutes with the aforementioned modifications that were seconded and carried, all were in favor.

III. Management Report:

- A. **NYSED May 2024 Site Visit Report:** Mr. Patel reported that the leadership team is in the process of updating the School's 2022 Action Plan to reflect current programmatic plans and priorities and eliminate outdated elements. He noted the Director of Teaching and Learning and the Senior Director of Academics led the initial review of the plan revisions before it was reviewed and approved by the entire Academic leadership team. He described the key changes, which include updating the benchmark assessment to focus on literacy. The Board directed management to provide explicit documentation of the specific areas of the action plan that were updated and the nature of those changes by August 30, 2024. The Board noted it will ensure that the action plan aligns with charter requirements and state regulations and reflects the specific recommendations from the May 2024 site visit prior to approving it in September and sending a copy to the School's Charter School Office liaison.
- B. **NWEA Data Usage to Lexia:** Mr. Patel reported that Lexia Power Up, a web based tool accessible from student's computers, has been chosen as the new benchmark assessment to replace Map Growth and NWEA, because it has a shorter assessment time (30-minute diagnostic test to determine a student's literacy skills) and allows for more efficient data collection. Based on the results, Lexia provides adaptive learning paths for each student. This data will be used to inform instructional decisions and identify students needing additional support. It also aligns with the shift towards computer-based assessments in AP and Regents exams. Implementation plans include administering the diagnostic test next week, using Lexia during Wednesday English classes data reviews to identify students needing additional intervention.
- C. **Summer School Program Update:** Mr. Patel reported that 117 students attended summer school from the 285 students invited, and the attendance rate was approximately 98%. He reported 13 additional students will graduate due to summer school credits, and there are additional students who need both summer school and Regents exams to graduate. Mr. Patel reported a no-cell phone policy was piloted and proved effective in increasing student engagement, a new student-centric teaching model, "stations teaching", was also implemented with positive results and teacher attendance was strong, attributed to the support provided by the summer school principal.
- D. **Director Report - Math:** Mr. Tadros, Academic Director for the Math Department, presented on the department's goals and strategies for the upcoming year highlighting the department's focus on increasing test scores, improving



classroom culture, and fostering collaboration among students and teachers. To achieve these goals, the department will implement weekly or bi-weekly assessments with quick feedback, incorporate literacy into math instruction, and utilize data analysis tools like GradeCam. The department is also exploring the use of new platforms like Math Plus. He also reported the department has hired a new geometry teacher and is returning Mr. Roy to teach Algebra 2.

IV. Committee Reports

- A. Board Development Committee:** Ms. Karaffa reported on the committee's progress in identifying and meeting with potential board candidates. One candidate is currently being evaluated for their interest and alignment with the Board's needs. Additionally, the committee is working with the CEO to provide ongoing Board education on relevant topics and to incorporate educational components into Board and Committee meetings including at the board's annual strategy session.
- B. Finance Committee:** Mr. Dinh presented July's financial reports that reflect the School's strong financial performance and a positive net income due to favorable investment returns and expense control. He also reported the department is working with PKF O'Connor Davies, the School's independent auditor, to complete the annual audit, which will be presented to the Board in September. He also reported the department is also working with Doran Mayhew on the 403(b) audit, which is being delayed by Mutual of America's slow response to requests, but the 403(b) audit findings will be presented to the Board's Finance Committee in September.
- C. Executive Committee:**
1. Ms. Karaffa reported that the Board discussed the feedback gathered from the CEO's direct reports, board members, and the broader leadership team.
 2. The Board discussed its desire to continue following the process for a mid-year and year-end CEO evaluation process that gathers feedback from board members, the CEO, and staff. After discussion, and on motion to approve the CEO evaluation process for fiscal year 2025, that was seconded and carried, all were in favor
 3. The Board discussed its annual self-assessment process, which will gather feedback from board members on the Board's performance and effectiveness. The Board reflected its commitment to maintaining best governance practices and complying with state and federal requirements. After discussion, on motion to approve the Fiscal Year 2025 Board self assessment process that was seconded and carried, all were in favor.
- V. Public Comment:** No questions were submitted from the public.
- 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.