



Northside Charter High School  
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**Northside Charter High School  
Board of Trustees Meeting Minutes  
January 23rd, 2024, 6:00 pm ET**

**Present:**

Kaley Childs Karaffa - Chair, 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  
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 Henebeng - Director of College of Readiness, via video conference  
Robert Smith - Director of Guidance and Strategy, via video conference  
Sheina McClendon - Director of Special Education, via video conference  
Fi - 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. **January Consent Agenda:** The Board discussed the January 2024 consent agenda, which included the December 2023 Board Meeting Minutes, December 2023 Financial Reports, and December 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 January 2024 Consent Agenda that was seconded and carried, all were in favor.
- II. **Parent Complaint-Executive Session:** Ms. Karaffa noted that, following the December 2023 Board meeting, a complaint was received from a parent. In accordance with the School’s bylaws, the Board met in Executive Session to discuss the complaint and Board's investigation and potential resolution. The Board reconvened in the open Session after twenty eight minutes. Following a thorough review of all information and documentation related to a caregiver complaint, the Board unanimously determined that no violations of school, charter, or state/federal policies occurred. Based on this finding, the Board then voted on a resolution directing management to:



- A. Maintain open communication and engagement: Ensure the caregiver's concerns are fully addressed, the student's needs are met, and regular communication is established.
  - B. Foster a culture of compliance: Cultivate adherence to all special education requirements within the school.
  - C. Enhance communication and relationships: Implement measures for staff to be responsive and actively engage with caregivers.
  - D. Guarantee confidentiality: Ensure all staff comply with the Board's established policy regarding student and staff information.
  - E. Report to the Board at the February 2024 Board Meeting regarding interaction and engagement with the parent.
  - F. After discussion, on motion to approve the resolution regarding caregiver complaint was seconded and carried, all were in favor.
- III. NYSED Information Request:** Ms. Karaffa reported that the Board received an inquiry from the New York State Education Department (NYSED) in June 2023 regarding their process for hiring Mr. Chaudhry as CEO. The Board submitted comprehensive documentation in June, as well as in response to two subsequent requests in October and December 2023. The Board worked with legal counsel to respond to the inquiries and provided the requested materials from the December 2023 inquiry by the January 12th, 2024 deadline. The Board has not received any further communication from NYSED in relation to this matter since then..
- IV. NYSED Charter Revision Hearing:** Ms. Karaffa reported that in November 2023, the Board approved an increase to the student enrollment to 450 students and submitted a material charter revision request to NYSED. She noted the School received the notification from NYSED that they will be scheduling a public hearing, which will gather public input on the enrollment increase. The Board expects the hearing will occur within 1-2 months.
- V. Management Reports:**
- A. Director Report: SpED Department:** Ms. McClendon reported that the Northside Charter High School's Special Education Department accounts for over 1/4 (27%) of the School's population of students. She noted the departmental goals include: Increasing the number of students with disabilities meeting or exceeding grade-level expectations. Enhancing students' social skills through targeted support. Fostering inclusivity through professional development for all staff (special education, general education, and non-instructional) to promote understanding and support for student needs. Strengthening communication and collaboration between different departments, staff members, and caregivers to ensure seamless student support. Improving the transition plan for students with Individualized Education Plans (IEPs) to prepare them for success beyond high school. This involves collaboration with the college department, school counselors, and other relevant personnel.



**B. NWEA December 2023 Test Result:** Mr. Molloy reported that the Regents week commenced today at Northside Charter High School, and the first day was well organized, provided clear communication to students on testing requirements, and that attendance was monitored, and outreach efforts were made to ensure every student was well apprised of their schedule.

## **VI. Committee Reports**

**A. Education and Accountability Committee:** Mr. Chaudhry and Mr. Scott reported that during the Education and Accountability Committee meeting, the latest NWEA testing data was reviewed. They noted significant progress was observed in math, with a 5-percentile point increase, and that there is a need for further development in reading (ELA) as indicated by flatlining ELA scores.. They anticipate gaining further insights after analyzing the upcoming ELA Regents data, expected soon, alongside the existing NWEA results. This combined analysis will provide a more comprehensive understanding of student performance and guide future curriculum decisions.

### **B. Finance Committee:**

1. Mr. Aladdin reported a positive fiscal outlook despite exceeding budget due to necessary staff and substitute service expenses. NCHS currently projects a positive surplus of \$8,000, which is driven from necessary staff hiring, improved substitute services, and additional grants. While expenditures are expected to increase in the fourth quarter, proactive spending management and successful grant acquisition will ensure the School remains financially healthy.
2. Mr. Aladdin reported that a new system is in place to accurately track and accrue grant revenue monthly, addressing concerns raised in the audit. The management team is also working on implementing a five day month end close process, improving financial transparency and efficiency.
3. Mr. Aladdin reported that the potential changes in state funding for special education could impact future revenue. The Board and management team are actively communicating NCHS's needs to secure maximum funding for its special education students. Further policy and support are being explored to ensure adequate services for these students.

**C. Executive Committee:** Mr. Alladin reported the executive committee reviewed midyear staff performance processes as well as discussed the parent complaint in depth with the management team to improve the communication process between school staff and caregivers.

**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.