

Broome Street Academy Charter High School

A regular meeting of the Board of Trustees was held in person and by video conference.

Date: Tuesday, September 19, 2023

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Monica de la Torre, Stephanie Durden Barfield, Herb Elish, Katie Jaxheimer Agarwal, Jeffrey Katzin, John Quinn, Elaine Schott, Fernando Snowden-Lorence, and David Zurndorfer

Also present: Sean Berry, Josh Hanna (minutes), Derek Jones, Kelsey Louie, Amanda Marmol, and Felicia Rowe

The meeting was called to order at 6:06pm, with a quorum.

#### Approval of the Minutes of August 16, 2023, Board Meeting

The Board voted unanimously to approve the minutes of the August 16, 2023 Board Meeting.

#### Student Enrollment

Mr. Louie provided an update on student enrollment. Currently, BSA has 314 students enrolled compared to the budgeted 310. BSA continues to work on enrolling more 9<sup>th</sup> and 10<sup>th</sup> grade students.

Mr. Louie gave an overview of the strategies implemented that resulted in the healthy enrollment numbers--a multi-prong approach that increased the number of applications by cultivating relationships with middle schools, increasing referrals from The Door, engaging Underdog Strategies to canvass and utilize digital marketing, improving the quality of tours, and working with Invus (The Door's Board President's company) on an overall marketing plan. This strategy also worked to improve the yield, ensuring that students who applied to BSA actually enrolled, by engaging the students and parents/caregivers throughout the entire process by highlighting areas which make BSA special, such as the sports program and the relationship with The Door, and following up with students and parents/caregivers during the registration process.

Mr. Louie reported that the team will meet to debrief and determine what worked, what was not effective, and where BSA can improve for the next year. Mr. Zurndorfer highlighted the effective efforts of the leadership team and the importance of making sure student enrollment continues to grow.

#### Head of School (HOS) Report

Mr. Jones reported on enrollment in more detail.

As of September 16, 314 students have attended school one or more days. There are 304 students who have attended consistently. Currently, there is a pool of 57 students who have applied to BSA who might still enroll.

#### Current Grade Enrollment Statistics

- 9<sup>th</sup> grade – 49, all new students
- 10<sup>th</sup> grade – 67 (39 new students, 28 returning)

- 11<sup>th</sup> grade – 104 (30 new students, 74 returning)
- 12<sup>th</sup> grade – 94 (14 new students, 80 returning)

Mr. Jones reported on professional development. The week of August 23, 59 staff members attended a training session focused on the vision for the year and included the topics such as: teaching at BSA, advisory sessions, SPED/ENL requirements/support, and preparation for the upcoming school year.

Mr. Jones reported on hiring and vacancies. This month, BSA onboarded a Math Special Education teacher. Currently, there are five vacant positions at BSA:

- Science Special Education teacher
- Math Teacher
- Assistant Director of Operations
- Guidance Counselor
- Student Life Associate

Mr. Jones and Ms. Marmol reported on the new student bridge program. 89 of 131 new BSA students and 38 parents/caregivers participated. New students had the chance to meet with teachers and discuss academic expectations for BSA students, meet school administration members, and receive information on available resources and programming at The Door.

Mr. Jones and Ms. Marmol reported on the Parent/Caregiver Association (PCA) meeting. On Saturday, September 16, BSA held a parent/caregiver association meeting with 10 individuals in attendance. The PCA attendees discussed student and community expectations and reflections on the first two weeks of school.

Mr. Louie reported on efforts to identify a parent/caregiver to join the Board of Trustees.

#### School Year 2023 Goals for Broome Street Academy

Mr. Louie reported on the outcomes of the 2022-2023 school year goals:

- Strengthened student recruitment efforts
- Strengthened staff retention efforts by examining compensation and benefits in addition to improving morale, improving communication, and addressing safety concerns
- Addressing the learning gap by implementing high dosage tutoring through the Great Oaks Foundation and implementing the New Visions curricula in US and Global History, Living Environment, and Earth Science
- FY2023 ended with a slight surplus
- Exceeded fundraising goals through grants renewals from Arabella and the Charles Hayden Foundation (This funding helped the capital improvement project for the BSA gym) and utilizing recommendations provided by the Orr Group to fortify relationships with major donors
- Hired a Chief Compliance and Operations Officer, which:
  - Supported the implementation of streamlined and transparent management for BSA financial health
  - Began improvement to the IT infrastructure
  - Improved the partnership with HR
- Collaborated with Door staff to improve utilization of Door services by BSA students

- Aligned diversity, equity, and inclusion (DEI) work with The Door's race, equity, and inclusion (REI) initiatives
- Improved relationship between Door and BSA administration and programs.

#### Finance Committee – Year-End Report for FY23

Ms. Blum gave an overview of the Finance Committee's review of the FY 23 financials, stating that management did a great job in managing expenses to meet the revised revenue due to the lower-than-expected enrollment. She also stated that the financial reports give the School a clear perspective on the fiscal health and she set a goal of being able to forecast more accurately and have less variance in various cost lines.

Mr. Berry provided the Finance Committee update. Currently, there is a zero percent (0%) variance overall with a surplus of approximately \$191,000.

Mr. Berry reported a draft of the FY2023 audit is expected to be ready by the end of October for the Board of Trustees to review for approval at the next Board meeting.

#### October 18<sup>th</sup> Gala

Ms. Aquila reported on the Fall Gala.

The Gala will take place at Gotham Hall on Wednesday, October 18 at 6:00pm, honoring Mara Brock Akil with Hill Harper emceeding the event. The gala will host a collaborative performance by Frenchie Davis and youth artist people and a performance from MOVE NYC.

On October 5 at 5:30pm, the Gala Host Committee reception will take place at The Door.

#### Election of Vice President

As a result of Monica de la Torre's stepping down from her position of Vice President of the Board, an election was held to determine her successor. Jeffrey Katzin was the only candidate, and Board voted unanimously to approve him as the new Vice President.

#### Succession Plan

Mr. Zurndorfer announced that he will be stepping down as President of the Board at the end of the school year. An election to determine the next President will be held in the Spring. The Executive Committee is recommending that it be Mr. Katzin. He and Mr. Zurndorfer will be working closely in the coming months to prepare for that eventuality.

Mr. Zurndorfer encouraged Board Member to suggest/nominate anyone they feel would be a good candidate to join the Board.

The meeting was adjourned at 6:55pm.