



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
February 20th, 2024, 6:00 pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Douglas Giles - Trustee, via video conference
Danielle Redmond - 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
Ramlah Malhi - Special Projects Coordinator, via video conference
Marisa Proto - Director of Teaching and Learning, via video conference
FireF - Guest, via video conference [Note: the guest did not provide their full name]

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

- I. **February Consent Agenda:** The Board discussed the February 2024 consent agenda, which included the January 2024 Board Meeting Minutes, January 2024 Financial Reports, and January 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 February 2024 Consent Agenda that was seconded and carried, all were in favor.

II. Management Report:

A. CAO Department:

1. **Talent Development Update:** Mr. Molloy reported on teacher certification, specifically noting that thirteen teachers are certified, three have expired certifications, and two are not certified (after hiring and waivers). Mr. Molloy reported the leadership team is developing individualized plans for each teacher and exploring partnerships with institutions to provide necessary licensing, workshops, and longer-term certification programs in order to enable the School to meet New York State's minimum certification requirements. He additionally noted the challenges in delays in reporting of teacher certifications between the New York State system and the School's systems.



2. Mr. Molloy reported the second semester of the year has commenced and his department is focused on increasing teacher certification support and expanding credit recovery opportunities for students. He noted there will be more frequent teacher observations throughout the semester.
3. Mr. Malloy reported the number of students who completed assignments during the winter break, that five night school classes are being launched to address students' graduation credit needs, and that two new health classes during the school day provide further graduation credit possibilities for students.

B. CSSO Department:

1. **Diversity, Equity, Integrity Report:** Mr. Thomas reported that a Diversity, Equity and Inclusion (DEI) audit is underway, which is based on the board approved Inclusion, Diversity, Equity, and Anti-racism Policy and initially focused on staff DE&I measures. Mr. Thomas reported that an initial staff professional development session focused on intersectionality was held and well-received by staff. He presented data that indicates a positive increase in understanding and confidence with the concept, although other data indicate an opportunity to enable staff to develop tools to discuss DEI effectively along with improving students' sense of belonging. Mr. Thomas reported the next steps include a workshop on developing shared DEI language and a deeper student audit to assess their perspectives. The goal is to establish a multi-year DEI strategy by the end of the year.
2. Mr. Thomas also reported that the caregiver association meetings are ongoing and receiving increased participation. He noted the next meeting will offer an opportunity for caregivers to meet with the CEO.
3. He reported that his department is leading efforts to address chronic student absenteeism through a dedicated weekly attendance committee.
4. Mr. Thomas reported the School's current enrollment is above the maximum charter enrollment of 420 students.

- C. CFO Department:** Mr. Chaudhry reported that Mr. Dinh presented the January financial reports and the School's financial health with the Board's Finance Committee. He reported that management is developing the fiscal year 2025 budget and determining measures to further enhance the School's financial policies and procedures. He noted that management is working with ADP to streamline personnel related operations. Mr. Chaudhry reported the CFO and finance department is now operating to achieve a 5-day post month's end financial closing cycle.

- III. January Regents Exams:** Mr. Molloy presented data from the January Regents exams with comparative data from the January 2023 Regents exams and noted that students who typically take the Regents exams at this time in the year face greater challenges. He



reported how the School is using the January Regents exams to identify areas where students need additional support in order to be prepared for the June exams. In discussing college readiness benchmarks, Mr. Molloy noted that CUNY and SUNY set a minimum score of 65 on the Regents exams and that the School is evaluating scores to determine how many students achieved a score of 75 or above, which is an indicator of post-secondary readiness.

- IV. Parent Complaint Resolution:** Ms. Karaffa noted that, following the December 2023 Board meeting, a complaint was received from a parent. In accordance with the School's bylaws and complaint policy, the Board met in Executive Session at the January Board meeting to discuss the complaint and Board's investigation and potential resolution. Following the Board's investigation and resolution efforts by management, the Board issued the resolution letter to the parent closing the complaint. Ms. Karaffa indicated the Board has directed management to continue to report its interactions with the parent to ensure the student's needs are being met.
- V. Public Hearing for Charter Renewal- Student Enrollment Number Increase to 450- Update:** Ms. Karaffa reported the School's public hearing regarding the Board approved enrollment increase to 450 students was held by the Department of Education on February 13, 2024, and that representatives from the Board and management were present. She indicated the material charter revision request will next be reviewed by the New York State Board of Regents for their approval.
- VI. Committee Reports**
 - A. Board Development Committee:** Ms. Karaffa reported the Committee discussed board succession planning and noted its current stability and diverse representation in terms of skills and experience. To further strengthen the Board, the Board is looking to recruit a new member with expertise and experience that complements the existing board members. The Committee will lead this ongoing effort throughout the year.
 - B. Finance Committee:** Mr. Alladin reported that the committee met last week to review the school's financial health and that the School is projected to have a positive net income of approximately \$80,000, despite additional expenses due to staff departures and hiring. Mr. Alladin noted the CFO will be working with department heads on the budget planning process before meeting with the Finance Committee for the preliminary budget review in advance of the Board's approval of the fiscal year 2025 budget in June 2024. He finally noted the Finance Committee also confirmed compliance with all state billing regulations.
 - C. Executive Committee:** Ms. Karaffa reported that the Executive Committee discussed talent matters, including teacher certifications (addressed earlier by Mr. Molloy), employee culture, staff development, and recruitment/retention efforts with the CEO. Finally, the committee is facilitating the mid-year CEO evaluation process, which includes a CEO self-evaluation, Board member evaluation, and



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feedback from the CEO's direct reports in alignment with the Board approved process and past practice.

- VII. **Public Comment:** No questions were received.
- VIII. **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.