

Application: Northside Charter High School

Jen Pasek - jen@pasekconsulting.com
2022-2023 Annual Report

Summary

ID: 0000000347

Last submitted: Nov 9 2023 01:02 PM (EST)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

NORTHSIDE CHARTER HIGH SCHOOL 800000063771

a1. Popular School Name

Northside

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #14 - BROOKLYN

e. Date of Approved Initial Charter

Jan 1 2009

f. Date School First Opened for Instruction

Sep 1 2009

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The Mission of Northside Charter High School is to provide an enriching and innovative learning environment whereby students achieve postsecondary readiness.

KDE 1 Performance-Driven Accountability

KDE 2 A Rigorous Program Designed for Postsecondary Success

KDE 3 Advisory Model

KDE 4 Participation in Ongoing Evaluation and Analysis Processes

KDE 5 Instruction and Other Activities of a Highly Qualified Teaching Staff

KDE 6 Instructional Technology

h. School Website Address

<https://northsidechs.org/>

i. Total Approved Charter Enrollment for 2022-2023 School Year

420

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

428

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

9
10
11
12
ungraded

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
--	--------------------

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	424 Leonard Street, Brooklyn NY 11222	347-390-1273	NYC CSD 14	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Muhammed Chaudhry	Chief Executive Officer	347-390-1273		mac@northsidehs.org
Operational Leader	Mahmud Ennin	Chief Financial Officer	347-390-1273		mennin@northsidechs.org
Compliance Contact	Mahmud Ennin	Chief Financial Officer	347-390-1273		mennin@northsidechs.org
Complaint Contact	Mahmud Ennin	Chief Financial Officer	347-390-1273		mennin@northsidechs.org
DASA Coordinator	Alicia Love	Counselor	347-390-1273		alove@northsidechs.org
Phone Contact for After Hours Emergencies	Mahmud Ennin	Chief Financial Officer	408-621-2984		mennin@northsidechs.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	N/A	No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	Change in job titles	6/29/2022	12/1/2022
2	Change in Bylaws	Updated bylaws	10/18/2022	12/1/2022
3	Change in discipline or code of conduct policy	Updated discipline policy	10/18/2022	12/1/2022
4				
5				

More revisions to add?

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	jen@pasekconsulting.com

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

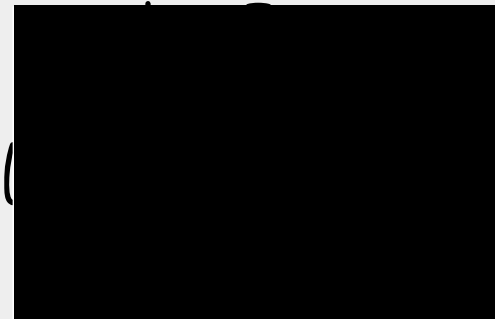
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. A small portion of the signature, appearing as a curved line, is visible to the left of the redacted area.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. A small portion of the signature, appearing as a curved line, is visible to the left of the redacted area.

Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Northside Charter High School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<u>https://northsidechs.org/quick-links/</u>
2. Board meeting notices, agendas and documents	<u>https://northsidechs.org/governance/</u>
3. New York State School Report Card	<u>https://northsidechs.org/quick-links/</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://northsidechs.org/family-life-guide/</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://northsidechs.org/nchs-policies/</u>
6. Authorizer-approved FOIL Policy	<u>https://northsidechs.org/quick-links/</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://northsidechs.org/quick-links/</u>

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 31 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Performance Framework: Regents Testing Outcomes compared to NYS	<p>After four years in high school, the 2019 Cohort achieved a 65+ or were exempted on the following five Regents:</p> <p>Regents English: 88.64%</p> <p>Regents Global History: 7.95%</p> <p>Regents Mathematics: 95.45%</p> <p>Regents Science: 98.86%</p> <p>Regents US History: 82.95%</p>	Unable to Assess	
Academic Goal 2	Performance Framework: Graduation Rates compared to NYS	Graduation Rates compared to NYS rates	Unable to Assess	
Academic Goal 3	Performance Framework: Graduation Rates will exceed 80%	<p>4 Yr Grad Rate: 73/88 = 83 %</p> <p>5 Yr Grad Rate: 94/101 = 93 %</p>	Met	
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				

Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Nov 9 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. SUNY-authorized charter schools are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[Northside Charter High School FST with Mgmt Ltr](#)

Filename: Northside_Charter_High_School__FST_iW8Opfi.pdf Size: 625.9 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 9 2023

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Audited-financial-report-template-nysed-NCHS 2022-2023](#)

Filename: Audited-financial-report-template_sCc80e2.xlsx Size: 92.3 kB

Entry 4c – Additional Financial Documents

Completed - Nov 9 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report

4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[NCHS Escrow Print Redacted](#)

Filename: NCHS_Escrow_Print_Redacted.pdf Size: 495.0 kB

Entry 4d - Financial Contact Information

Completed - Nov 8 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Mahmud Enin	mennin@northsidechs.org	347-390-1273

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Gus Saliba	gsaliba@pkfod.com	914-381-8900	6

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 8 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Northside Charter High School Final2023-2024 AR Budget](#)

Filename: Northside_Charter_High_School_Fin_g5EmdH8.xlsx **Size:** 43.5 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[D Giles NCHS 2022-23 BOT Disclosure](#)

Filename: D_Giles_NCHS_2022-23_BOT_Disclosure.pdf **Size:** 596.6 kB

[Danielle Redmond -NCHS signed](#)

Filename: Danielle_Redmond_-NCHS_signed.pdf **Size:** 454.0 kB

[NCHS Riz Alladin 2022-23 BOT Disclosure of Fin Interest Form](#)

Filename: NCHS_Riz_Alladin_2022-23_BOT_Disc_lbt9G3Q.pdf **Size:** 471.3 kB

[NCHS Willie Scott 2022-23 BOT Disclosure of Fin Interest Form](#)

Filename: NCHS_Willie_Scott_2022-23_BOT_Disc_82lQQde.pdf **Size:** 457.7 kB

[KK NCHS 2022-23 BOT Disclosure of Fin Interest Form](#)

Filename: KK_NCHS_2022-23_BOT_Disclosure_of__Ld5y9vB.pdf **Size:** 456.4 kB

[D Chin NCHS 2022-23 BOT Disclosure of Fin Interest Form](#)

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Kaley Childs Karaffa	[REDACTED]	Chair	Executive, Finance, Board Development, Education and Accountability	Yes	4	1/23/2021	1/23/2024	12
2	Douglas Giles	[REDACTED]	Vice Chair	Executive, Finance	Yes	4	10/1/2021	10/1/2024	12
3	Rizwan Alladin	[REDACTED]	Treasurer	Executive, Finance, Education and Accountability	Yes	2	10/1/2020	11/1/2023	11
4	Danielle Redmond	[REDACTED]	Trustee/Member	Executive, Board Development	Yes	2	10/1/2020	10/1/2023	12
5	Willie Scott	[REDACTED]	Secretary	Executive, Board Development, Education and Accountability	Yes	4	1/23/2021	1/23/2024	12

6	Deangeo r Chin	■■■■■ ■■■■■ ■■■■■	Trustee/ Member	Education and Account ability, Finance, Executive	Yes	2	10/1/2020	12/21/2022	6
7									
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	6
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	6

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

6

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

6

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

1

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

[NCHSMinutes22_23\(MissingJune\)](#)

Filename: NCHSMinutes22_23MissingJune.pdf **Size:** 1.3 MB

[June 20, 2023 Board Meeting Minutes NCHS](#)

Filename: June_20_2023_Board_Meeting_Minutes_0LIdS80.pdf **Size:** 157.2 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Recruitment for all students is directed by the student enrollment manager and the communications and community engagement manager. To recruit ED students, NCHS focuses on outreach in neighborhoods in CSD 14 and other areas that connect to CSD 14 on public transportation lines. NCHS representatives attend high school school fairs (in-person and virtual) to recruit student applicants.</p> <p>Additionally, NCHS advertises in social media (Facebook and Instagram), and uses the services of the NYCDOE vendor, Vanguard, to mail to 8th grade families within specific zip codes within New York City. All the materials presented at school visits highlight our policy of conducting a blind lottery and our inclusive environment, and encourage ED students to apply. In December 2020, the NCHS Board of Trustees approved a revision to our lottery policy to add a weight for applicants who are ED. This decision was made in response to a decrease in the enrollment of ED students from 81% of our 2019-2020 student population to 77% of our 2020-2021 student population. Lastly, NCHS's recruitment marketing strategy focused on social media and print media marketing to more than 21 zip codes within Brooklyn, Queens, and Lower Manhattan, of which 80 percent of those zip codes were areas of low to moderate-</p>	<p>In the 2022-23 school year, our enrollment for ED students was 86% and the local district enrolled 80% ED students in similar grades. We will continue with current strategies in 2023-24 to enroll and retain the three subgroups.</p>

	income (per 2010 US Census Bureau statistics).	
English Language Learners	<p>To recruit ELLs, a representative from NCHS conducts door-to-door canvassing in neighborhoods near NCHS with high concentrations of non-English speaking families. We distribute materials in English and Spanish and translators are provided for information sessions and open houses. Our marketing materials and presentations highlight the support at NCHS that helps ELLs succeed academically and socially. ELLs have historically been NCHS's most challenging subgroup target to meet. As a strategy to target the enrollment of ELLs, in December 2020 the Board also approved a revision to our lottery policy to add a weight for applicants who are ELLs. In 2021, NCHS included Spanish-language webinars for recruitment open houses and included a QR code on print material (mailed postcards) so that Spanish-language dominated households could review expanded explanations of recruitment material on our website in Spanish. Most recently, hired a bilingual Spanish speaking Recruitment, Enrollment, and Communications Manager to more effectively communicate with the English and Spanish speaking communities.</p>	<p>In 2022-23, we enrolled 8% English Language Learners while the local district enrolled 11%.</p>
Students with Disabilities	<p>Similar to our efforts to recruit ELLs, our SWD recruitment strategy emphasizes the support we provide to ensure the success of SWD. Our recruitment team is knowledgeable about the school's special education and RTI programs and can speak to interested families about the</p>	<p>In the 2022-23 school year, our enrollment of SWD was 23% compared to the local district's 22%.</p>

comprehensive range of services provided as well as our inclusive environment.	
--	--

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	As the majority of NCHS students are ED, our entire school program is focused on supporting the retention of ED students. NCHS ensures that no student is denied access to learning opportunities and special initiatives such as college visits because of an inability to cover the cost. NCHS provides breakfast and lunch to ED students. We also offer after-school tutorials with teachers, personal college guidance, and 1:1 counseling to ensure that students can access the rigorous curriculum.	88% of our eligible ED students returned in the fall 2022 from the previous year. Given that we have a significant population of ED students, we have well-developed supports for this group that we will continue to implement in the upcoming school year.
English Language Learners	A teaching assistant provides push-in support for ELLs. NCHS is using the NWEA MAP assessment to support placement and ongoing monitoring for ELLs. In addition, NCHS administers the NYSESLAT at the end of each school year to monitor ELLs' language development. To increase retention, we employed the following strategies: Increased ELL interventions in all core academic classes. This initiative is led by the chief student services officer with support from a teaching assistant, who provides push-in support to ELL students; and Increased Spanish language outreach to families; all communications are available in Spanish and English. Hired a Bilingual Spanish speaking Recruitment, Enrollment, and Communications Manager, with connections to the Brooklyn community, to more seamlessly	86% of English Language Learners and 100% of former ELLs returned in 2022-23. We have a robust ELL program that will continue in the 2023-24 school year in order to support the retention of this group.

	communicate with our caregiver community.	
Students with Disabilities	<p>NCHS is committed to serving the needs of SWD; we utilize a chief student services officer, reporting to the executive director. This position expanded our special education department and allows for continued responsive support for students with IEPs. NCHS has an enhanced membership with the New York City Collaborative for Inclusive Education (NYCCIE). This membership provides us with onsite monthly professional development sessions as well as online resources on topics such as social emotional learning, culturally responsive education, and instructional strategies for inclusive classrooms. Teachers, social workers and counselors attend these professional development meetings. In addition, The NYCCIE matches us with an education expert who observes our SPED and ELL programs twice a year. These observations are paired with data analysis and we are provided with guidance to address any programmatic deficits.</p> <p>To serve SWD, NCHS offers ICT classrooms. We have eight full-time special education teachers and 28 ICT classrooms: eight in grades 9-11 and four in grade 12. In addition to inclusive general education settings, NCHS provides special education teacher support services (SETSS) and speech pathology. Special education teachers monitor the progress of students with IEPs and communicate with their families. Special education teachers also</p>	The retention rate of our students with disabilities who returned in the fall of 2022 was 82%.

	collaborate with the general education teachers at NCHS to ensure that uninterrupted services are provided to students with IEPs. Students receive progress reports twice a year that showcase their progress toward their IEP goals.	
--	---	--

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	5
ii. Science	3
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	8.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
Total Category C: not to exceed 5	7.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	20

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	7

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	15

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	42



Thank you.

Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Organizational Chart SY 2022-2023](#)

Filename: Organizational_Chart_SY_2022-2023.pdf Size: 116.9 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Copy of NCHS 2023 - 2024 School Calendar](#)

Filename: Copy_of_NCHS_2023_-_2024_School_Calendar.pdf Size: 120.1 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[**Northside Staff Roster 202223 Sept Update v4 \(1\)**](#)

Filename: Northside_Staff_Roster_202223_Sep_u8GNOsy.xlsx **Size:** 54.5 kB

Optional Additional Documents to Upload (BOR)

Incomplete

Northside Charter High School

Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2023 and 2022

Northside Charter High School
Financial Statements
and Uniform Guidance Schedules
Together With Independent Auditors' Reports
June 30, 2023 and 2022

TABLE OF CONTENTS	Page
Independent Auditors' Report	
FINANCIAL STATEMENTS	
Statements of Financial Position	4
Statements of Activities	5
Statements of Functional Expenses	6
Statements of Cash Flows	8
Notes to Financial Statements	9
UNIFORM GUIDANCE SCHEDULES AND REPORTS	
Schedule of Expenditures of Federal Awards	16
Notes to Schedule of Expenditures of Federal Awards	17
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	
Schedule of Findings and Questioned Costs	23
Appendix A – Corrective Action Plan	

Independent Auditors' Report

Board of Trustees
Northside Charter High School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Northside Charter High School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northside Charter High School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Northside Charter High School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northside Charter High School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Northside Charter High School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Northside Charter High School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2023, on our consideration of Northside Charter High School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Northside Charter High School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Northside Charter High School's internal control over financial reporting and compliance.

A solid black rectangular box used to redact a signature or name.

Harrison, New York
November 1, 2023

Northside Charter High School

Statements of Financial Position

	June 30,	
	2023	2022
ASSETS		
Current Assets		
Cash	\$ 692,314	\$ 5,526,958
Investments	5,174,481	-
Grants and contracts receivable	828,634	395,368
Prepaid expenses and other current assets	54,704	79,044
Total Current Assets	6,750,133	6,001,370
Property and equipment, net	753,365	420,225
Restricted cash	150,698	75,516
	<u>\$ 7,654,196</u>	<u>\$ 6,497,111</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 189,819	\$ 161,267
Refundable advances	135,377	-
Total Current Liabilities	325,196	161,267
Net assets, without donor restrictions	<u>7,329,000</u>	<u>6,335,844</u>
	<u>\$ 7,654,196</u>	<u>\$ 6,497,111</u>

See notes to financial statements

Northside Charter High School

Statements of Activities

	Year Ended June 30,	
	2023	2022
REVENUE AND SUPPORT		
State and local per pupil operating revenue	\$ 8,327,750	\$ 7,538,055
Federal grants	1,137,689	573,628
Federal IDEA and E-rate	153,499	116,000
State grants	32,014	-
Investment return	174,481	4,896
Other revenue	53,166	54,642
Total Revenue and Support	<u>9,878,599</u>	<u>8,287,221</u>
EXPENSES		
Program Services		
Regular education	5,988,684	5,250,656
Special education	2,058,250	1,995,533
Total Program Services	<u>8,046,934</u>	<u>7,246,189</u>
Supporting Services		
Management and general	838,509	877,180
Total Expenses	<u>8,885,443</u>	<u>8,123,369</u>
Gain on forgiveness of		
Paycheck Protection Program loan	<u>-</u>	<u>612,500</u>
Change in Net Assets	993,156	776,352
NET ASSETS, WITHOUT DONOR RESTRICTIONS		
Beginning of year	<u>6,335,844</u>	<u>5,559,492</u>
End of year	<u>\$ 7,329,000</u>	<u>\$ 6,335,844</u>

Northside Charter High School

Statement of Functional Expenses Year Ended June 30, 2023

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	12	\$ 536,481	\$ 162,199	\$ 698,680	\$ 465,786	\$ 1,164,466
Instructional personnel	40	2,755,035	1,040,196	3,795,231	-	3,795,231
Non-Instructional personnel	13	226,340	68,431	294,771	-	294,771
Total Personnel Services Cost	<u>65</u>	<u>3,517,856</u>	<u>1,270,826</u>	<u>4,788,682</u>	<u>465,786</u>	<u>5,254,468</u>
Payroll taxes and employee benefits		712,898	283,030	995,928	103,737	1,099,665
Retirement		47,250	17,069	64,319	6,256	70,575
Legal fees		-	-	-	31,254	31,254
Audit fees		-	-	-	34,000	34,000
Financial management services		-	-	-	51,527	51,527
Contractual services		700,837	243,095	943,932	70,134	1,014,066
Marketing and recruiting		61,758	19,480	81,238	1,817	83,055
Staff development		97,577	29,501	127,078	-	127,078
Office expense		82,049	29,640	111,689	10,864	122,553
Telephone and internet		35,555	7,111	42,666	14,222	56,888
Travel and conferences		53,591	-	53,591	-	53,591
Textbooks and classroom supplies		220,977	66,810	287,787	-	287,787
Student activities and fees		65,414	-	65,414	-	65,414
School events		158,325	47,868	206,193	-	206,193
Insurance		69,328	8,666	77,994	8,666	86,660
Dues and subscriptions		-	-	-	14,463	14,463
Technology and equipment		41,098	12,645	53,743	9,484	63,227
Depreciation and amortization		112,547	22,509	135,056	15,007	150,063
Miscellaneous		<u>11,624</u>	<u>-</u>	<u>11,624</u>	<u>1,292</u>	<u>12,916</u>
Total Expenses		<u>\$ 5,988,684</u>	<u>\$ 2,058,250</u>	<u>\$ 8,046,934</u>	<u>\$ 838,509</u>	<u>\$ 8,885,443</u>

See notes to financial statements

Northside Charter High School

Statement of Functional Expenses Year Ended June 30, 2022

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Total		
Personnel Services Cost						
Administrative staff personnel	10	\$ 624,310	\$ 204,311	\$ 828,621	\$ 552,414	\$ 1,381,035
Instructional personnel	43	2,305,723	1,001,478	3,307,201	-	3,307,201
Non-Instructional personnel	11	243,434	79,666	323,100	-	323,100
Total Personnel Services Cost	<u>64</u>	<u>3,173,467</u>	<u>1,285,455</u>	<u>4,458,922</u>	<u>552,414</u>	<u>5,011,336</u>
Payroll taxes and employee benefits		723,253	292,963	1,016,216	125,899	1,142,115
Retirement		21,793	8,828	30,621	3,794	34,415
Legal fees		-	-	-	5,972	5,972
Audit fees		-	-	-	20,250	20,250
Financial management services		-	-	-	10,275	10,275
Contractual services		381,277	153,654	534,931	58,636	593,567
Marketing and recruiting		32,532	11,450	43,982	1,798	45,780
Staff development		244,778	80,105	324,883	-	324,883
Office expense		66,202	26,816	93,018	11,524	104,542
Telephone and internet		37,464	7,493	44,957	14,986	59,943
Travel and conferences		25,082	-	25,082	-	25,082
Textbooks and classroom supplies		156,110	51,088	207,198	-	207,198
Student activities and fees		47,606	-	47,606	-	47,606
School events		101,196	33,117	134,313	-	134,313
Insurance		64,832	8,104	72,936	8,104	81,040
Dues and subscriptions		-	-	-	36,596	36,596
Technology and equipment		40,107	12,341	52,448	9,256	61,704
Depreciation and amortization		120,597	24,119	144,716	16,080	160,796
Miscellaneous		<u>14,360</u>	<u>-</u>	<u>14,360</u>	<u>1,596</u>	<u>15,956</u>
 Total Expenses		<u>\$ 5,250,656</u>	<u>\$ 1,995,533</u>	<u>\$ 7,246,189</u>	<u>\$ 877,180</u>	<u>\$ 8,123,369</u>

See notes to financial statements

Northside Charter High School

Statements of Cash Flows

	Year Ended June 30,	
	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 993,156	\$ 776,352
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	150,063	160,796
Gain on forgiveness of Paycheck Protection Program loan	-	(612,500)
Net unrealized gain on investments	(174,481)	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(433,266)	(172,609)
Prepaid expenses and other current assets	24,340	(3,153)
Accounts payable and accrued expenses	28,552	3,337
Refundable advances	135,377	-
Net Cash from Operating Activities	<u>723,741</u>	<u>152,223</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(483,203)	(188,313)
Purchase of investments	<u>(5,000,000)</u>	<u>-</u>
Net Cash from Investing Activities	<u>(5,483,203)</u>	<u>(188,313)</u>
Net Change in Cash and Restricted Cash	(4,759,462)	(36,090)
CASH AND RESTRICTED CASH		
Beginning of year	<u>5,602,474</u>	<u>5,638,564</u>
End of year	<u>\$ 843,012</u>	<u>\$ 5,602,474</u>

See notes to financial statements

Northside Charter High School

Notes to Financial Statements June 30, 2023 and 2022

1. Organization and Tax Status

Northside Charter High School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 13, 2009 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on January 13, 2009, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (The "Board of Regents"). The Board of Regents approved and issued several renewals to the School's charter expiring on June 30, 2027. The School's mission is to provide a nine through twelve grade educational program that results in mastery of the New York State Learning Standards, high school graduation, and acceptance to colleges and universities of choice by all students. In addition, the School develops and maintains a school culture that endorses high expectations that challenge each student to recognize and achieve his/her full potential within a school environment that is nurturing, professional and that fosters within each student an appreciation for life-long learning. The School provided education to approximately 416 students in ninth through twelfth grades during the 2022-2023 academic year.

The School shares space with a New York City public school beginning in August 2009. The School occupies approximately 20,880 square feet on one floor of a public school building. The School also shares the gymnasium, auditorium and cafeteria with the public school which approximate 20,520 square feet. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities or services.

The New York City Department of Education provides free lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers a portion of the cost of lunches for children not entitled to the free lunches.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Northside Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Net Asset Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and Board of Trustees.

Net assets with Donor Restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2023 and 2022.

Fair Value Measurements

The School follows U.S. GAAP guidance on fair value measurements which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

Investment Valuation

Investments are stated at fair value.

Investment Income Recognition

Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis and dividends are recorded on the ex-dividend date. Realized and unrealized gains and losses are included in the determination of change in net assets.

Northside Charter High School

Notes to Financial Statements June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows for the years ended June 30:

	2023	2022
Cash	\$ 692,314	\$ 5,526,958
Restricted cash	150,698	75,516
	<u>\$ 843,012</u>	<u>\$ 5,602,474</u>

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset which is five years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Computers and equipment	5 years
Furniture and fixtures	5 years
Software	5 years
Website	5 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Northside Charter High School

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses such as personnel services costs, payroll taxes and employee benefits, and contractual services have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2023 and 2022 was \$83,055 and \$45,780.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2020.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is November 1, 2023.

Northside Charter High School

Notes to Financial Statements June 30, 2023 and 2022

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year and has not provided an allowance for doubtful accounts. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

4. Property and Equipment

Property and equipment, net consists of the following at June 30:

	<u>2023</u>	<u>2022</u>
Computers and equipment	\$ 1,605,609	\$ 1,201,503
Furniture and fixtures	418,799	339,702
Software	41,115	41,115
Leasehold improvements	38,928	38,928
Website	<u>31,227</u>	<u>31,227</u>
	2,135,678	1,652,475
Accumulated depreciation and amortization	<u>(1,382,313)</u>	<u>(1,232,250)</u>
	<u>\$ 753,365</u>	<u>\$ 420,225</u>

5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date are comprised of the following at June 30:

	<u>2023</u>	<u>2022</u>
Cash	\$ 692,314	\$ 5,526,958
Investments	5,174,481	-
Grants and contracts receivable	<u>828,634</u>	<u>395,368</u>
	<u>\$ 6,695,429</u>	<u>\$ 5,922,326</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in highly liquid securities until it is required for operational use. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 9).

6. Investments

The School's investments consist of mutual funds, considered a level 1 investment, and had a balance at June 30, 2023 and 2022 of \$5,174,481 and \$0.

Northside Charter High School

Notes to Financial Statements June 30, 2023 and 2022

7. Employee Benefit Plan

The School maintains a pension plan qualified under Internal Revenue Code 403(b), for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 5%. Employer match for the years ended June 30, 2023 and 2022 amounted to \$70,575 and \$34,415.

8. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions and investments. At times, such amounts exceed the current insured amount under the Federal Deposit Insurance Corporation ("FDIC") limit of \$250,000. Investments are maintained at a broker which insures the balance up to \$500,000 with Securities Investor Protection Corporation insurance. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2023 and 2022, approximately \$584,000 and \$5,330,000 of cash was maintained with institutions in excess of FDIC limits.

9. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 84% and 85% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

10. Paycheck Protection Program Loan Payable

On May 2, 2020, the School received loan proceeds in the amount of \$612,500 under the Paycheck Protection Program (the "PPP"). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (the "CARES Act"), provides for loans to qualifying entities for amounts up to 2.5 times the 2019 average monthly payroll expenses of the qualifying entity. The PPP loan bears an interest rate of 1% per annum. All or a portion of the PPP loan principal and accrued interest were forgivable as long as the borrower used the loan proceeds for eligible purposes, as described in the CARES Act, over a period of between eight and twenty-four weeks (the "Covered Period"). Loan payments of principal or interest are deferred until the amount of loan forgiveness is determined by the United States Small Business Administration ("SBA").

On November 9, 2021, the PPP loan was fully forgiven by the SBA, and as such, the School has recognized the proceeds as gain on forgiveness of Paycheck Protection Program loan in the accompanying statements of activities.

Northside Charter High School

Notes to Financial Statements June 30, 2023 and 2022

11. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

* * * * *

Northside Charter High School

Uniform Guidance
Schedules and Reports

June 30, 2023

Northside Charter High School

Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021234535	\$ -	\$ 153,660
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147234535	-	23,397
Student Support and Academic Enrichment Program	84.424	0204234535	-	10,514
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891214535	-	319,788
COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880214535	-	464,100
Total U.S. Department of Education			-	971,459
<u>Federal Communications Commission</u>				
Pass-Through Universal Service Administrative Company:				
COVID-19 Emergency Connectivity Fund Program	32.009	not available	-	166,230
Total Expenditures of Federal Awards			\$ -	\$ 1,137,689

See independent auditors' report and notes to schedule of expenditures of federal awards

Northside Charter High School

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Northside Charter High School (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance With
Government Auditing Standards**

Independent Auditors' Report

**Board of Trustees
Northside Charter High School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Northside Charter High School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2023-001 and 2023-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The School's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

[REDACTED]

Harrison, New York
November 1, 2023

**Report on Compliance for Each Major Federal Program and Report on Internal Control
Over Compliance Required by the Uniform Guidance**

Independent Auditors' Report

**Board of Trustees
Northside Charter High School**

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Northside Charter High School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[REDACTED]

Harrison, New York
November 1, 2023

Northside Charter High School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

X yes _____ none reported

Noncompliance material to the financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ yes X no

Identification of major federal programs:

Federal Assistance Listing Number(s)

Name of Federal Program or Cluster

84.425D

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II

84.425U

COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

_____ yes X no

Northside Charter High School

Schedule of Findings and Questioned Costs (*continued*) Year Ended June 30, 2023

Section II – Financial Statement Findings

2023-001- Revenue Recognition for Cost-Reimbursement Grants (*repeat finding*)

Criteria

Revenue from federal cost-reimbursement grants should be recorded when actual expenditures are incurred during the grant period and tagged to a funding source in the accounting software throughout the fiscal year.

Condition

The School recognized federal cost-reimbursement grants, passed through New York State Department of Education, outside of the grant period. Grant management practices were performed as part of the fiscal year end closing but not throughout the fiscal year.

Cause

Management was not monitoring grant management policies and procedures during the year and at year-end closing.

Effect

Ineffective monitoring of grants resulted in misstatement of revenue on interim and year-end financial statements. Audit journal entries were made to the trial balance, initially provided for our audit, to adjust revenue and recognize grants and contracts receivable.

Recommendation

Revenue from federal cost-reimbursement grants should be recognized when earned and grant management procedures should be performed monthly to ensure that grant billings are adequately supported, recorded on a timely basis, and reflect the terms and conditions of the grant. In addition, a member of the finance and operations team should review and verify, monthly, that program expenditures are tagged in the accounting software for each funding source and ensure that revenue, refundable advances, and grants and contracts receivable are properly recorded in the financial statements. The School should also ensure that expenditures are not double claimed and grant management practices are in compliance with specific grant requirements and with government laws and regulations.

Views of Responsible Officials

See management corrective action plan in Appendix A.

Northside Charter High School

Schedule of Findings and Questioned Costs (*continued*) Year Ended June 30, 2023

Section II - Financial Statement Findings (*continued*)

2023-002- General Ledger Maintenance and Account Analysis

Criteria

An effective financial closing process provides the School with accurate and timely financial statements. All significant accounts should be reconciled timely and regularly to ensure that financial records are accurate and to facilitate the preparation of financial statements at year end.

Condition

Schedules and reconciliations were not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and the completion of the audit. We noted that improvements are needed in the financial statement closing process to address the timeliness of the School's year-end financial reporting.

Cause

The finance department appears to be understaffed and continual training is required to enable a good understanding of effective internal controls.

Effect

The School's system of internal control is not effective for managing its resources and resulted in difficulties with meeting external deadlines for submission of the audited financial statements.

Recommendation

We recommend the School assess the adequacy of resources in the finance department in relation to its periodic reporting responsibility. The School may consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the finance department in the area of financial reporting.

Views of Responsible Officials

See management corrective action plan in Appendix A.

Northside Charter High School

Schedule of Findings and Questioned Costs (*continued*) Year Ended June 30, 2023

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

2022-001- Revenue Recognition For Cost-Reimbursement Grants

Criteria

Revenue from federal cost-reimbursement grants should be recorded on the accrual basis of accounting when actual expenditures are incurred and tagged to a funding source in the accounting software throughout the fiscal year.

Condition

The School recognized federal cost-reimbursement grants, passed through New York State Department of Education, on a cash basis. Grant management practices were performed as part of the fiscal year end closing but not throughout the fiscal year.

Status

The condition still exists in fiscal 2023.



Northside Charter High School
424 Leonard Street
Brooklyn, New York 11222

RE : Corrective action plan Northside Charter High School June 30, 2023

Audit Finding: 2023-001 – Revenue Recognition for Cost-Reimbursement Grants

The school recognized federal cost reimbursement grants, passed through New York State Department of Education on a cash basis. Grant management practices were performed as part of fiscal year end closing not throughout the year.

Corrective action plan by Northside:

The school management will ensure that the following process is adhered to as recommended:

Revenue from federal cost reimbursement grants will be recognized when earned.

Grant management procedures are performed monthly as per conditions of the grant and tagged accordingly in accounting software (QuickBooks).

Review and ensure that expenditures are not double claimed, and grant management practices are in compliance with grant requirements and government laws and regulations.

The CFO will review and verify that revenue, refundable advances, grants and contracts receivable are properly recorded in the financial statements every month.

Corrective action plan as outlined above has been implemented by Northside as of November 8, 2023.

NORTHSIDE CHARTER HIGH SCHOOL

DocuSigned by:

A black rectangular redaction box covering the signature of Mahmud Ennin.

By: Mahmud Ennin, CFO

11/8/2023

Date



Northside Charter High School
424 Leonard Street
Brooklyn, New York 11222

RE : Corrective action plan Northside Charter High School June 30, 2023

Audit Finding: 2023-002 – General Ledger Maintenance and Account Analysis

Schedules and reconciliations were not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and the completion of the audit. We noted that improvements are needed in the financial statement closing process to address the timeliness of the School's year-end financial reporting

Corrective action plan by Northside:

The school's management will ensure that the following process is adhered to as recommended:


NCHS will optimize the CFO role with internal and external support as necessary and appropriate.

The school management will also assess the adequacy of resources in the finance department in relation to its periodic reporting responsibility. The school will also consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the finance department in the area of financial reporting.

Corrective action plan as outlined above has been implemented by Northside as of November 8, 2023.

NORTHSIDE CHARTER HIGH SCHOOL

DocuSigned by:


By: Mahmud Ennin, CFO

11/8/2023

Date

Northside Charter High School

Independent Auditors' Report on Communication of Internal Control Matters

June 30, 2023

Independent Auditors' Communication on Internal Control Matters

The Board of Trustees Northside Charter High School

In planning and performing our audit of the financial statements of Northside Charter High School (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the School's internal control presented in Addendum A to be a significant deficiency.

This communication is intended solely for the information and use of management, audit committee, board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by School personnel during the course of our audit.



Harrison, New York
November 1, 2023

Addendum A

Deficiencies in Internal Control that We Consider to be Significant Deficiencies

1. Revenue Recognition for Cost-Reimbursement Grants (Prior Year Comment)

During our audit we noted that The School recognized federal cost-reimbursement grants, passed through New York State Department of Education, outside of the grant period. Grant management practices were performed as part of the fiscal year end closing, not throughout the fiscal year.

Revenue from federal cost-reimbursement grants should be recognized when earned and grant management procedures should be performed monthly to ensure that grant billings are adequately supported, recorded on a timely basis, and reflect the terms and conditions of the grant. In addition, a member of the finance and operations team should review and verify, monthly, that program expenditures are tagged in the accounting software for each funding source and ensure that revenue, refundable advances, and grants and contracts receivable are properly recorded in the financial statements. The School should also ensure that expenditures are not double claimed and grant management practices are in compliance with specific grant requirements and with government laws and regulations.

2. General Ledger Maintenance and Account Analysis

During our audit we noted schedules and reconciliations are not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and completion of the audit. We noted that improvements are needed in the financial statement closing process to address the timeliness of the School's year-end financial reporting.

We recommend that the School assess the adequacy of resources in the finance department in relation to its periodic and year end reporting responsibilities. The School may consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the finance department in the area of financial reporting.



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



Go paperless.
Scan the QR code to
opt in to paperless
statements.

NORTHSIDE CHARTER HIGH SCHOOL
424 LEONARD ST
BROOKLYN NY 11222

Page: 1 of 3
Statement Period: Jul 01 2023-Sep 30 2023
Cust Ref #:
Primary Account #:

TD Business Savings

NORTHSIDE CHARTER HIGH SCHOOL

Account #

ACCOUNT SUMMARY

Beginning Balance	150,697.61	Interest Earned This Period	7.60
Other Credits	7.59	Interest Paid Year-to-Date	22.54
Ending Balance	150,705.20	Annual Percentage Yield Earned	0.02%
		Days in Period	92

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
07/31	INTEREST PAID	2.56
08/31	INTEREST PAID	2.56
09/30	INTEREST PAID	2.47
	Subtotal:	7.59

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

2 of 3

1	Ending Balance	150,705.20
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		

FINANCE CHARGES: Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

NORTHSIDE CHARTER HIGH SCHOOL

Page: 3 of 3
Statement Period: Jul 01 2023-Sep 30 2023
Cust Ref #:
Primary Account #:

Important Notice About Your Account

We realize the importance of keeping you informed when it comes to your banking. That's why we're notifying you of changes to your TD Bank Business, Commercial and Government Banking accounts.

Good news! We're decreasing Excess Transaction fees as of September 15, 2023

We're reducing the fee to \$3 (per transaction) if you make transactions more than 6 times a month with your savings and/or money market account.

Supplement to TD Bank Business Deposit Account Agreement

Effective as of November 1, 2023

Part III: Funds Availability Policy

Longer Delays May Apply

In some cases, we will not make all the funds that you deposit by check available at the times shown in this Policy. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. The first \$225 of your deposit, however, will be available no later than the first (1st) Business Day after the day of your deposit.

In addition, funds deposited by check may be delayed for a longer period under the following circumstances:

- a) You deposit checks totaling more than \$5,525 within the same business day
- b) We believe a check you deposited will not be paid;
- c) You re-deposit a check that has been returned unpaid;
- d) You have overdrawn your Account repeatedly, or would have overdrawn your Account if checks had been honored in the last six (6) months;
- e) There is an emergency, such as failure of communications or computer equipment. (Note: The first \$225 will be made available no later than the first (1st) Business Day after the day of your deposit).

We will notify you if we delay your ability to withdraw funds for any of these reasons. If we are not going to make all of the funds after your deposit available on the first (1st) Business Day, we may notify you at the time of your deposit. We will mail you a notice by the day after we receive your deposit, and we will tell you when the funds will be available. They will generally be available no later than the seventh (7th) Business Day after the date of your deposit. If you will need the funds after a deposit right away, you should ask us when the funds will be available.

Effective Immediately

Part I: Business Deposit Account Terms and Conditions

Our responsibility to obtain information and right to limit large cash deposits

This update clarifies our responsibility to obtain, update and verify information identifying your business, individuals associated with your business, or whoever takes actions with respect to your account. We reserve the right to limit large cash deposits to your account and require additional information to comply with applicable law.

Governing law clause

We've clarified the governing law for accounts that were not opened in TD Bank locations. If you open an additional account remotely, the governing law is the same as for your existing accounts. New accounts opened remotely are governed by federal law and, to the extent not preempted by or inconsistent with federal law, the law of the jurisdiction of your business address at the time you opened the accounts. This change does not apply to government or public entities.

You can view the updated BDAA at tdbank.com/exc/pdf/business-deposit-agreement.pdf. If you have any questions, visit any TD Bank or call us at 1-800-493-7562.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Douglas Giles

Name of Charter School Education Corporation:

Northside Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

(646)837-0810

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

07/31/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Danielle C. Redmond

Name of Charter School Education Corporation:

Northside Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:


[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

	06/21/2023
Signature	Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Rizwan Alladin

Name of Charter School Education Corporation:

Rizwan A Alladin

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☒ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☐ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]
Rizwan Alladin (Jul 6, 2023 14:22 EDT)

07/06/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Willie Scott

Name of Charter School Education Corporation:

Northside Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]
:16 EDT)

06/26/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Kaley Childs Karaffa

Name of Charter School Education Corporation:

Northside Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☐ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☐ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

§ [REDACTED]

Home Address:

[REDACTED]

[REDACTED]
Kaley Childs Karaffa (Jul 6, 2023 11:16 PDT)

07/06/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Deangeor Chin

Name of Charter School Education Corporation:

Northside Charter High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]
Deangeor Chin (Aug 1, 2023 08:31 EDT)

08/01/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022



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 19th, 2022, 6:00pm ET**

Present:

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

Guest Present:

Mahmud Ennin - Chief Financial and Operations Officer, via video conference
Ramlah Malhi - Special Projects Coordinator, via video conference
Monique Powell - Chief Student Services Officer, via video conference
Muhammed Chaudhry - Interim CEO, via video conference
Conor Hale - Dean of STEM, via video conference
Louis Grotenhuis - Chief Academic Officer, via video conference
Sheina McClendon - Special Education Coordinator, via video conference
Ken Nero - IKON Administrator, via video conference
Kyshawn Pricher - Assistant Dean of Students, via video conference
Nieisha Crawley - Dean of Students, via video conference
Ashanti Blackman - Teacher, via video conference
Nyssa-Kay Henry - Teacher, via video conference
Trichia Cadette - Instructional Staff, via video conference
Jeanmarie Mcauley - Guest, via video conference
Dan Wick - Regional Data Manager at EdOps, via video conference

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 2022 consent agenda, which included: June 29th, 2022, Board Meeting Minutes and June 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the July 2022 Consent Agenda that was seconded and carried, all were in favor.
- II. **New York State Education Department (NYSED) Reporting**
 - A. Ms. Powell reported that the response to the 2021-2022 site visit report was submitted to NYSED on July 11th after the Board reviewed and approved it.

- B. Mr. Ennin reported that the fiscal year 2022 annual report is due August 1st and that management is working with Pasek Consulting to collect and submit all required items. He noted that there are a few items due in September and November, which are namely compliance items.
- C. Mr. Chaudhry reported that the non material change documentation for the title of Education director to CEO will be submitted to NYSED.

III. Management Report

A. Personnel Changes:

- 1. Mr. Chaudhry reported that Dr. Louise Grotenhuis submitted her resignation as Chief Academic Officer to the organization. He noted that he served as Assistant Principal, Principal and as Chief Academic Officer for the past few years and allowed us to grow tremendously as an organization.
- 2. Mr. Chaudhry also announced that Conor Hale will be promoted to Chief Academic Officer. He has served as Director of STEM and Chief of Strategy, Training and Development.

B. Strategic Plan – June 2022 Board Dashboard:

- 1. Mr. Chaudhry reported that the management team is in the process of updating the Organization's goals for next year and aligning those goals to the School's Key Design Elements from its charter and strategic plan.

C. EdOps and PowerSchool Software Status:

- 1. Mr. Hale introduced Dan Wicks from EdOps. Mr. Hale reported that the School was having a technical issue with EdOps, the PowerSchool software, which is impacting the ability to produce final report cards and transcripts, so currently the school counselors are providing transcripts on request. Mr. Hale noted that PowerSchool was not used appropriately by teachers during the 2021-2022 school year but that will change next year as the team is troubleshooting the system to transition into next school year.
- 2. Mr. Wicks reported that they have the upload from NCHS, but they are waiting on any retaining students to be rolled over the school year's credits and grades and that will allow that transcript to be produced correctly.
- 3. The Board requested clarity on the issue with grading and technology being used as this is the second year the issue has occurred, specifically inquiring whether prior coding issues were outstanding and whether teachers have received appropriate training to correctly utilize PowerSchool, and noted the importance of eliminating risk for of untimely finalization of grades and transcript availability. Mr. Hale reported that historically NCHS used a 100-point scale which works on a percentage basis. To provide greater equity for students, the grading system was

changed to a 4-point scale, which requires all of the years of grades to be converted and reported on that scale. The conversion from the 100-point scale to the 4-point scale had to be hand calculated for our seniors and that is where the lack of utilization from the staff has been resulting in some issues as the teachers primarily used Google Classroom for assignments; therefore, the change to the 4-point system and Schoology is being made to improve performance and avoid such issues in the future.

4. Mr. Wick also reported that in the last two years Northside Charter High has made pretty significant changes from semester 1 to semester 2, which requires a reconfiguration of a lot of courses and a lot of different system settings creating complications at the end of the year. Many algorithmic changes needed to be manually made due to it. He reiterated the importance of consistent use throughout the year of the systems will make the end results easier in the future.
5. The Board asked Mr. Wicks how EdOps works with client organizations as the vendor to help them understand when the system is not being used as intended, whether they recognize that, and if they identify any other red flags in whether the organization is utilizing the systems. The Board asked whether EdOps raised this issue in the span of this past year with NCHS that the system was not being used properly instead of manually inputs. Mr. Wicks reported that this year EdOps had an ad hoc support contractual relationship, which limited EdOps's insights into NCHS's needs, deadlines, and goals. Mr. Wicks noted that if the contractual relationship for the FY 2022 had not been limited, there were few situations where EdOps could have provided guidance to avoid challenges NCHS experienced. Mr. Wicks noted he is working with NCHS management to ensure the scope of retained work for FY 2023 will resolve previous challenges and create a holistic plan that reflects the commitment made to families, teachers and students.
6. The Board inquired whether the management team intended to maintain an hourly support contract arrangement with EdOps for FY 2023 or establish a relationship and retained work as a strategic partner. Management responded that they are in the process of determining the scope of services and vendors for these services for FY 2023 and would bring the proposed strategy and related contract to the Board for approval.

- D. **Summer School Update:** Ms. Davis reported that today was day two of Summer School with 35 students enrolled in our Summer Bridge with additional families interested in enrolling. We also have 80 students enrolled in the credit recovery program. This is our first time implementing the Summer Bridge program, and this program aligns with the Board approved strategic plan goal of promoting timeline tasks which supports our mission for post-secondary preparation. Ms.

Davis noted that the students seem excited to be in our building, which the management team anticipates will lead to an increase in our student retention.

- E. **School Acceptance List:** Mr. Chaudhry reported that a list of senior students and their future post-secondary institutions and the Fall plan for class of 2023, which consists of help with creating resumes and other college application help, have been posted to the board portal for the Board's review. The management team continues to work with the students after they graduate and matriculate into 2 and 4 year programs.

IV. Committee Reports

1. **Education and Accountability Committee:** Ms. Chin reported that the committee discussed proposed academic goals for the 2022-2023 school year and how to align them with our strategic pillars and the NYSED reporting benchmarks. She noted the committee discussed the anticipated challenges and practical solutions for them. Ms. Chin further reported that the committee discussed our students' Regents passing rates, attendance data, and potential strategies for FY 2023.

2. **Finance Committee:**

- a) Mr. Alladin reported that the preliminary report for the previous fiscal year ending on June 30th, 2022, yielded positive net income despite all Covid-19 related changes, employee retention challenges, and other investments to support academic success.
- b) Mr. Alladin reported that enrollment is currently at 406 students, which is slightly below the recently approved enrollment target of 420 students. The management team noted that they are confident that the School will be able to meet the 420 enrollment target with ongoing recruitment strategies.
- c) Mr. Alladin reported that the fiscal year 2022 audit has commenced, which should be complete by the end of fall prior to the filing of the IRS Form 990 that is due in November.
- d) Mr. Alladin also reported that the Finance Committee is working with management to propose updates to the Financial Policies and Procedures, which will include new policies to create efficiencies in contracting for renewal vendor approvals.
- e) Mr. Alladin reported that the Finance Committee is evaluating the investment strategy to support the School's strategic goals. He noted that in alignment with the Board's approval, the School's investment firm was moved to Vanguard from Max ADM. He reported that management will continue to work with the Finance Committee to provide a recommendation for short and long term investment strategies.

3. **Executive Committee:**

- a) **Parent Complaint:** The Board reported that in our June 2022 Board meeting, the Board acknowledged a complaint from a parent submitted via email, which the Board determined to treat it as a formal complaint despite not meeting formal requirements under the School's complaint policy. In June, the Board directed management to retain outside counsel to conduct an investigation of the allegations contained within the parent's complaint. She noted that outside counsel has been retained and is conducting the investigation and consulting with the Board and the management team. The Board directed management to require outside counsel to report on update on findings and recommendations to the Board by the August board meeting the Board noted that this parent also raised the complaint to the New York State Education Department Charter School Office, through the office of their attorney, so the Board is keeping them informed of the progress as the investigation progresses.

V. Public Comment

- A. A guest stated that the progress reports were not complete. Mr. Hale confirmed that progress reports are complete with the exception of one known issue on the Physical Education grades. Progress reports for Grade 12th were completed on June 14th all other grades will be completed by July 21st. The Board advised Ms. Mcauley to work with Mr. Hale directly to resolve any further issues and questions which might arise.
- B. A guest asked who the senior management team comprises of at Northside Charter High School. The Board reported that the current Senior Management team is headed by Muhammed Chaudhry, CEO, who oversees the Chief Academic Officer Conor Hale, Chief Student Services Officer Monique Powell, and Chief Financial and Operations Officer Mahmud Ennin; this team oversees the senior leadership team that works to provide focus and direction to staff that sit under each of those departments. The Board noted that they and the CEO will be providing a formal communication to our caregiver communities on appropriate points of contact for relevant matters in order to promote better engagement between the School and its students and their caregivers.

- 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.



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
August 16th, 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

Excused:

Rizwan Alladin - Trustee, via video conference

Guest Present:

Mahmud Ennin - Chief Financial and Operations Officer, via video conference
Ramlah Malhi - Special Projects Coordinator, via video conference
Monique Powell - Interim Chief Student Services Officer, via video conference
Muhammed Chaudhry - Interim CEO, via video conference
Conor Hale - Chief Academic Officer, via video conference
Sheina McClendon - Special Education Coordinator, via video conference
Anne Henebeng - SAT/ College Prep Staff, via video conference
Ashanti Blackman - Teacher, via video conference
Jeanmarie Mcauley - Guest, via video conference

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 August 2022 consent agenda, which included: July 19th, 2022, Board Meeting Minutes and July 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the August 2022 Consent Agenda that was seconded and carried, all were in favor.

II. Management Report

A. 2022-2023 Corporate Goals:

1. Mr. Chaudhry reported that new corporate goals are centered around the three strategic pillars, which are to create a replicable model, time on task for students, and recruit and retain talent. The new annual corporate goals were derived from the strategic pillars and developed the following priorities of our organization namely Data Driven Instructions (DDI),

Professional Learning Community (PLC), Diversity, Equity, Inclusion (DEI), Multi Tiered Support System (MTSS), and Restorative Practices (RP). Mr. Chaudhry gained input from key leaders and staff members of NCHS in developing the goals to ensure alignment and clarity. The goals will be cascaded down to the organization for transparency and accountability. Mr. Chaudhry presented the goals noting that each member of the executive team is assigned responsibility for the achievement of the corporate goals that are within the purview of their departmental responsibilities. Ms. Karaffa noted that the Board in 2015-2016 established a five year strategic plan under which each year we establish annual corporate goals based on a review of the prior year's success in achieving the previous set goals to ensure that our organization continues to serve our students, caregivers, and our community.

2. Ms. Powell, Mr. Hale, and Mr. Ennin presented the rationale behind the goals for which they are responsible and context of the current environment including impacts of the COVID-19 pandemic, current relevant data, and the School's charter and its Key Design Elements, which were approved by NYSED Board of Regents in June 2022. After discussion, a motion to approve the 2022-2023 corporate goals was seconded and carried, all were in favor.

B. Corporate Policies Review:

1. Mr. Chaudhry reported that the proposed changes to the corporate policies and bylaws are being reviewed by the outside counsel and they anticipate the review will be completed before the school starts in September.
2. Mr. Ennin explained the Financial Policies and Procedures includes an amendment that proposes that all vendors under \$100,000 approved by the board would no longer be put up for annual bidding for the length of 3 years, so long as the annual service cost is not more than \$10,000. He further noted that management will continue to monitor the vendors and that termination clauses will be included in all vendor contracts, so the contract may be terminated at the sole discretion of the School if the performance is not satisfactory.
3. Ms. Powell explained that in the Family Life Handbook, code of conduct was updated to include terminology to promote positive behavior, and amendments have been made to include additional restorative practices and disciplinary actions.

C. PowerSchool Software Update:

1. Mr. Hale reported that all transcripts are finalized following the School counseling and college advising team's batch upload for our graduates. He further noted that training is being conducted with the teachers to implement PowerSchool software in a more effective manner.

2. PowerSchool has partnered with Schoology to track student classwork and Performance Matters for major assessment. The School will continue to work with EdOps to work together and make the systems achievable to utilize throughout the school year.
- D. **Start of the School Update:**Mr. Hale described the preparations for the start of the school year. He noted a professional development schedule has been established for teachers where they will train on technological systems such as Schoology and restorative practices t. He further reiterated that in compliance with our charter and in alignment with the NYCDOE calendar, the school has 181 instructional days including the day of orientation for students.
- E. **NYSED Reporting requirements: Fiscal Year 2022 Annual Report:** Ms. Karaffa reported the fiscal year 2022 reports including the Board disclosure forms were submitted in August by the deadline and that the remaining aspects of the report will be submitted in September and November which will complete the NYSED annual report requirements.
- F. **NYSED 2021 Notice of SPED Deficiency Compliance:** Ms. Karaffa reported that the School has fully complied with all requirements identified under the 2021 Notice of Deficiency for Special Education from NYSED.

III. Committee Reports

1. Board Development Committee:

- a) Ms. Karaffa reported the Committee discussed Board Member Education goals and they identified the topics for education that will continue to build the Board's knowledge that are relevant to our strategy.
- b) Ms. Karaffa noted the Committee also discussed plans for recruitment for new Board members.
2. **Executive Committee:** Ms. Karaffa reported the Committee discussed strategic plans and goals with the CEO and the results of the management team's evaluation conducted in late spring 2022.

3. Finance Committee:

- a) Mr. Alladin reported that the Finance Committee conducted a review of the amendments to the Financial Policies and Procedures and discussed the corporate goals that were related to the School's finances.
- b) Mr. Alladin and Mr. Ennin reported that the committee also discussed the School's investment strategy. They noted the organization has started to work with Vanguard in determining funding strategy. Based upon the advice of Vanguard's investment advisors, Mr. Ennin reported that management is recommending an allocation of 60% bonds and 40% stocks and that a review be conducted in six months to monitor the progress before a more

robust strategy is developed and approved. Mr. Ennin noted that the management team will be retaining an advisor to guide us to determine the long term asset allocation strategy. After discussion, a motion to approve the investment strategy with a 60% bond and 40% stock allocation with a review in six months that was seconded and carried, all were in favor.

IV. Public Comment

- A. A guest inquired if the PowerSchool will be functional by the start of school for students. Mr. Hale answered that there are tests being conducted in order to prepare it for utilization for the upcoming school year.
- B. A guest asked for better communication between caregivers and teachers. The Board assured that the organization has set specific goals related to caregiver engagement, and management also noted it is their priority to provide clear and prompt communication with our caregiver community.
- C. A question was raised asking about the bottle fillers being installed before the school starts. Mr. Ennin responded that all the paperwork has been submitted to DOE's vendor to process the installation.
- D. A guest asked if the students will continue to use computers or will they revert to binders and papers in this upcoming school year. Mr. Hale responded that students will be using technology to obtain school material and work via computers along with physical materials.
- E. A guest inquired about the caregiver webinar for return to school. Ms. Powell explained that the Student Services team is holding multiple sessions for the caregiver community to ensure that they have the material and information to support their students.
- F. A guest asked what students could expect during orientation. Ms. Powell stated that the staff will be working on technology disbursement, scheduling, surveys and other resources to fully prepare them for the first day of school.
- G. A guest asked a question about transcripts to which Mr. Hale replied that every student will start off school with a list of courses categorized as "must do", "should do", and "aspire to do" to enable them to set goals for the year. The GPA has been calculated on the transcripts.
- H. A guest asked if students will be receiving Metro cards this year. Ms. Davis is waiting for our Fall metro cards to arrive, which usually are provided at the beginning of the school.

- 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.



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 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.



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
October 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.



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
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.



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
December 20th, 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, via video conference
Douglas Giles - Trustee, via video conference
Rizwan Alladin - Trustee, via video conference

Guest Present:

Muhammed Chaudhry - CEO, via video conference
Mahmud Ennin - Chief Financial and Operations Officer
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

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

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

II. Management Report

A. Strategic Plan Update

1. Mr. Hale reported that retention, professional development and recruitment for talent has been progressing well. He noted that the management team will present data from teacher evaluations, which are based on the Danielson framework recommended by NYSED, at the January 2023 Board meeting. He further noted that the management team is utilizing the Reeves framework for performance evaluation of leadership team members and expects to present the findings to the Board by June 2023.

2. Mr. Hale reported that his team is also working on developing more focused departmental/course attainment goals to assess our progress and consideration of adding additional courses in the coming years. The management team will also be assessing the reports of June Regents examinations to calibrate course load for students and assess the need for adding more college courses. Mr. Hale presented progress on the transfer from PowerSchool to Jupiter.
3. Mr. Molloy reported that Mr. Torres has been promoted to Director of Attendance and Enrollment and that Mr. Pricher has also been made Lead Dean. Mr. Molloy also reported on the success of the second student event of the year, the Sneaker Ball.
4. Mr. Molloy reported that 15 students received scholarships from St. Thomas Aquinas college, 15 scholarships were awarded from Boricua College, and 5 students were accepted without scholarships.
5. Mr. Ennin reported that the current student enrollment is 430 students, above the maximum enrollment of 420 as authorized under our charter. He also noted that the student recruitment team is focusing on recruitment efforts for the next school year.
6. Mr. Molloy and Mr. Hale explained the Avid course will continue for 9th and 11th graders. however for 10th graders it becomes health avid for the second semester. The programming is designed to prepare students to better understand the high school system and provide college preparatory courses to better equip students for SAT examinations.

III. Committee Reports

1. Finance Committee:

- a) Mr. Alladin reported that there will be an increase in expenditures due to hiring and investments, which will be offset by increase in revenue with the increase due to the maximum student enrollment .
- b) Mr. Alladin reported that the committee is assessing long term investment strategies to determine whether there are more financially beneficial alternatives to the current; in the meantime 60% equity/40% bond allocation of the School's investment account with Vanguard. .
- c) Mr. Alladin also noted that management is purchasing more laptops due to the increase in number of students enrolled and that the amount was covered under the fiscal year 2023 budget.

2. **Board Development Committee:** Ms. Karaffa reported that Deangeor Chin is resigning from the Board effective December 21, 2022. Ms. Karaffa remarked on Ms. Chin's significant contributions to the Board during her five year tenure.

IV. Public Comment: No questions or comments from the public were received.



Northside Charter High School
424 Leonard Street
Brooklyn, NY 11222
(347)390-1273
www.northsidechs.org

- 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.



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
January 17th, 2023, 6:00 pm ET**

Present:

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

Guest Present:

Muhammed Chaudhry - Interim CEO, via video conference
Mahmud Ennin - Chief Financial and Operations Officer
Matt Molloy - Interim Chief Student Services Officer
Conor Hale - Chief Academic Officer
Ramlah Malhi - Special Projects Coordinator, via video conference

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

- I. **January Consent Agenda:** The Board discussed the January 2023 consent agenda, which included: December 2022 Board Meeting Minutes and December 2022 Financial Reports, which had been reviewed in greater detail by the Board in its committee meetings. After discussion, on motion to approve the January 2022 Consent Agenda that was seconded and carried, all were in favor.

II. Management Report

A. Strategic Plan Update

1. Mr. Hale reported that the management team is preparing to administer the January Regents exams, which will give the Academic team statistics to compare the progress of the students when they take the midterm exams and the June Regents. He additionally reported that Ms. Love is working with her team to implement the student credit recovery for graduation. Mr. Hale also reported that his team is working on One Terrene International (OTI), which is the teaching platform utilized to assess the right fit talent for the School. The Board requested Mr. Hale to report on the number of professional development requirements for the members of the academic team at the next board meeting.
2. Mr. Molloy reported that the attendance team has been able to decrease the number of students tardy to 1st period. The attendance team is working on caregiver communication and building a strong relationship with them in



regards to student attendance. Ms. Hennebeg is managing the student council and student center.

3. Mr. Ennin reported that the team has received 177 student enrollment applications for 2023-2024. The goal is to have 500 applicants. The lottery will take place in April 2023.

III. Committee Reports

1. Finance Committee:

- a) Mr. Aladdin reported that the School maintains strong fiscal health and that revenue and expenses are aligned to the fiscal year 2023 budget. The current projections anticipate a positive net income.
- b) Mr. Alladin reported that the committee is working on acquiring an outside financial advisor to help assess long term investment strategies for the School's surplus account.

2. **Executive Committee:** Ms. Karaffa reported the committee is continuing to work alongside the management team focused on key strategic priorities and opportunities for the organization, which will include insights gained from the Board's mid-year CEO evaluation process and CEO's evaluation of his direct reports and other performance data.

IV. **Public Comment:** No questions or comments from the public were received.

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.



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
February 28th, 2023, 6:00 pm ET**

Present:

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

Guest Present:

Muhammed Chaudhry - CEO, via video conference
Matt Molloy - Interim Chief Student Services Officer
Conor Hale - Chief Academic Officer
Ramlah Malhi - Special Projects Coordinator, via video conference

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

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

II. Management Report

A. Strategic Plan Update

1. Mr. Molloy reported on the CSSO team's work of refining the attendance monitoring system, which includes monitoring the daily attendance and working to reduce chronic absenteeism. The Board asked questions of management on current rates of chronic absenteeism and for additional detail on their efforts to reduce absenteeism, which were answered. The Board instructed management to provide this data at the March Board meeting.
2. Mr. Molloy also reported that the management team is scheduling a performative Talent week in March, which will allow students and faculty to showcase their talents and increase school spirit, engaging all the school communities as a whole.
3. Mr. Molloy reported that in cooperative efforts the team is gathering resources to provide dental and vision screenings for the students on campus to support their physical well-being.

4. Mr. Hale reported on the January Regents. He noted the School a piloted preparatory test for the students in the Living Environment and ELA subjects and that participating students had 88 percent pass rate in the Living Environment and 100 percent pass rate in ELA. The Board asked and management answered questions about insights and indicators from these preparatory tests and about opportunities to expand this programming.
5. Mr. Hale reported the academic team is also working on the transition and adoption to the Jupiter grading system to monitor test scores. He further noted that Mr. Hale reported that the CAO team is working with each teacher to complete their certifications and provide them with more opportunities to be successful inside and outside of the classroom.
6. Mr. Chaudhry reported that each department is working in a synchronizing manner to analyze the data such as audits from the last year to make changes in each department to enhance the organization and the experience for each stakeholder involved.

III. Committee Reports

1. Finance Committee:

- a) Mr. Alladdin reported the current student enrollment is 428 students, which continues to provide stable revenue above our fiscal year 2023 budget. Mr. Aladdin also reported that the School maintains strong fiscal health and that other revenue and expenses are aligned to the fiscal year 2023 budget. The current projections anticipate a positive net income.
- b) Mr. Alladdin reported that we have acquired extra federal funding through the CARES ACT.
- c) Mr. Alladin reported that the committee is working on acquiring an outside financial advisor to help assess long term investment strategies for the School's surplus account and will provide a recommendation to the Board for approval after vetting the potential providers.

2. Executive Committee:

- a) Ms. Karaffa reported the committee is continuing to work with the management team to ensure they are focused on executing the key strategic priorities and opportunities for the organization.
- b) Ms. Karaffa also reported the Board conducted its mid-year CEO evaluation and is utilizing the insights from it and those gained from CEO's evaluation of his direct reports and other performance data to establish leadership priorities for the rest of the fiscal year. Ms. Karaffa also reported that based on the positive CEO performance review and alignment with Mr. Chaudhry on his



Northside Charter High School
424 Leonard Street
Brooklyn, NY 11222
(347)390-1273
www.northsidechs.org

ability to fulfill the mission and drive the Board's vision for the School, the Board has removed the interim title from Muhammed Chaudhry's role as the CEO. He will continue to work towards accomplishing the goals the Board approved and will set for the organization.

- IV. **Public Comment:** No questions or comments from the public were received.
- 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.



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
March 21st, 2023, 6:00 pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Danielle Redmond - Trustee, via video conference
Douglas Giles - Trustee, via video conference
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

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

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

II. Management Report

A. Strategic Plan Update

1. Mr. Hale reported on preliminary Reeves staff performance evaluation data comparing school year 2021-2022 with the current school year 2022-2023. Mr. Hale noted that will have more data to present in the next board meeting.
2. Mr. Hale also reported data on the January Regents, which included comparative results of the Fall 2021 Regents with Fall 2022 Regents exam scores that illustrated growth in scores in the Fall 2022 Regents over Fall 2021 exams in the subjects of English, Math, Science and Social Sciences.
3. Mr. Chaudhry reported that each department is focusing on team development and training. Mr. Hale reported that the Director of Curriculum and Director of Instruction are working collaboratively on each grade and each subject to better equip the teachers with tools to facilitate a better educational experience for the students. He shared the example of a method the Academic department has been utilizing is the

Socratic method that promotes dialogue between teachers and students which increases time on task and improves student engagement. Mr. Hale also reported that Mr. Patton is directly working on the Math lab focusing on Algebra scores and utilizing Lexia to improve literacy rates under the guidance of Ms. Maclendon.

4. The Board inquired how the Modern Classroom program was being implemented and if the Academic team has data to indicate its success in differentiated programming for students. Mr. Hale responded that the teachers have been working on their own strategy and incorporating their departmental leads' guidance to examine what works best in their class as each subject requires differing methodology to teach to each student. He further noted that Mr. Otis, Director of Instruction, is setting up cameras in classes to monitor teacher's methodology and analyze how the department leader can best coach each teacher to better facilitate the classroom management and instruction.
5. Mr. Chaudhry reported that Mike Torres, Director of Attendance, has resigned from his role after a long tenure with Northside Charter High School which included important efforts to maximize student enrollment. He reported that management has hired a new Director of Attendance, who will continue to build from Mr. Torres's success.
6. Mr. Chaudhry reported that the Chief Student Services Officer's department is planning the Summer Bridge program with a focus on creating a transformative summer experience for the incoming ninth graders to better prepare them for their high school career and experience. He noted the School applied for Bloomberg funding, which would provide additional resources for the program. and are working as a team.
7. Mr. Ennin reported that the student lottery is April 4th and that the School currently has 220 applications and are expecting more.
8. Mr. Ennin reported that he is working with other executives and leaders on drafting the fiscal year 2024 budget, which will be available for the Finance Committee's meeting in April.
9. The Board enquired about stakeholder survey data to which Mr. Ennin reported that he had not received the data yet from the Charter School Office as the survey is still open. The Board directed management to share the results with the Board when available.
10. Mr. Chaudhry reported that the leadership team is gathering more granular data in each department on student attendance and absenteeism, and shared the example that the CSSO team has added intervention of having each grade-level Dean call a student's home to check on a student's multiple absences. Mr. Chaudhry mentioned that Mr. Molloy will provide more data and analysis at the April Board meeting .

III. Committee Reports

1. Finance Committee:

- a) Mr. Alladin reported that the committee is working on evaluating financial advisors who would to help assess long term investment strategies for the School's surplus account; the committee will provide a recommendation to the Board for approval after vetting the potential providers.
- b) Mr. Alladin reported that the Finance Committee reviewed options for employee health benefits for fiscal year 2024. The management team has put forth a proposal of a five percent increase in benefits cost between Northside Charter High School as the employer and a five percent increase in staff contribution as well. The Board discussed the School's financial status and ability and benefits of subsidizing the five percent increase in employer benefit cost in order to help us maintain a highly qualified and stable staff. After discussion, a motion to approve the new employee benefits plan for fiscal year 2024, which was seconded and carried, all were in favor.

2. Executive Committee:

- a) Ms. Karaffa reported the committee is continuing to work with the management team to ensure they are focused on executing the key strategic priorities and identifying and accelerating opportunities for the organization.
- b) Ms. Karaffa reported that the Board is working with our CEO to continue to focus on the performance of our leaders. The Board continues to work with Mr. Chaudhry, CEO, to drive alignment and promote collaboration across our staff and creative thinking to best respond to their needs on a day to day basis and understand the dynamic environment in which they operate. She further shared that the Board receives feedback from the organization's stakeholders including our employees who have formal and informal interactions with the Board, the substance of which was discussed in the Executive Committee meeting to provide confidentiality of sensitive, non-public information.

IV. Public Comment: No questions or comments from the public were received.

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.



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
April 18th, 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
Matt Molloy - Interim Chief Student Services Officer, via video conference
Ramlah Malhi - Special Projects Coordinator, via video conference

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

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

II. Management Report

- A. Mr. Hale reported that the school has successfully administered a mock Regents and a mock AP examination session to prepare the students for the June Regents examinations. Mr. Hale reported that the Academic department will have primary English and Social Sciences reports to share with the Board in the May Board meeting. Mr. Hale reported that grades have improved in English, Social Sciences and Science subjects this year compared to 2021.
- B. Mr. Hale reported that 36 percent of Seniors received letters explaining that they are behind in meeting graduation requirements. The Board asked Mr. Hale to share the number of SPED and MLL students and the number of students out of that 36 percent who meet COVID credit exemption in the next board meeting.
- C. Mr. Molloy reported that the Student Services department has been focusing on improving student attendance. Mr. Molloy reported that there are 60 students who have been absent for 30 cumulative times this school year. There are 3 students who have been absent for 20 consecutive days. The management team is taking

actions to reduce the number of absenteeism, which includes efforts by SSO team to intervene and having each grade-level Dean call a student's home to check on a student's multiple absences.

- D. Mr. Molloy reported on the lottery which took place on April 4th, 2023. 81 students have been accepted and have started the registration process out of which 22 have fully registered for the 2023-2024 school year.
- E. Mr. Molloy reported that the management team is also providing support and coaching for students to prepare for post secondary education by guiding the students through the FAFSA application process and college applications. The Board and the management discussed the options of post-secondary institutions available to our students.
- F. Mr. Molloy also reported that the School will audit the restorative justice program and practices.
- G. Mr. Ennin reported that compared to FY 2023 the proposed budget for FY 2024 will likely include an increase of 8 percent in revenue and 9 percent in expenditures and a currently anticipated net income of approximately \$28,724.
- H. Mr. Molloy reported that the school has been awarded the Bloomberg philanthropies grant for the Summer Bridge program which is allowing us to hire teachers and staff for the Summer. The Board and management discussed how these funds will be utilized to enhance summer programming for students.

III. Committee Reports

A. Finance Committee:

- 1. Mr. Alladin reported that the Finance Committee and management team are evaluating the School's current independent auditor and requesting proposals from other firms and will make a recommendation to the Board in May on the proposed independent auditor.
- 2. Mr. Alladin also reported that the Finance Committee is evaluating retaining an investment advisor to maximize the School's income.

B. Education and Accountability Committee:

- 1. Mr. Scott reported that the committee discussed graduation requirements and standards, including Regents diploma, with management and will reassess such requirements after this year's student achievement data is available. .

C. Executive Committee:

- 1. Ms. Karaffa reported the committee met with the CEO to discuss the continuous efforts by the leadership's team to drive focus on corporate priorities and the school's strategic goals for fiscal year 2023.
- 2. Ms. Karaffa reported that the management team will be sharing strategic priorities for the fiscal year of 2024 at the June Board meeting for approval. The Board continues to focus on pursuing the school's mission of ensuring post secondary readiness for all of our students and building



Northside Charter High School
424 Leonard Street
Brooklyn, NY 11222
(347)390-1273
www.northsidechs.org

stakeholder commitment to our core values as an organization and focusing on being a replicable organization.

- IV. **Public Comment:** No questions or comments from the public were received.
- 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.



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
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.



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
June 20th, 2023, 6:00 pm ET**

Present:

Kaley Childs Karaffa - Chair, via video conference
Danielle Redmond - Trustee, via video conference
Douglas Giles - Trustee, via video conference
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, via video conference
Joshua Otis - Director of Instruction
Sheina McClendon - Director of Special Education, via video conference
Marissa Proto - Teacher
James Henkel - Language and Literacy Lead, via video conference
Nieisha Crawley - Deans of Students, via video conference
Carly Baumgarten - Teacher, via video conference
Iftikhar Ahmed - Financial Advisor, via video conference
Conor Harmon - Teacher, via video conference
Cynthia Restrepo - Assistant to CSSO, via video conference
Joe Wright - Guest, via video conference
Nicolas Roye - Teacher, via video conference
Tayanna Rose - Teacher, via video conference
Anna Salisbury - Teacher, via video conference
James Patton - Teacher, via video conference
Trichia Cadette - Teacher, via video conference
Kevin Mora - Teacher, via video conference
Mike Torres - Guest, via video conference

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

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

II. **Annual Meeting:**

- A. **Fiscal Year 2024 School Calendar Approval:** Ms. Karaffa stated that in accordance with the School's charter, the school was authorized to have between 181 and 191 school days. Mr. Hale explained the changes brought about by Covid-19 and how they affected the definition of an instructional day, specifically that testing days and pre-service days were now counted as instructional days. Taking these changes into account, the proposed school calendar for Fiscal Year 2024 has 181 instructional days. Mr. Hale also highlighted that strategic group instruction and mandated courses were being considered in calendar development. After discussion, on motion to approve the Fiscal Year 2024 School Calendar was seconded and carried, all were in favor.
- B. **Fiscal Year 2024 Board and Committee Meeting Calendar Approval:** Ms. Karaffa introduced the board and committee meeting calendar, which maintains holding monthly board meetings on the third Tuesday of every month, while the committee meetings would take place during the week prior. Ms. Karaffa outlined the four standing committees: the Executive Committee, Finance Committee, Education and Accountability Committee, and Board Development Committee. She described how these committees are responsible for handling governance matters and enable the board to fulfill its fiduciary duties and oversight responsibilities. Ms. Karaffa noted that highlighting that the board and committee meeting calendar included the dates of each meeting as well as specified key agenda items expected to be reviewed by the board and each committee during their respective monthly meetings. After discussion, on motion to approve the Fiscal Year 2024 Board and Committee Meeting Calendar was seconded and carried, all were in favor.
- C. **Fiscal Year 2024 Board Officer and Committee Membership Approval:** Ms. Karaffa presented the board officer positions and committee memberships, which include Kaley Karaffa as Board Chair, Douglas Giles as Vice Chair, Willie Scott as Secretary, and Rizwan Alladin as Treasurer, all board members as members of the Executive Committee, Rizwan Alladin as Chair of the Finance Committee and Kaley Karaffa and Douglas Giles as Finance Committee members, Kaley Karaffa as Chair of the Board Development Committee with Danielle Redmond and Willie Scott as Board Development Committee members, and Willie Scott as Chair of the Education and Accountability Committee and Rizwan Alladin and Kaley Karaffa as Education and Accountability Committee members.. She indicated the Board's prioritization of maintaining consistency in the board's

composition to provide stability in executing fiduciary duties and organizational oversight. Ms. Karaffa presented the draft of the proposed board officer positions and committee membership roles. She listed the following appointments: After discussion, on motion to approve the Fiscal Year 2024 Board Officer and Committee Membership was seconded and carried, all were in favor.

- D. **Fiscal Year 2024 Budget Approval:** Mr. Ennin presented the summary of the proposed fiscal year 2024 budget that had been developed by management with oversight from the Finance Committee. He explained that the base budget was aligned with the organization's strategic plan and highlighted the percentage breakdown allocated to each pillar of the strategic plan. Mr. Ennin noted the fiscal year 2024 budget also included an analysis of expenditures from fiscal year 2023, benchmarking against other charter schools and non-charter schools, and the percentage of budget allocated to direct educational expenses and management/general expenses in alignment with guidance from the New York State Education Department. Mr. Alladin highlighted that the budget was aligned to successful and impact-oriented allocations from fiscal year 2023. He emphasized that the budget ensured strong financial health and directed funds towards the education of students. After discussion, on motion to approve the Fiscal Year 2023-2024 Budget was seconded and carried, all were in favor.

III. Management Report:

- A. Talent Retention Mr. Hale reported on the talent retention, focusing on the qualifications and diversity of the teaching staff. He provided information on certification levels, educational background, and demographic representation. Mr. Hale emphasized the management team's priority to increasing diversity of staff at Northside and highlighted positive progress in that area. Mr. Hale reported that in 2021, there were 35 teachers hired and 40% retained into the next year, and then only 7 remaining of the 35 (20%) were retained this year. He also discussed the retention rate of teachers, noting the need for further examination and improvement. Mr. Hale acknowledged the perceptions of challenges, including changes in positions, perceived favoritism, and a sense of unease. Mr. Hale expressed the desire for improved retention and confidence from staff in our talent strategy and practices. The Board directed management to present

IV. Committee Reports

A. Finance Committee:

1. **Insurance Policy Approval:** Mr. Alladin explained that the management team sought proposals from insurance companies for the School's General Liability, Educators Legal Liability, and General Umbrella insurance policies. The Finance Committee recommends FFB as the insurance provider due to alignment with the School's risk profile, risk management program, and financial needs. Mr. Ennin reported that the prior insurance cost was \$978,000 per year, and the proposal from FFB for fiscal year

2024 is \$920,000 and noted that this was less than the amount allocated in the fiscal year 2024 budget. After discussion, on motion to approve the FBB Insurance Policy was seconded and carried, all were in favor.

2. **Approval of Investment Banks/ Depositories/Brokerage Firms:** Mr. Alladin and Mr. Ennin reported that in accordance with the School's Financial Policies and Procedures, the Board must review and approve all investment banks, depositories, and brokerage firms used by the School. They noted the School currently uses TD Bank, Charles Schwab, and Kaizen Financial Strategies. After discussion, on motion to approve the fiscal year 2024 Investment Banks/Depositories/Brokerage Firms was seconded and carried, all were in favor.
3. **Investment Advisory and Investment Policy Approval:** Mr. Alladin noted the Finance Committee and management team had evaluated investment advisors to effectuate the Board's desire to invest and manage the School's surplus of approximately \$5 million. The Finance Committee evaluated and reviewed proposals from multiple investment advisor firms and recommended Kaizen Financial Strategies ("Kaizen") as the School's investment advisor. Mr. Alladin noted that Kaizen will utilize the Charles Schwab platform for investment services. Mr. Alladin further noted the Finance Committee in collaboration with management and Kaizen developed a proposed investment policy that aligns with the Board's financial goals and prudent management of financial resources over the past decade. He noted the Board desires to utilize income derived from these investments to facilitate future strategic expansion and the investment policy and investment strategy are aligned to such. Mr. Alladin finally noted that Kaizen will meet on a defined and regular cadence with the Finance Committee and management team to review performance of the School's investments and investment strategy. After discussion, a motion to approve Kaizen as the Investment Advisor and the Investment Policy was seconded and carried, all were in favor.
4. **Approval of Title Funds Contract:** Mr. Alladin reported that Northside has been working with Pasek Consulting for the administration of federal title funds, annual management of amendments and collections, grants finance monitoring, and portal management; however, due to a change in focus for Pasek Consulting, they will no longer provide these services. Dan Pasek has worked with Brianna Risley and recommends her to provide services for administration of federal title funds, annual management of amendments and collections, grants finance monitoring, and portal management to Northside. The Finance Committee reviewed her qualifications and proposed scope of services and fees, which align with the allocated budget for those services. After discussion, a motion to approve Brianna Risley for services relating to the administration of federal title funds, annual management of amendments and collections,

grants finance monitoring, and portal management for the fiscal year was seconded and carried, all were in favor.

5. **Fiscal Year 2023 Audit Progress PKF O'Connor:** Mr. Alladin reported the Board approved retention of PKF O' Connor Davies as the School's independent auditor in May 2023. He noted PKF O' Connor Davies is both cost-effective and aligned with the organization's financial and audit needs and are continue to progress toward the fiscal year 2023 audit, which is expected to conclude in September 2023; the results of the audit will be presented to the Board in independent session, and the Board will review and approve the IRS Form 990 to be filed in November 2023. After discussion, a motion to approve the retention of PKF O' Connor Davies as the School's independent auditor was seconded and carried, all were in favor.

B. Executive Committee:

1. Ms. Karaffa reported that the Board will commence the CEO evaluation process, which includes a CEO self-assessment, the board's evaluation of the CEO, and collection of feedback from the CEO's direct reports. Ms. Karaffa emphasized the importance of collecting feedback from various sources within the organization to ensure a comprehensive evaluation of the CEO's performance and leadership. She further noted that the CEO evaluation process would take place over the next month and a half with the results review in August executive committee meeting. She finally noted that the information related to employment decisions, including the CEO evaluation, would be discussed in non-public executive sessions, as per the organization's bylaws.
2. Ms. Karaffa reported that the board self-assessment process will also be conducted over the next month and a half. She indicated that this practice demonstrates effective governance and is disclosed to the New York State Department of Education Board of Regents as the School's authorizer.
3. Ms. Karaffa reported that the Charter School Office of the New York State Education Department had requested information regarding the appointment of Mr. Chaudhry as the permanent CEO of Northside Charter High School. She confirmed that the requested information had been provided in a timely manner.

V. Public Comment:

- A. A guest enquired what research and data driven practices and programs the School is currently paying for like Edgenuity. Mr. Chaudhry provided an explanation of how the organization reviews the login and usage of tools annually. He mentioned that decisions on which tools to continue using are based on data and usage patterns. Mr. Chaudhry assured the board that data-driven decisions would guide the selection and continuation of tools going forward.



- B. A guest inquired whether the CEO evaluation results will be publicly disclosed. The Board responded that the results of the CEO evaluation are not disclosed to the public as a matter of confidentiality and in compliance with the School's bylaws.
- C. A guest asked, "How are positions for Northside created and given without job descriptions and salary ranges being posted?" Mr. Chaudhry explained the process of posting job positions after a review of the organization's structure and strategic objectives. He mentioned that job postings are made on platforms such as ADP and LinkedIn to attract potential candidates. Salary ranges are determined based on qualifications and other relevant factors. Similar considerations apply to employment matters.
- D. A guest asked whether positions were being eliminated prior to the end of the fiscal year, and Mr. Chaudhry confirmed some positions had been eliminated.
- E. A guest enquired what the Board's search process was for a qualified CEO to which the Board responded that it has a well-established process for selecting a CEO, which has been consistently followed since the establishment of the CEO role (formerly known as "Executive Director"). The process involves evaluating the responsibilities of the CEO role, utilizing various sourcing organizations, and seeking feedback from Board members, external consultants, and key stakeholders to inform the decision-making process.
- F. A guest asked if the School covers the cost of out of state employees airfare to which the Board stated such compensation arrangements are confidential matters and all expenditures are in compliance with the School's Financial Policies and Procedures.
- G. A guest submitted an anonymous question asking if there is any end of the year party for staff, and Mr. Chaudhry responded that the graduation is the end of the year celebration.
- H. A guest asked whether there is a familial relationship between Mr. Alladin and Mr. Chaudhry. The Board responded affirmative and stated that it is in compliance with our conflict of interest policy, was disclosed as such to the New York State Education Department, and approved by the Board.
- I. Guests asked whether hiring and returning contracts for current employees had been decided, and management responded that retention and hiring decisions are ongoing.
- J. A guest asked whether Northside has a hiring committee. The Board stated that the CEO has the ultimate decision related to talent retention matters under the

Board's oversight and that the Board has the sole authority for employment decisions for the CEO role. Management indicated that most decisions for staff roles are made at the departmental level and the direct manager drives the process. Managers have invited others to participate to help sourcing candidates in that process.

- K. A guest what Organizational Chart was in effect. The Board stated that the organizational chart approved by the Board in June 2022 is in effect, which includes the CEO who reports to the Board, and the CEO has three direct reports, specifically the Chief Financial Officer, Chief Academic Officer, and Chief Students Services Officer.
- L. A guest inquired if NCHS has any initiatives to empower current teachers to emerge as leaders and how such initiatives are communicated. The management team explained that the organization has approved budget and policies to promote the development of all staff members, recognizing their value and their contributions to student success and organizational stability. They further noted that various incentives are provided, and individualized support is offered to help instructional and non-instructional staff members grow within the organization.
- M. A guest asked a question regarding the process of selecting board members and who has input in that process. The Board explained that the board utilizes a skills analysis to inform desired candidate profiles and has a rigorous recruitment process to identify individuals with skills, experience, and expertise that align with the Board's fiduciary duties and responsibilities as outlined in the bylaws. Prospective board members undergo a vetting process, including a background check, before being submitted for approval to the New York State Education Department. A guest asked how staff data is being tracked and indicated that they believe staff members have not received written evaluations despite being observed multiple times. The management team responded that the instructional leadership team does conduct evaluations and will be sharing the evaluation data with team members.
- N. A guest commented regarding graduation rates and senior student programming, including transfer students. The Board responded that the academic team is actively working to address any deficiencies that may delay or negatively impact students' ability to meet graduation requirements. The Board will oversee management's efforts to proactively program transfer students and provide necessary support to ensure their success. The Board indicated the Board's and

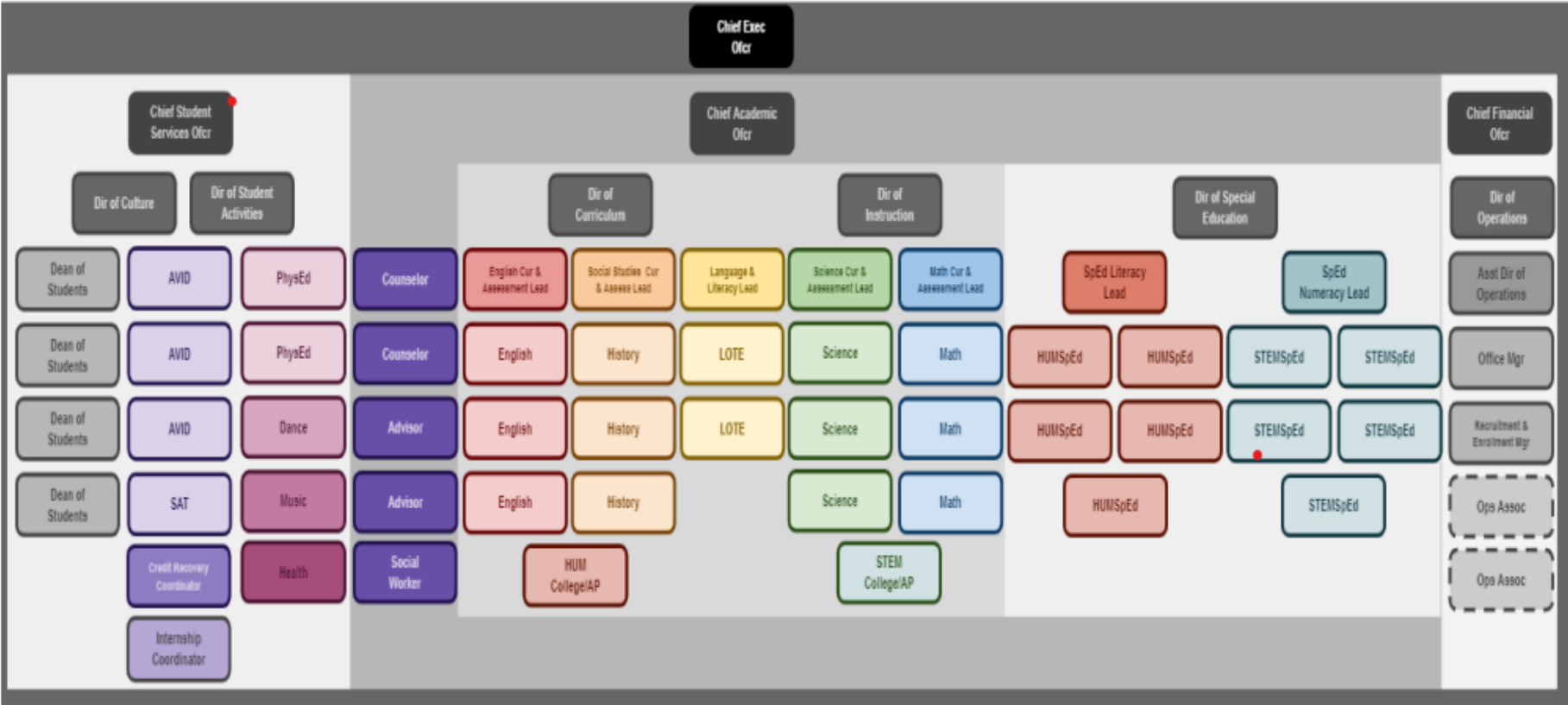


Northside Charter High School
424 Leonard Street
Brooklyn, NY 11222
(347)390-1273
www.northsidechs.org

management team's commitment to serving students' best interests and will take necessary steps to support transfer students and improve the graduation rate.

- O. A guest anonymously noted concern about communication with the CEO. The Board encouraged staff and other stakeholders to engage in open, well-intentioned, and professional dialogue with the CEO and appropriately raise any concerns to him.
- 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.

Board Approved Organizational Chart June 2022



2023 - 2024 SCHOOL CALENDAR

July 2023								August 2023								Date	Day(s)	Event
							1				1	2	3	4	5	July 3 - August 4	Monday - Friday	Summer Boost / Bridge
2	3	4	5	6	7	8		6	7	8	9	10	11	12		July 4	Tuesday	Independence Day (No School)
9	10	11	12	13	14	15		13	14	15	16	17	18	19		July 17 - August 18	Monday - Friday	Summer School
16	17	18	19	20	21	22		20	21	22	23	24	25	26		August 21	Monday	Limited Staff Report
23	24	25	26	27	28	29		27	28	29	30	31				August 28	Monday	All Staff Report
30	31															September 4	Monday	Labor Day (No School)
																September 7	Thursday	First Day of School
September 2023								October 2023								September 25	Monday	Yom Kippur (No School)
						1	2	1	2	3	4	5	6	7	5	September 28	Thursday	Evening Caregiver Conferences
3	4	5	6	7	8	9	2	8	9	10	11	12	13	14	4	October 9	Monday	Indigenous Peoples' Day (No School)
10	11	12	13	14	15	16	5	15	16	17	18	19	20	21	5	November 7	Tuesday	Election Day (No Students)
17	18	19	20	21	22	23	5	22	23	24	25	26	27	28	5	November 17	Friday	Afternoon & Evening Caregiver Conferences (Half Day)
24	25	26	27	28	29	30	4	29	30	31					2	November 23 - 24	Thursday - Friday	Thanksgiving Recess (No School)
																December 25 - January	Monday - Monday	Winter Recess (No School)
November								December 2023								January 15	Monday	Rev. Dr. Martin Luther King, Jr. Day (No School)
			1	2	3	4	3						1	2	1	January 23 - 26	Tuesday - Friday	Regents Administration
5	6	7	8	9	10	11	4	3	4	5	6	7	8	9	5	January 29	Monday	Professional Development Day (No Students)
12	13	14	15	16	17	18	5	10	11	12	13	14	15	16	5	January 30	Tuesday	Spring Semester Begins
19	20	21	22	23	24	25	3	17	18	19	20	21	22	23	5	February 19 - 23	Monday - Friday	Midwinter Recess (No School)
26	27	28	29	30			4	24	25	26	27	28	29	30	0	March 21	Thursday	Evening Caregiver Conferences
								31								March 22	Friday	Afternoon Caregiver Conferences (Half Day)
January 2024								February 2024								March 29	Friday	Good Friday (No School)
	1	2	3	4	5	6	4					1	2	3	2	April 10	Wednesday	Eid al-Fitr (No School)
7	8	9	10	11	12	13	5	4	5	6	7	8	9	10	5	April 22 - 26	Monday - Friday	Spring Recess (No School)
14	15	16	17	18	19	20	4	11	12	13	14	15	16	17	5	May 23	Thursday	Evening Caregiver Conferences
21	22	23	24	25	26	27	5	18	19	20	21	22	23	24	0	May 27	Monday	Memorial Day (No School)
28	29	30	31				2	25	26	27	28	29			4	June 6	Thursday	Anniversary Day (No Students)
																June 14 - 26	Friday - Wednesday	Regents Administration
March 2024								April 2024								June 19	Wednesday	Juneteenth (No School)
					1	2	1		1	2	3	4	5	6	5	June 26	Wednesday	Last Day of School
3	4	5	6	7	8	9	5	7	8	9	10	11	12	13	4			
10	11	12	13	14	15	16	5	14	15	16	17	18	19	20	5			
17	18	19	20	21	22	23	5	21	22	23	24	25	26	27	0			
24	25	26	27	28	29	30	4	28	29	30					2			
31																		
May 2024								June 2024										
			1	2	3	4	3							1				
5	6	7	8	9	10	11	5	2	3	4	5	6	7	8	4			
12	13	14	15	16	17	18	5	9	10	11	12	13	14	15	5			
19	20	21	22	23	24	25	5	16	17	18	19	20	21	22	4			
26	27	28	29	30	31		4	23	24	25	26	27	28	29	3			
								30										
							96								85	181		