

Broome Street Academy Charter High School

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

Date: Tuesday, April 18, 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, Katie Jaxheimer Agarwal (remote), Noah Leff (remote), Fernando Lorence, Elaine Schott, Alexandra Wood (remote), and David Zurndorfer

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

The meeting was called to order at 6:05pm, with a quorum.

#### Approval of Minutes of March 16, 2023 Board Meeting

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

#### HOS Report

Ms. Weeks reported on attendance, enrollment, student recruitment, updates from the last month at BSA, and looking ahead.

The average daily attendance in March was 75%. The highest attendance, 85%, was on March 9 and the lowest attendance, 57%, was on March 24, which was a half day Friday. Ms. Weeks reported that six days in March had field trips, which correlated with lower attendance. The average attendance for each grade also varied:

- 9th grade - 79%
- 10th grade - 84%
- 11th grade - 84%
- 12th grade - 72%

The current enrollment at BSA is 264 students.

As of April 12, BSA had received a total of 392 applications for enrollment for the 2023/24 school year.

- 338 applications for 9th grade
- 31 applications for 10th grade
- 16 applications for 11th grade

- 7 applications for 12th grade

Upcoming events at BSA include:

- Award ceremonies recognizing student academic improvement, honors, high honors as well as Scholar Athletes, Scholar Artists, and scholars who exhibited PRIDE Leadership--April 24 and 28
- Poetry Slam with performances by staff and four students per grade level--April 27
- Graduation--June 26

### Teacher Development and Evaluation

Mr. Brautigam, Director of Curriculum and Instruction, reported on teacher development and evaluations at BSA this academic year. There have been informal and formal feedback cycles rooted in classroom observations as well as targeted coaching based on data. Professional development and weekly supervision meetings are conducted with direct supervisors. Sustained learning and growth occur during the school year through professional learning communities, department meetings, and grade team meetings. BSA will reintroduce department chair roles.

### Report on Student Utilization of Door Services

Mr. Louie reported on the BSA-Door collaboration goals for this academic year:

- 140 (53%) unduplicated BSA students engaged in at least one service at The Door.
- There has been good progress on goals related to healthcare and the arts.
- Career development activities will occur over the next several weeks and months.
- All Seniors have received post-secondary readiness programming, and approximately 80% of all other students have engaged in age-appropriate post-secondary readiness programming, including 1:1 college meetings and college visits.
- All students who required or requested mental health, legal, or food/nutrition services received support.

### Finance Committee Report

Mr. Berry reviewed the financial report through March 31, 2023.

For the nine months ending March 31, 2023, BSA generated revenues of \$5.5M against expenses of \$5.8M for an operating deficit of (\$274k). Revenue in the revised budget is projected to be approximately \$7.64M for the 22-23 school year and are currently approximately \$22k higher than expected. State Funding is \$4.0M through March for per pupil regular and SPED, and for rental assistance. We additionally have estimates of \$772k in federal funding, primarily ESSER, and \$753k in private funding, primarily Arabella Foundation and Gala fundraising. Expenses in the revised budget are projected to be approximately \$7.85M for the 22-23 school year and are approximately \$70k lower than expected. Personnel costs, accounting for approximately 70% of BSA expenses, were \$4.05M through March with an approximate 1% savings year-to-date. Non-



personnel spending was approximately \$1.75M through March. Overall, there is an approximate 1% savings on expenses year-to-date against the revised budget.

Planning for the FY24 Budget is underway with drafts expected in May. Management will continue to monitor enrollment as a key revenue driver and develop a strategy regarding teacher compensation, as a key expense.

#### Future Board Meeting Dates

Mr. Zurndorfer announced the upcoming BSA Board Meeting Dates:

- July 18
- August 15
- September 19
- October 24
- November 28
- December 19

A motion to go into Executive Session (limited to Board members and the CEO) to discuss matters related to the appointment of a new Head of School was approved unanimously.

The meeting was adjourned at 7pm.