



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
July 18th, 2023, 6:00 pm ET**

Present:

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

Guest Present:

Muhammed Chaudhry - CEO
Matt Molloy - Interim Chief Academic Officer
Mahmud Ennin - Chief Financial Officer
Ramlah Malhi - Special Projects Coordinator, via video conference
Ashanti Blackman - Director of Student and Family Activities
Anna Henebeng - Director of College of Readiness
Fahim Ahmed - Director of Technology

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

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

II. Management Report:

- A. Mr. Chaudhry reported that Matt Molloy has been appointed as Interim Chief Academic Officer and the leadership team have confidence in Mr. Molloy's ability to foster commitment to common purpose and excitement for the platform that these changes give us, in helping drive a cohesive culture and focus on post secondary readiness at Northside Charter High School (NCHS).
- B. Mr. Molloy introduced Ms. Blackman and noted that she has been devotedly working under the Chief Student Services Department and has been appointed the Director of Student Life and Engagement. Mr. Molloy reported that Ms. Henebeng will continue to serve as the Director of College Readiness; Mr. Robert Smith will be taking the responsibility of Director of Guidance and Strategy; Ms. McClendon will be returning as the Director of Special Education; Mr. Fahim



Ahmed will be our Director of Instructional Technology; and Ms. Proto will be our Director of Teaching and Learning.

- C. Mr. Molloy reported that the student enrollment is currently 423 students. He noted that the student recruitment team is working to maintain full student enrollment for fiscal year 2024 and that we currently have 94 incoming ninth graders, 85 tenth graders, 127 eleventh graders, and 117 twelfth graders.
- D. Mr. Molloy presented the June Regents scores and described plans to provide additional guidance and preparation for future Regents exams to increase test scores and student achievement. The Board asked questions regarding students who still needed to pass Regents exams and the challenges students may be experiencing in attaining subject matter expertise to pass these examinations. Mr. Malloy indicated that some students enrolled in summer school and that there were Regents examination waivers given out in the previous years due to the pandemic, and finally indicated that many students are in need of additional support to overcome challenges presented from the pandemic.
- E. Mr. Molloy reported that 30 students received the advanced Regents diploma, 45 students received the regular Regents diplomas, and 58 students are currently enrolled in summer school to meet graduation requirements.
- F. Mr. Molloy reported that 52 rising 9th and 10th graders are participating in the Summer Bridge program. We have 59 students enrolled in summer school for credit recovery.
- G. Mr. Ennin reported that the goal for Fiscal Year 2023 student enrollment was 420 students and the School ended the fiscal year with student enrollment of 428 students maintained consistent revenue throughout the year. The School's annual budget for fiscal year 2023 was based on revenue of approximately \$9.6 million and expenses of \$9.5 million; the actual revenue was \$9.8 million with expenses of \$9.1 million, meaning the School ended fiscal year 2023 with a surplus and is financially healthy.

III. Committee Reports

A. Finance Committee:

- 1. Mr. Alladin reported that Kaizen Investments has been retained as the School's investment manager and executing their responsibilities in accordance with the Board approved Investment Policy and Investment Strategy. Kaizen will meet with the Finance Committee on established intervals throughout the year to review portfolio performance and goals. Mr. Alladin reported that PKF O'Connor is working on the annual audit following the Board's review of their independence and approval of their retention as the independent auditor in the June 2023 Board Meeting.

B. Executive Committee:

- 1. Ms. Karaffa reported that the Board over the course of the past decade has developed our organizational structure to meet the needs of the



organization from a governance and an operational perspective. The organization was originally formed to have a principle that reported directly to the Board. However, as Northside became an independent charter school and separated from the Believe network in 2012, the Board determined that it would be in a better governance structure and in the best interest of the organization to develop what was then called the Executive Director role (now called “CEO”) to execute the Board’s directives and the organization’s strategy and fulfill operational responsibilities and report to the Board. Ms. Karaffa noted that the Board has the sole responsibility and authority to appoint, evaluate, and retain the CEO, and then the CEO has three chief officers that report to him: Chief Academic Officer that provides oversight for the core academic team. Chief Student Services Officer that oversees our guidance practices, our college readiness, our restorative justice program among other student support services. Chief Financial Officer that oversees the financial and operational functions within the organization.

2. Ms. Karaffa reported that the Executive Committee discussed talent strategy and employee retention efforts, which include incentive compensation to the executive team and other staff who have achieved performance goals and exhibited leadership capacity. She indicated that the CEO presented the detailed performance evaluation results of his direct reports to the Executive Committee and that his direct reports presented the results of the performance reviews for their team members to him. Ms. Karaffa noted the CEO has proposed that the incentive compensation be paid to employees in September 2023 based on their continued employment in good standing.
 - a) After discussion, on motion to approve the incentive compensation for fiscal year 2023 to be paid that was seconded and carried, all were in favor.

IV. **Public Comment:** No questions or comments 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.