



Northside Charter High School  
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**Northside Charter High School  
Board of Trustees Meeting Minutes  
November 15th, 2022, 6:00 pm ET**

**Present:**

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

**Guest Present:**

Muhammed Chaudhry - Interim CEO, via video conference  
Mahmud Ennin - Chief Financial and Operations Officer  
Nicole Davis - Assistant Director of Operations  
Matt Molloy - Interim Chief Student Services Officer  
Conor Hale - Chief Academic Officer  
Ramlah Malhi - Special Projects Coordinator, via video conference  
Ashanti Blackman - Teacher  
Joshua Otis - Teacher  
Mike Torres - Director of Enrollment and Attendance

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

- I. **November Consent Agenda:** The Board discussed the November 2022 consent agenda, which included: October 2022 Board Meeting Minutes and October 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the October 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. **IRS Form 990 Form:** Mr. Alladin and Mr. Ennin presented the IRS Form 990 for fiscal year 2022, which had been prepared by NCHS's independent auditor and reviewed by the Board in its Finance Committee meeting. Mr. Alladin noted that upon Board approval, the Form 990 would be filed by the filing deadline of 11:59pm ET on November 15, 2022. After discussion, on motion to approve the IRS Form 990 for fiscal year 2022 that was seconded and carried, all were in favor.
- III. **Management Report**
  - A. **Enrollment Update:** Mr. Torres reported there are currently 416 students enrolled with five pending applications. He noted that Ms. Ortega is leading the



recruitment efforts to meet the 420 goal by visiting YMCAs, libraries, middle schools, and various other locations, which has resulted in an increase in applications. Mr. Torres reported that enrollment numbers in New York City Department of Education schools are declining, but Northside has maintained a strong enrollment and pipeline of student applicants. Mr. Torres noted that the recruitment efforts are targeting students who are socioeconomically disadvantaged, multi-language learners, and People of Color to enroll a diverse set of students. Mr. Chaudhry noted that the leadership team is also identifying other programmatic offerings, such as extracurricular activities, that will elicit interest from student applicants along with the college preparatory program. He further noted that the recruitment team is collecting more data to monitor retention of the students and other factors that contribute to the enrollment.

**B. Strategic Plan Update**

1. Mr. Hale reported that retention and recruitment for talent has been progressing well. ADP portal has been updated with new job openings. Teachers are receiving feedback from leaders through insight surveys. He further noted that parent teacher conferences will be occurring during the week of November 14 following the recent close of the first quarter for students, and that progress reports have been mailed out to caregivers and students .
2. Mr. Molloy reported that the dance was successful. He further noted that students and teachers are discussing college prep in their classes.

**IV. Committee Reports**

- A. Finance Committee:** Mr. Alladin reported that the Committee reviewed the independent audit for fiscal year 2022 facilitated by PKF O'Connor Davies. He also noted that the School's financial health is strong and that it is currently projected that the School will end fiscal year 2023 with a positive net income.
- B. Executive Committee:** Ms. Karaffa reported that the Executive Committee discussed management team development and succession and plans for the upcoming board and management strategy retreat.

**V. Public Comment:** There were no comments or questions from public guests.

**VI. Executive Session:** There were no actions taken in an executive session; only sensitive matters inappropriate for public session were discussed. On motion to adjourn the meeting, which was seconded and carried, all were in favor.