



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
December 19th, 2023, 11:30 am ET**

Present:

Kaley Childs Karaffa - Chair
Danielle Redmond - Trustee
Willie Scott - Trustee
Douglas Giles - Trustee
Rizwan Alladin - Trustee

Guest Present:

Muhammed Chaudhry - CEO
Matt Molloy - Interim Chief Academic Officer (“CAO”)
Dwight Thomas - Chief Student Services Officer (“CSSO”)
Fahim Ahmed - Director of Technology
Tony Dinh - Chief Financial Officer (“CFO”), via video conference
Ramlah Malhi - Special Projects Coordinator, via video conference
Ashanti Blackman - Director of Student Life and Community Engagement
Anna Henebeng - Director of College of Readiness
Robert Smith - Director of Guidance and Strategy
Sheina McClendon - Director of Special Education
Marisa Proto - Director of Teaching and Learning
Kyshawn Pricher - Assistant Director of Student Experience and Safety
Anthony DeName - IT Support Analyst

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

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

II. Management Reports:

- A. **Confidentiality Policy:** Mr. Chaudhry reported that management developed the Confidentiality Policy to reinforce staff awareness, requirements, and accountability for safeguarding student privacy and confidential student information. He noted that the policy dictates that employees may only share student information with the student’s legal guardians listed in the student



information system (SIS), unless documented exceptions or listed caregivers exist, along with any relevant body with legal jurisdiction to access such. The policy will be incorporated into the Personnel Handbook. TAfter discussion, on motion to approve the Confidentiality Policy, was seconded and carried, all were in favor.

- B. Fundraising Strategy:** Mr. Chaudhry presented the Board with the fundraising strategy, which is premised on board engagement and reputation building that are the cornerstones of future diversification of funding sources. He highlighted that while individual contributions have been important, the strategy emphasizes balancing those efforts with securing government grants. After discussion, on motion to approve the Fundraising Strategy, was seconded and carried, all were in favor.

III. Committee Reports

A. Finance Committee:

1. Mr. Aladdin reported that the Finance Committee reviewed the November 2023 financial statements, which indicate the School expects to end the 2024 fiscal year with \$73,000 net income for the year, exceeding budget expectations based on revenue projections continuing to exceed the budget. He noted that certain expenses, particularly the teacher coverage expenses, have exceeded budget; therefore, the Finance Committee and management are conducting a deeper analysis and will report in January on optimization proposals to stay within budget.
2. Mr. Alladin also reported that there are proposed New York State funding changes for special education classification, which presents concern for the School. He reported that if these changes are implemented, they could reduce allocated funding for NCHS's special education programs. The Board discussed the impact and indicated the Board and management will remain committed to ensuring that students continue receiving the maximum benefit from essential special education services and will be proactive by pursuing strategies to influence government officials including submitting a comment letter and will work to secure alternative funding sources in the event the funding change is approved.

B. Executive Committee:

1. Mr. Chaudhry announced the appointment of Tony Dinh as the Interim Chief Financial Officer effective January 1, 2024. Mr. Dinh has been working with the organization for the past few months, supporting the finance team and demonstrating an aptitude for providing information effectively to diverse audiences. He notes the appointment reflects the organization's growing need for internal information dissemination and outreach.



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2. Ms. Karaffa reported that Mr. Scott's and Ms. Karaffa's three year terms expire in January 2024 and that they are eligible for renomination for another three year term on the Board. Mr. Giles noted that Ms. Karaffa and Mr. Scott have made significant contributions throughout their tenure on the Board and that the he recommends the Board renominate Ms. Karaffa and Mr. Scott each for a three year term.
 - a) Ms. Karaffa was rescued from discussion and vote for her nomination for another three-year term. Mr. Giles led the Board's discussion on Ms. Karaffa's nomination. After discussion, on motion to approve Kaley Karaffa for her three year term on the Board of Northside Charter High School, that was seconded and carried, all were in favor.
 - b) Mr. Willie Scott was rescued from discussion and vote for his nomination for another three-year term. Ms. Karaffa led the Board's discussion on Mr. Scott's nomination. After discussion, on motion to approve Willie Scott for three year term on the Board of Northside Charter High School, that was seconded and carried, all were in favor.

IV. **Public Comment:** No questions were 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.