



Northside Charter High School
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**Northside Charter High School
Board of Trustees Meeting Minutes
September 20th, 2022, 6:00pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Willie Scott - Trustee, via video conference
Danielle Redmond - Trustee, via video conference
Deangeor Chin - Trustee, via video conference
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, via video conference
Conor Hale - Chief Academic Officer
Ramlah Malhi - Special Projects Coordinator, via video conference
Sheina McClendon - Special Education Coordinator, via video conference
Anne Henebeng - SAT/ College Prep Staff
Ashanti Blackman - Teacher
Tayanna Rose - Teacher
Niesisha Crawley - Dean of Students
Eveld Manuel - Operations Associate
Adrienne Aguilar - Teacher
Joshua Otis - Teacher
Jeanmarie Mcauley - Guest
Lucy Rivera - Guest

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 2022 consent agenda, which included: August 2022 Board Meeting Minutes and August 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the September 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. **Management Report**



A. Summer School Review:

1. Ms. Davis reported that NCHS's Summer Bridge program was successfully facilitated and included 35 incoming freshmen and that there were 153 students enrolled in the summer Credit Recovery program. She noted that the Summer Bridge program enabled the students to gain familiarity with the school, staff and course content as well as have a sense of continuity of education during the summer. Additionally the leadership team collected feedback in surveys and other data designed to empower students and teachers in enabling them to succeed in the post-Covid environment; this information will be further reviewed by the senior leadership team to inform long-term plans for future summer programming as part of our strategic goal of creating a replicable model.
2. Further, Ms. Davis reported that NCHS leadership utilized the summer school programs as an opportunity to assess and retain talent, and one of the summer program teachers will become a full time teacher.

B. Beginning of the School Review

1. Mr. Hale reported that this year under a sub-goal of the replicable model pillar of the Strategic Plan, Northside Charter High held a Block Party Jam which enabled the School to engage and build relationships with the students and families.
2. Mr. Hale reported that all class scheduling has been finalized, and that all teachers and students have access to PowerSchool. He also noted that NWEA administration is developing plans for Math and literacy labs, which will support students' needs after those are identified in their respective diagnostics tests.
3. Mr. Hale reported that this year the School has had two unexpected teachers and one staff departure, but NCHS is recruiting for replacement and currently has more certified teachers than it had at the end of last year. Mr. Hale is recruiting a math teacher and a physical education teacher.

C. Strategic Plan Review:

1. Ms. Karaffa noted that under the new Charter renewal approved by the New York State Board of Regents in June 2022, Northside Charter High School received approval to increase the enrollment number of students from 400 to 420 students.
2. Mr. Ennin reported that currently the number of enrolled students is 399. The team is working on reaching the target of 420 as the applications are still open. He reported that the number of students with an IEP is 90, compared to 103 students last year, and that there are 41 ELL students enrolled this year compared to 24 last year.
3. Mr. Chaudhry reiterated the team's efforts to retain currently enrolled students and recruit more students to reach our maximum enrollment



capacity. He provided context that the New York student population has decreased significantly resulting in declining enrollment across the city.

D. Student Services Department Audit

1. Mr. Chaudhry reported that Rahul Patel from New York City Department of Education was retained by management to conduct an external audit for the Student Services Department. The audit examined strategic plan, policies, caregiver experience, student experience, academic team bridge (the connection between academic programming and other supports), restorative practices, school climate, and culture. The audit found that NCHS has a diverse student services team with many years of experience, but that there are challenges in further developing more policies and strategies to execute the plans.
2. The Board discussed these results and indicated the importance of continuing to strengthen the social-emotional programming, post-secondary counseling, SPED compliance, and restorative practices and other areas under the Student Services Department, because they stem from Key Design Elements in our charter and promote fulfillment of our mission and align to our corporate values.

III. Committee Reports

1. Finance Committee:

- a) Mr. Alladin reported that the fiscal year 2022 audit is ongoing by our independent auditor, and they currently anticipate finalizing the audit in order to file the IRS Form 990 by the November deadline.
- b) Mr. Alladin reported that the management team effectuated the Board approved portfolio allocation of 60% bonds and 40% stocks in the School's Vanguard account, which is intended to maximize revenue from this investment account and to provide us with a balanced portfolio to create a resilience in investing the capital Northside has to better assist the students in the future. Mr. Alladin noted that the management team is working on a long term investment strategy, which will be brought to the Board by March 2022.
- c) Mr. Alladin reported that a plan has been designed to service and properly maintain the Air Conditioners in the building.

2. Executive Committee:

- a) Ms. Karaffa reported the complaint received on June 24th, 2022, by a parent has been resolved after retaining outside counsel to conduct an investigation of the complaint. Outside counsel met with the parent who deemed the actions of the Board and management team satisfactory to resolving the concerns, and then subsequently, outside counsel met with the Board in executive



session to discuss and close the matter. Accordingly, the Board will be issuing a notification of complaint resolution to the parent. .

- b) Ms. Karaffa reported that NCHS's Corporate Policies were reviewed by outside counsel, members of the New York State Education Department Charter School Office and outside expert partners, prior to submission to the Board for review and approval. The Board approved all of the corporate policies by unanimous written consent on August 28, 2022.
- c) Ms. Karaffa reported that under New York Open Meeting Law, as a public body, the Board is permitted to utilize video conferencing to conduct meetings in person and via videoconferencing. After discussion, and on motion to approve the resolution enabling utilization of video conferencing attendance at meetings in compliance with the provision under New York State Open Meeting Law, which was seconded and carried, all were in favor.

IV. **Public Comment**

- A. A guest inquired what grades of students participated in the summer school surveys. Ms. Davis responded that the surveys were focused on the Summer Bridge program, which was only available for the incoming 9th graders.
- B. A guest inquired about the timeline of when the parents can expect the transcripts to accurately depict the cumulative GPA of students. Mr. Hale explained that the transcript issue is limited in nature and affects only a small number of students, and the team is working on fixing each transcript.
- C. A guest asked about the large gym classes to which Mr. Hale explained that there are alternatives such as Math labs to alleviate the students attending the same gym class.
- D. A guest inquired if there is a tutorial/training for parents for the new programs such as Schoology, so the caregivers are able to view students' progress. The Board instructed the guest to meet with Mr. Hale to obtain assistance specific to their and their student's circumstances. answers on individual levels.

- 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.