



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 30th, 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

Excused:

Douglas Giles, Trustee
Danielle Redmond - 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
Ashanti Blackman - Director of Student Life and Community Engagement

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

- I. **July Consent Agenda:** The Board discussed the July 2024 agenda and consent agenda, which included the June 2024 Board Meeting Minutes, June 2024 Financial Reports, and June 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 July 2024 Consent Agenda that was seconded and carried, all were in favor.
- II. **July Board Meeting Date Correction:** Ms. Karaffa reported there was a typographical error for the date of the July 2024 board meeting listed in the fiscal year 2025 Board meeting calendar, which was approved in June 2024; however, she indicated the Board orally reported the meeting date correctly during the June meeting. TAfter discussion and on motion to approve the fiscal year 2025 board meeting calendar with the July 2024 board meeting date correctly transposed, that was seconded and carried, all were in favor.
- III. **NYSED May 2024 Site Visit Report:** The Board reported it received a summary letter from the NYSED Charter School Office liaison, Brandy Marshall, regarding her May 2024 site visit that described her meetings and observations. Mr. Chaudhry reported that the leadership team will update the 2022 renewal site visit report to reflect program



changes approved by the Board since that date and that they are developing an action plan based on May 2024 site visit report, which will be shared with the Board for approval and subsequently with Ms. Marshall and the NYSED Charter School Office.

- IV. NYSED Annual Report and Board Financial Disclosure Approval:** Ms. Karaffa reported that the School has prepared the NYSED annual report for all areas due by August 1, 2024. In alignment with effective governance practices, all Board members have submitted their financial disclosure forms and After discussion and on motion to approve the Fiscal Year 2024 NYSED Annual Report that was seconded and carried, all were in favor.
- V. Management Report:**
- A. FY 2024 Financial Results:** Mr. Dinh reported that the fiscal year-end financial reports close is complete, that the School ended in a net profit due to effective financial management with revenues exceeding budget by 10% primarily due to higher investment gains and federal funding and expense control but noted increased spending was predominantly due to professional and substitute staff.
 - B. FY 2024 Audit Progress:** Mr. Dinh reported that the fiscal year 2024 audit is underway with PKF O'Connor and that preliminary reports and financial data have been submitted to them. He noted the audit is expected to be completed and presented to the Finance Committee in September and for Board approval by October to enable the School to submit it and file the IRS Form 990 filing by the November 15 deadline.
 - C. NWEA/ Regents Test Results:** Mr. Patel reported that the School is replacing the NWEA MAP Growth with Lexile scores for reading and Regents scores on math exams as more standardized and better measures of student achievement. These will be complemented with reviews of student work, the Danielson teacher evaluations, and passing scores on standardized tests to evaluate teachers. He noted his team is identifying opportunities to improve student performance on Regents exams, including providing more after-school support for students, enhancing professional development for teachers, and ensuring alignment of its curriculum with the Regents exams.
 - D. Strategic Plan - FY 2024 Annual Results Review:** The Board reviewed the progress made on the fiscal year 2024 strategic goals. The Board also noted it had worked with management to evaluate and approve the fiscal year 2025 strategic goals and requested they continue to provide monthly reports on progress toward objectives and maintain open communication about any necessary support to reach these goals.
 - E. FY 2025 Compliance Calendar:** Mr. Dinh presented the compliance calendar to the Board and reported the key July compliance requirements met.
- VI. Corporate Policies Approval:**
- A. Policies without Changes:** Ms. Karaffa reported the bylaws, code of ethics policy, conflict of interest policy, enrollment and admissions policy, lottery policy,



complaint and grievance policy, trustee giving policy, and investment policy were reviewed by management, the board, and the School's outside counsel, but none of these policies required revisions and therefore continue to operate under the versions previously approved by the Board.

B. Policies with Revisions:

1. **Cybersecurity Policy:** Mr. Dinh reported there were non-material revisions made for clarification purposes to the cyber security policy.
2. **Disaster Recovery Policies:** Mr. Dinh reported there were non-material revisions made for clarification purposes to the disaster recovery policy.
3. **Family Life Guide:** Mr. Thomas reported there are key updates related to early intervention for attendance issues for students. Mr. Patel noted updates to the policies on academic policies, improvements in readability and clarity on expectations for students and caregivers, and changes that reflect collaboration among departments and leaders.
4. **Student Discipline Policy:** Mr. Thomas reported that the key updates to the student discipline policy reflect the emphasized focus on restorative practices.
5. **School Safety Plan:** Mr. Thomas reported that the contact information and personnel names were updated. There were no policy changes made.
6. **Financial Policy and Procedures:** Mr. Dinh reported that the threshold for capitalizing assets has been increased from \$1,000 to \$5,000 in alignment with recommendations from the School's independent auditor and based on practices of similar organizations and that the timeline for the budget process has been adjusted to include a review of the health plan renewal prior to final budget approval.
7. **Personnel Handbook:** Mr. Patel reported changes and clarifications in key personnel policies that emphasize collaboration with the management team and expectations for employees.

C. Ms. Karaffa reported management provided redlined versions of the policies to the Board, which they had reviewed prior to the meeting. After discussion and on motion to approve the revisions to the cyber security policy, disaster recovery policy, discipline policy, family life guide, school safety plan, financial policy and procedures, and personnel handbook was seconded and carried, all were in favor.

VII. Committee Reports

A. Education and Accountability Committee: Mr. Scott and CAO reported the Education and Accountability Committee had been collaboratively developing a definition of college readiness, with engagement of both the student services team and academic team. The board reported it directed management to collect feedback from students and caregivers before bringing a finalized definition to the Board for approval and noted this definition will be an important part of the school's messaging and programming.



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B. Finance Committee: Mr. Alladin reported the Finance Committee reviewed a proposal from management to switch the 403(b) plan administrator from Mutual of America to Kaisen Investment. He indicated the change will provide better service and lower fees for employees. After discussion and on motion to approve Kaisen Investment as the new 403(b) plan administrator that was seconded and carried, all were in favor.

C. Executive Committee:

1. Ms. Karaffa reported that the Board is conducting its annual self-evaluation and setting goals for the upcoming fiscal year to ensure effective oversight and governance practices.
2. Ms. Karaffa reported the Board has conducted a comprehensive review of the CEO's performance, which gathered feedback from the Board, the CEO, the CEO's direct reports, and broader leadership team. She noted she met with the CEO to discuss the results and the CEO's priorities and actions. Mr. Chaudhry reported he will share feedback with his team to enhance organizational performance and promote transparency and effective leadership.

VIII. **Public Comment:** No questions were submitted from the public.

IX. **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.