



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
September 19th, 2023, 6:00 pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Danielle Redmond - Trustee, via video conference
Willie Scott - Trustee, via video conference
Douglas Giles - 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”)
Fahim Ahmed - Director of Technology
Ramlah Malhi - Special Projects Coordinator, via video conference
Ashanti Blackman - Director of Student and Family Activities, via video conference
Anna Henebeng - Director of College of Readiness, via video conference
Marisa Proto - Director of Teaching and Learning, via video conference

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

- I. **September Consent Agenda:** The Board discussed the September 2023 consent agenda, which included: August 2023 Board Meeting Minutes and August 2023 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the September 2023 Consent Agenda that was seconded and carried, all were in favor.
- II. **Strategic Plan Report:** The CEO presented the School’s mission, vision, core values, and key design elements from the School’s charter. The management reported to the Board on progress toward the fiscal year 2024 strategic plan goals.
 - A. Mr. Thomas reported that the School is currently meeting its annual attendance goal of 90% daily attendance, and the team is working to develop strategies to increase daily attendance above our goal.
 - B. Mr. Ennin reported that the School’s Fiscal Year 2023 audit is underway. The team expects to present the draft audit and IRS Form 990 to the Board in October for review and approval.
- III. **Management Reports:**



- A. Finance and Operations Department:** Mr. Ennin reported that the finance and operations team is working with vendors to make sure that the School's internet and other technology systems are functioning optimally.
- B. Talent Update and Professional Development:**
1. Mr. Molloy reported that the School has filled all of its teaching positions with qualified employees. Mr. Molloy reported that two-thirds of the new hires are teachers and the one-third are non-instructional staff members. Mr. Molloy explained that the new staff members start with an onboarding process that teaches them about the School's mission, culture, strategic plan, and performance expectations. The CAO department develops and implements employee development plans to ensure that new staff members are well supported and successful. The Board suggested that management consider implementing staff mentorship programs for new staff members to enable new employees to build relationships with longer tenured staff members and leverage their knowledge of the School's history, mission, and culture. Mr. Molloy indicated his department will develop a new employee mentorship program.
 2. Mr. Malloy also noted that the School has completed the first professional development program for staff prior to students returning to school that was focused on preparing staff to provide students with the support they need to succeed.
- C. Student Enrollment:** Mr. Thomas reported that the school currently has 432 students enrolled, including 99 students in the special education program (SPED) and 45 English language learners (ELL), and has students on the waitlist. Mr. Chaudhry described the executive team's efforts to track and analyze student applications and enrollment data. The Board and management discussed that the current and recent enrollment data and student academic success data indicate the School is capable of serving more students, and the Board requested that management continue to provide the Board with data for the Board to make a decision as to whether to request an increase in the maximum enrollment from the New York State Education Department and Board of Regents.
- D. Student Orientation:** Mr. Thomas reported that the School held two student orientations, one for new students and one for returning students. All caregivers received information about the School's graduation requirements. The CSSO department is working with the enrollment coordinator and manager to develop a better intake process that will help families understand what the school offers and how they can support their student's success.
- E. Student Programming and Graduation Requirements:**
1. Mr. Molloy discussed the specific requirements for the seniors, which include taking courses in English, math, science, social studies, and the arts. He also discussed the School's decision to require students to take



certain classes, such as a personal finance course and a civics course, which are designed to prepare students for life after high school. Mr. Thomas reported that the School's philosophy on senior class requirements is based on providing students a strong foundation in academic subjects, as well as providing opportunities to explore their interests and develop their skills.

2. Mr. Molloy noted the CAO department has been analyzing the impacts of programming for students during the Covid-19 pandemic on upper class students' subject mastery, particularly in science and math. The CAO Department is recommending that these students take five classes during their senior year, including at least one math and one science class, which exceeds the minimum requirement of four classes, but is necessary to ensure that these students are prepared for their post-secondary education. Mr. Molloy's proposal is aligned with the recommendations of the State University of New York (SUNY) and the City University of New York (CUNY), which both require students to take at least three years, and prefer four years, of math and science.
- F. **Regents Data:** Mr. Molloy reported the fiscal year 2023 Regents examinations data to the Board and noted that the School's natural pass rate for algebra has increased from 7.8% to 42.18%. Mr. Molloy explained that the School has submitted appeals for students who met the criteria for a waiver, and those appeals have been approved, which increased the School's total Regents pass rates. Mr. Molloy reported that the Covid-19 waiver no longer is applicable on the current classes.
- G. **Student Services Department:**
1. Mr. Thomas reported that the Student Services department is executing strategies to engage with the caregivers in meaningful ways including holding caregiver workshops, providing caregivers with resources and support, and creating opportunities for caregivers to get involved in the school community.
 2. Mr. Thomas reported on the success of the Summer Bridge program in reaching students and caregivers and preparing students for the school year by providing them with academic support, socio-emotional support, and opportunities to connect with their peers.
 3. **Relationship Mapping:** Mr. Thomas reported on the CSSO department's plan of relationship mapping, which will assign a staff mentor to each student as an advisor in alignment with one of the School's key design elements. This project is modeled after the Harvard project, Making Caring Common, and will begin in October. The goal of relationship mapping is to ensure that all the students have at least one caring adult in the school who can support them academically, socially, and emotionally.



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- H. **Director Report - Director of Teaching and Learning:** Ms. Proto presented a “walkthrough system” that she developed and is implementing, which is a proactive and non-evaluative tool for academic leadership. The walkthrough system provides teachers with brief observations of their classrooms and is used to gather data on student engagement, time on task, and teacher best practices. The goal of the program is to identify areas where the School can improve instruction, cultivate dialogue on teaching enhancements, share best practices among teachers, and foster greater student engagement.
- IV. **Committee Reports**
- A. **Finance Committee:** Mr. Alladin commended the management team for continuing to focus on maintaining maximum enrollment, which is a key driver of the School’s revenue. Mr. Alladin reported that the Finance Committee expects to receive the School’s draft financial audit and draft IRS Form 990 form by the end of October and that it will meet independently with the School’s independent auditor PKF O’Connor Davies to review such prior to approving these items.
- B. **Executive Committee:** Ms. Karaffa reported that the Executive Committee met with the CEO and discussed implementation of the strategic goals and plans to promote a data-driven and performance-based culture, as well as its focus on matters of culture for both staff, students, and caregivers.
- V. **Public Comment:** No questions or comments were received.
- VI. **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.