

Broome Street Academy Charter High School

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

Date: Tuesday, November 28, 2023

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Stephanie Durden Barfield, Herb Elish, John Quinn, Elaine Schott, Fernando Snowden-Lorence, Alexandra Wood, and David Zurndorfer

Also present: Lynnette Ford (Head of School), Josh Hanna (minutes), Kelsey Louie (CEO), and Felicia Rowe

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

Approval of Minutes of October 24, 2023 Board Meeting

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

Head of School Report

Ms. Ford gave the Head of School Report.

Initial observations since assuming the role of Head of School on November 9, 2023 include: prioritizing academics with a focus on IEPs, ELLs, and 504s; behavioral management and discipline, safety, school culture; and data validity.

Ms. Ford discussed plans to improve academics, including: ensuring that students with IEPs and 504s are receiving the service they require, improving curriculum development, providing robust professional development for teachers to build their skills, and ensuring a regular cycle of assessments based on a clear rubric.

Ms. Ford discussed plans to address scholar behavioral management and discipline, as there have been more than 30 suspensions since the beginning of the school year. Ms. Ford and the team plan to: implement a tracking system for incidents to inform the best approach to managing student behavior, use positive reinforcement to promote good behavior, consider using a restorative justice approach to discipline, conduct case conferences to promote shared solutions, improve communications both internally and with parents/caregivers, and engage with parents/caregivers more effectively.

Ms. Ford also reported on efforts to improve the safety and sense of safety for the entire school, including: implementing random bag checks, hiring two additional security guards, developing a safety committee to consider additional efforts, and to engage parents/caregivers when necessary.

Ms. Ford also reported on efforts to improve the culture of BSA, including: creating opportunities for students to engage in after-school activities, having regular morning announcements to improve communication, and adding ways to inspire students with daily themes-Motivation Mondays, Rising to the Top Tuesdays, Wellness Wednesdays, Throwback Thursdays, and Fearless Fridays. Ms. Ford also highlighted that for Quarter 1, 68 scholars made honor roll by receiving an average grade of 85 or above and that the School held its Fall Sports Banquet for the Boys' Basketball Team and the Girls' Volleyball Team.

Ms. Ford also reported on additional goals of developing a workplan to monitor FY24 goals, developing a dashboard of key performance indicators, and ensuring the validity of data throughout the School.

Planned Revisions to HOS Report

Mr. Louie reported on planned updates to the HOS report. In the future, the HOS Report will include data that tracks how BSA is progressing in achieving key performance indicators, including indicators that are part of the Accountability Plan Progress Report for the Charter School Institute.

Student Enrollment

Mr. Louie reported on student enrollment. As of November 28, BSA enrollment was at 296 students. In terms of recruitment for next School Year, BSA will continue the strategies that proved to be effective last year, including: partnering with Underdog Strategies, focusing on digital marketing; strengthening relationships with feeder schools; continuing its work with Invus on marketing strategies; and ensuring regular communication with students and parents/caregivers who have expressed interest in BSA throughout the entire enrollment process.

Development

Mr. Louie reported on the Development department's fundraising and cultivation efforts. BSA launched its Giving Tuesday campaign to provide visibility to the organization through digital marketing strategies and to try to bring in new donors in late November. An end of year email campaign will launch in December.

Communications with the Charter School Institute

Mr. Louie reported on meetings with the Charter School Institute (CSI). Mr. Louie and Mr. Zurndorfer met with Kathryn Connell-Espinosa, the Executive Director of CSI, to inform CSI of Mr. Jones's departure and Ms. Ford assuming the role of Head of School, for which CSI had no concerns. In addition, Mr. Louie and Mr. Zurndorfer met with Carrie Gee, the General Counsel of CSI, to discuss compliance issues and safety issues. Mr. Zurndorfer noted that both meetings with CSI were positive and supportive, and Ms. Connell-Espinosa and Ms. Gee expressed how important BSA is to the charter school system.

The meeting was adjourned at 7:24pm.