

## Broome Street Academy Charter High School

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

Date: Tuesday, December 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, Jeff Katzin, Elaine Schott, Alexandra Wood, and David Zurndorfer

Also present: Sean Berry (CFO), 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 the Minutes of November 28, 2023 Board Meeting

The Board voted unanimously to approve the minutes of the November 28, 2023 Board Meeting.

### Head of School Report

Ms. Ford presented the Head of School report.

#### Enrollment

Enrollment is currently 289, which is 93% of the 310 goal:

- 9th graders: 40 scholars
- 10th graders: 45 scholars
- 11th graders: 96 scholars
- 12th graders: 108 scholars

From November 14 to December 13, BSA had four new enrollments and five discharges.

#### Quarter One Academic Review

At the end of the first quarter:

- 72% of 9th graders are passing
- 44% of 10th graders are passing
- 54% of 11th graders are passing
- 58% of 12th graders are passing

Ms. Ford reported on action items to help improve academic performance, including: meeting with students who are not on track to progress or graduate to develop a plan for credit accumulation, meeting with parents/caregivers to have them support any plans made, conducting scholar surveys of classroom and teacher experience, and intensifying engagement efforts for students with low attendance.

#### General Updates

Ms. Ford discussed BSA's plan for teacher evaluations and professional development. The Senior Director of Academics and Instruction and Department Heads are conducting formal and informal evaluations of teachers. BSA is also partnering with The Economist Foundation to train teachers to incorporate current events and news into academic instruction through their "Topical Talks Series." After the winter break,

BSA staff will begin promoting Door membership and services information to all students, with a focus on new students.

#### Report on School Finances

Mr. Berry reported on BSA's finances through November 30, 2023.

For the five months ending November 30, 2023, BSA generated revenues of \$3.28M against expenses of \$3.29M for an operating deficit of (\$11k).

Revenue in the approved budget is projected to be approximately \$8.55M for the 23-24 school year with 38% of annual budgeted revenues recognized in the first five months. Overall, there is an approximate 9% variance on revenue year-to-date against the approved budget. Revenues are approximately \$327k lower than expected in the first five months, largely due to timing and allocation of costs for which there is a similar underspend year-to-date.

Expenses in the approved budget are projected to be approximately \$8.55M for the 23-24 school year with 39% of annual budgeted expenses recognized in the first five months. Overall, there is an approximate 7% savings on expenses year-to-date against the approved budget. Expenses are approximately \$255k lower than expected.

#### Schedule of Future Board Meetings

Mr. Zurndorfer reminded the Board of the remaining FY24 Board meeting dates and times.

The meeting was adjourned at 7:04pm.