

Broome Street Academy Charter High School

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

Date: Tuesday, October 24, 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, Fernando Snowden-Lorence, Herb Elish, Jeffrey Katzin, John Quinn, Alexandra Wood, and David Zurndorfer

Also present: Sean Berry, Nancy Eisenberg (student advocate), Josh Hanna (minutes), Kelsey Louie, and Felicia Rowe

The meeting was called to order at 6:00 p.m., with a quorum.

The Board voted to go into Executive Session with only Board members and the CEO present to consider a matter leading to the appointment of an individual.

The Board voted to come out of Executive Session at 6:50 p.m.

Approval of the Minutes of September 19, 2023, Board Meeting

The Board voted unanimously to approve the minutes of the September 19, 2023, Board Meeting.

Head of School (HOS) Report

Mr. Zurndorfer noted that the Head of School report had been circulated to the Board members for review.

CEO/HOS Goals

Mr. Louie reported on the 2023-2024 School Year goals for the CEO and Head of School.

Mr. Louie noted that there were fourteen goals to address the needs of BSA and how to improve overall outcomes. Goals nine through fourteen were created in response to the site visit recommendations from the Charter School Institute.

- Goal One: Improve teacher retention and recruitment efforts by reviewing benefits, compensation, staff morale, communication, and examining the recruitment process.
- Goal Two: Improve student retention and recruitment efforts.
- Goal Three: Maintain and improve services between BSA and The Door, creating a culture of collaboration between The Door and BSA.
- Goal Four: Meet or exceed budgeted fundraising goals.
- Goal Five: Increase utilization of Door services by improving access to BSA students.
- Goal Six: Continue developing a more comprehensive plan that incorporates DEI work in pedagogy, culture, and organizational systems focused on a foundation of respect.
- Goal Seven: Develop a culture that leads to school-wide success. This includes creating a data driven culture.

- Goal Eight: Develop a dashboard for The Board that reflects progress toward the Annual Professional Performance Review (APPR) and charter renewal goals.
- Goal Nine: Assess, develop, and implement a plan for a cohesive data analysis system.
- Goal Ten: Develop and implement a plan for a base-level standardization of curriculum for teachers using BSA's adopted New Vision curriculum.
- Goal Eleven: Improve pedagogy which focuses on a rubric of expectations with teachers and their readiness to instruct students on subject matter and helping students work through any errors they make through their course work.
- Goal Twelve: Improve instructional Leadership – development, implementation, and codification of initiatives.
- Goal Thirteen: Improve work around at-risk students and developing a codified system to identify students who are English language learners.
- Goal Fourteen: Review organizational capacity, having a robust organizational chart, and developing a system to track goals.

Mr. Louie reported that progress towards these goals will be tracked through a workplan for the 2023-2024 school year. This workplan will also facilitate sharing of updates to the Leadership Team and the Board. The next step is to develop the appropriate indicators to determine achievement of each goal.

Approval of the Audit

Mr. Katzin reported on the FY2023 audit (a copy of the draft Audit Report had been distributed to Board members in advance of the meeting). The Audit Committee met with Forvis on October 23, 2023. Forvis reported a clean audit, and much improvement in comparison to FY 2022. Forvis identified two areas of deficiency:

- Student residence information
- Adjustments to journal entries

Following the meeting with Forvis, the Committee voted unanimously to recommend that the Board approve the audit.

Ms. Blum agreed the FY2023 audit is a vast improvement from FY2022. Addressing the final deficiency will support making future audits as seamless as possible.

Mr. Louie reported on the plan to address the audit findings. He also reported that BSA leadership has more clear visibility re: finances and the ability to manage its fiscal health given timely monthly reports.

The Board voted unanimously to approve the audit for FY23.

Fall Gala

Mr. Louie reported on the 2023 Fall Gala. The Gala has raised approximately \$1.23M in gross revenue. The final numbers are pending incoming pledged donations and confirmation of funds raised during the paddle raise.

Mr. Louie thanked the Gala Host Committee and Ms. Aquila for her efforts in engaging the Board to support the gala through their networks.

Mr. Louie reported that, as per the agreement with The Door, once all expenses are deducted, BSA will receive 30% of the net revenue. This year, the expenses were higher than in previous years due to the upgrade in the venue, which has received a good amount of positive feedback.

Mr. Louie will provide an update to the Board once the final net total is calculated.

Proposed Candidates for Election to The Board of Trustees

Mr. Zurndorfer reminded the Board that we are looking for outstanding candidates to join the Board. He asked the members to inform him of any candidate that they would propose.

The meeting was adjourned at 7:20pm.