

Broome Street Academy Charter High School

A regular meeting of the Board of Trustees held in person and by videoconference

Date: Thursday, March 16, 2023

Notice of the meeting was duly given to members of the Board and the public.

Trustees in attendance: Cathy Aquila, Stephanie Barfield, Lauren Blum (Zoom), Monica de la Torre (Zoom), Herb Elish (Zoom), Katie Jaxheimer Agarwal, Jeffrey Katzin, Noah Leff, Fernando Lorence, Elaine Schott, Alexandra Wood, and David Zurndorfer

Also present: Kelsey Louie, Amanda Marmol (minutes), and Sarah Weeks (Interim Head of School)

The meeting was called to order at 7:05pm, with a quorum.

Approval of Minutes of January 24, 2023 Board Meeting

The Board voted unanimously to approve the minutes of the January 24, 2023 Board Meeting.

Approval of Minutes of February 21, 2023 Board Meeting

The Board voted unanimously to approve the minutes of the February 21, 2023 Board Meeting.

Report on the CSI Evaluation Visit

Mr. Louie reported that the Charter School Institute evaluation visit on March 16th was a mid-charter evaluation review, rather than a charter renewal review. The evaluators conducted a review of materials previously sent to them, classroom observations, and interviews with key staff. Mr. Louie reported that CSI will provide written feedback within several weeks and this feedback should help guide the school's planning and development for the coming years in preparation for the renewal visit in two years.

HOS Report

Ms. Weeks reported on attendance, enrollment, SATs, professional development and new hires/recruitment at BSA.

Ms. Weeks reported that the average daily attendance was 81% for the month of February. The highest attendance was on February 1st at 86%. The lowest attendance was on February 28th at 74%. Ms. Weeks reported inclement weather likely being a contributing factor to the low attendance on February 28th.

Ms. Weeks reported on the current enrollment at BSA, with a total of 265 students as of March 13, 2023.

Ms. Weeks reported that on March 1st, over 50 11th graders sat for the SATs.

Ms. Weeks also reported that March 6th was a non-instructional day at BSA and all BSA Staff participated in professional development.

Ms. Weeks reported on two new hires at BSA—a new Crisis Social Worker, Louise Tiano and a teacher in the Special Education Department, Jordan Boyce. Ms. Weeks further stated that BSA is beginning to screen resumes for the next school year while continuing to seek Special Education, Math and Science teachers with immediate availability.

Report on Efforts to Increase Student Enrollment

Mr. Louie reported that over the past several months, there have been efforts to increase the number of applicants by creating partnerships with middle schools that might be able to refer students to BSA, engaging a consultant to canvass and conduct digital advertising, developing marketing strategies with Invus, attending fairs, and finding efficiencies among Door and BSA outreach teams. Mr. Louie also explained efforts to increase the number of students who enroll at BSA after they have been accepted by examining and strengthening our internal recruitment/admissions processes, ensuring warm relationships with all prospective students, and communicating with them regularly. He noted that Ms. Caraballo, Recruitment and Enrollment Admissions Counselor, has had direct communications, by telephone, email, or in person, with most of the families who have submitted applications for next school year.

Ms. Weeks reported that BSA is also focusing on recruitment efforts in areas that are more easily accessible to BSA geographically, specifically along subway lines that are near BSA and in neighborhoods in Manhattan, Queens, and Brooklyn that are closer to the school.

Mr. Zurndorfer reported on the status of the search for a permanent HOS.

The meeting was adjourned at 8pm.