

Broome Street Academy Charter High School

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

Date: Tuesday, February 21, 2023

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Katie Jaxheimer Agarwal, Fernando Lorence, John Quinn, Elaine Schott, and David Zurndorfer

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

The meeting was called to order at 6:10p.m.

Head of School Report

Ms. Weeks reported on attendance, enrollment, first semester credit accumulation and credit recovery, January Regents Exams, the second quarter award ceremony, and January graduates.

Ms. Weeks reported that the average daily attendance in January was 85.4%. The highest attendance, 89%, was on January 11, and the lowest attendance, 77%, was on January 30.

Ms. Weeks reported on enrollment. As of February 15, there are 263 students enrolled.

Ms. Weeks discussed the credit accumulation by cohort. Ms. Weeks reported that there are currently 43 students enrolled in credit recovery courses. These students receive support from four teachers during their club periods and office hours. Students must be in good academic standing with their current course load to take on the extra work of credit recovery.

Ms. Weeks reported on the January Regents. Out of the 143 students who were registered for the January Regents, 50 were absent and 18 passed their exams. The students registered for the January Regents were retaking or making up missed exams. Since they were not enrolled in the Regents classes this past semester, BSA offered Regents preparation courses during club periods. Because of the suspension of Regents during the pandemic, students have the additional challenge of reacclimating to taking State-wide tests.

Ms. Weeks reported on the second quarter Award Ceremony held for all grade levels. The ceremony recognized students who earned honors, high honors, overall academic improvement, and the newest award, High Regents Exam Achievement. The event also acknowledged Scholar Athletes, Scholar Artists, and scholars who exhibited PRIDE Leadership.

Ms. Weeks reported that two seniors completed the requirement for their Regents Diplomas and graduated in January 2023.

Charter Schools Institute Evaluation Visit

Mr. Zurndorfer reported that the Charter School Institute site visit was scheduled for Thursday, March 16. He reported that the site visit team will interview the Board on March 16 at 5:30pm. The March Board Meeting will take place immediately following the Charter School Institute Board interview.

CEO Report on Finances

Mr. Louie reviewed the revised School Year 23 budget that he, Sean Berry, and Sarah Weeks created in response to the lower-than-expected student enrollment. He reported that despite revenue projected at approximately \$1 million less than budgeted, adjustments to the budget were made to have a projected \$211,000 deficit at the end of the year. He reported that this revised budget was discussed with the Finance Committee, who authorized adjustments from the budgeted costs as needed to ensure that BSA's academic program was not negatively impacted. Sean Berry, CFO, walked the Board through the details of the revised budget.

Governor's Executive Budget

Mr. Zurndorfer reported on the Governor's Executive Budget issued on February 1, which includes a 3.34% increase in per pupil revenue for the upcoming academic school year. This increase is less than the increase last school year. In addition, the State is considering lifting the cap on the number of charter schools in New York City, which would allow new schools to open.

Report on Efforts to Increase Student Enrollment

Mr. Louie reported on efforts to improve student enrollment, which includes:

1. Attending monthly Charter Center Recruitment Meetings, where different strategies are discussed.
2. Developing partnerships with middle schools that might serve as a pipeline to BSA, including CREO Prep School (Bronx), New Beginnings (Brooklyn), and Global NYC (Harlem).
3. Engaging consultants, Underdog Strategies, who will conduct canvassing activities in neighborhoods where potential BSA students may be located, as well as conduct digital advertising. Digital ads have been posted, and BSA has received a number of leads already.
4. Working with Invus, a private equity firm, to strengthen marketing efforts.
5. Creating a roadmap and standard operating procedures to see where we might be able to strengthen our own internal recruitment and enrollment processes
6. Coordinating outreach efforts between BSA and The Door.

Barbara Clapp - Managing Director, Individual Giving

Ms. Clapp provided an update on individual fundraising and offered assistance to any Board member who might want to turn a special event, e.g., a birthday, into a fundraiser by creating personalized donation pages to Broome Street Academy.

HOS Search Committee

Mr. Louie reported on the status of the search.

The meeting was adjourned at 7:10 p.m.