



Northside Charter High School
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**Northside Charter High School
Board of Trustees Meeting Minutes
May 16th, 2023, 6:00 pm ET**

Present:

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

Guest Present:

Muhammed Chaudhry - CEO, via video conference
Conor Hale - Chief Academic Officer
Mahmud Ennin - Chief Financial Officer
Ramlah Malhi - Special Projects Coordinator, via video conference
Ashanti Blackman- Director of Student and Family Activities
Ching-Yu Lin - Director of Curriculum
Sheina McClendon - Director of Special Education
Marissa Proto - Teacher
Rachel Panny - Guest

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

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

II. Management Report

- A. Mr. Hale reported that the senior class consists of 94 students out of which 58 students are meeting their requirements to graduate this year. Out of the 29 students in 12th grade that are not meeting their graduation requirements, 7 of them have IEPs as compared to the 19 percent students on track to graduate this year. Out of the 58 students eligible to graduate this year, 55 of them spent all four years at Northside Charter High School (“NCHS” or the “School”). Out of the 29 students off track, 4 have only spent a year at NCHS, 7 students are missing Regents examinations, 18 students are missing credits, and 6 students have attendance issues. The Board asked and management responded to questions on the School’s plans to provide remediation and support the students who are



currently facing impediments to graduation. Further the Board directed management to determine strategies and tactics to ensure students and their caregivers are aware of graduation requirements from the point of enrollment and the student's progress toward such earlier in their tenure.

- B. Mr. Hale reported the use of Modern Classroom and how it is still currently implemented in the classrooms.
- C. Mr. Chaudhry reported on the Student Services department's efforts to reach and maintain a 90 percent student attendance rate.
- D. Mr. Chaudhry reported that for next school year 2023-2024 there are 92 incoming 9th grade students who have been accepted and have begun their registration process with Northside Charter High School, which advances us toward our goal of 420 enrolled students, the maximum allowed under our charter. Mr. Chaudhry reported that the School acquired an additional grant from the Bloomberg Philanthropist for the Summer Boost program. Mr. Hale reported that staff and teachers working for the summer school programs have received offer letters Ms. Blackman will be leading the Summer Boost program. Teaching curriculum is provided by Levenia, which was funded through the Bloomberg grant.
- E. Mr. Ennin reported that the projected net income for fiscal year 2023 will be \$148,728, which was due to increase in revenue and decline in expenditures. Mr. Ennin reported that we are yielding \$112,644 interest income through the School's Vanguard account year to date. The team and the board is also working with the investment advisor for a more robust investment strategy.
- F. Mr. Ennin also reported that the fiscal year 2023 audit will commence in May and is expected to conclude by fall 2023.
- G.

III. Committee Reports

A. Finance Committee:

- 1. Mr. Alladin reported that the Finance Committee and management are finalizing the fiscal year 2024 budget for Board approval in the June 2023 Board meeting. Board members have provided management with parameters to develop a fiscally prudent budget that maximizes income and expenditures that promote student achievement and mission impact.
- 2. Mr. Alladin reported that management solicited and reviewed proposals for independent auditor services for the annual audit from PKF O'Connor Davies, MBAF/BDO, SAX, Loeb and Troper, and Mengle Metzger Barr and Co. The Finance Committee accepted management's recommendation to retain PKF O'Connor Davies again for our independent auditor services based on a range of factors, including, but not limited to, size of the firm, status of ongoing auditor engagements, cost of services, and speciality of services provided to similar organizations. After discussion, on motion to approve the PKF O'Connor Davies as the School's independent auditor



for the fiscal year 2023 audit that was seconded and carried, all were in favor.

3. Mr. Alladin reported that the Finance Committee and management team are developing the School's investment policy and strategy for approval in the June Board meeting.

- B. **Executive Committee:** Ms. Karaffa reported that the Board will conduct its annual CEO evaluation process, which was approved by the Board in October 2022 and includes a CEO self-evaluation, the Board's evaluation of the CEO on stated performance objectives and leadership characteristics that are aligned to the Reeves performance matrix that enhance to align with our organizational structure and corporate purpose and goals, and feedback from the CEO's direct reports and other staff members at the Board's sole discretion.

IV. **Public Comment:**

- A. A participant inquired whether the School would acquire a larger space. The Board responded that it has long been engaged with our management team throughout the years to understand any limitations that are driven from the fact that we are in a co-located school where we do receive rent for free. We've partnered with the New York City Department of Education for years to ensure that we have the requisite space that is needed for our programming, and will continue to evaluate future student and staff needs.
 - B. A guest asked if the incoming freshmen will receive credits for the time spent in the summer bridge program to which the management team responded that under the NYSED policy that is not allowed; however, the summer credit recovery plan is designed to help students acquire credits for those who need them.
 - C. A guest asked if the information from the management team's Reeves surveys will be made public. The Board responded that the Board has to treat CEO evaluations with the appropriate confidentiality as is normally required under human resources policies and practices. The Board indicated that Mr. Chaudhry, over the course of his tenure as CEO has exemplified transparent leadership practices and regularly shares feedback he receives on his leadership and performance.
- 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.