

Broome Street Academy Charter High School

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

Date: Tuesday, January 16, 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, Herb Elish, Katie Jaxheimer Agarwal, Jeff Katzin, John Quinn, Elaine Schott, Fernando Snowden-Lorence, 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 9:12am, with a quorum.

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

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

Investment Committee Report

Mr. Katzin reported on the 2023 year-end BSA investment review.

Total cash assets are at \$1.8M as of year-end. \$1.1M is in investment accounts and the balance of the cash assets is currently in a JP Morgan money market account. For 2023, the investment assets showed a 14.5% return. In cash terms, this represents an increase in invested value of \$122K for the year. Since May 2022, the investment fund has yielded a 7.3% return per year.

Finance Committee Report

Ms. Blum provided a brief Finance Committee report.

The Committee has decided to consider updating investment allocations after reviewing financial projections for the rest of the year, including any necessary cash outlays. This will be discussed in further detail at the February 12 Finance Committee meeting.

BSA Strategic Plan

Mr. Louie explained that it was anticipated initially that both The Door and BSA would begin the strategic planning process last in 2023. However, BSA's Executive Committee decided to delay undertaking the process until after BSA's charter had been renewed. Mr. Louie provided the Board with a report on the progress that The Door has made in developing its Strategic Plan to date.

A Strategic Planning Steering Committee was formed, comprised of four Door Board and four Door Executive staff members. The Committee vetted multiple firms and selected En Pointe Consulting to lead the strategic planning process. En Pointe conducted interviews with key stakeholders, including seven Board members, seven key staff, and seven partners—foundations and individual donors, and held a focus group with young people. From these interviews, En Pointe Consulting developed a survey that was distributed to all staff members and all Board members. The Strategic Planning Steering Committee took the information gathered and created a vision statement, a long-term goals statement, and a set of

short-term goals. The next step in the process is a retreat with the full Door Board and Senior Leadership Team to confirm these goals, develop values for the organization, and conduct a SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis.

Mr. Louie noted that program expansion (mental health and housing), improving workplace culture, and increasing The Door's profile as a thought leader will likely be priorities of the strategic plan.

The Door's strategic planning process is scheduled to conclude with a final plan by June 2024 and should be coordinated with BSA's strategic plan.

Head of School Report

Ms. Ford presented the Head of School (HOS) report.

Ms. Ford presented data on the various catchment groups, including scholars in transitional housing, scholars in foster care, and scholars who have ACS involvement, as well as students with IEPs, student with low-income, and English language learners:

- 21.45% of BSA scholars fall in the housing catchment group of being transitionally housed or have housing insecurity (defined as currently living in, or have lived in a shelter, a hotel/motel, a car, or with another family due to economic hardship).
- 1.38% of BSA scholars are in foster care
- 2.8% of scholars have ACS involvement
- 31% of scholars have IEPs
- 90% of BSA scholars fall in the low-income category
- 6.6% are English language learners.

Ms. Ford shared two examples of how BSA is working with scholars with IEPs, utilizing a range of interventions, including partnering with parents/caregivers.

Additional updates include:

- The Senior Director of Academics is developing a scholar survey to better understand their perspectives on teachers and Door services.
- The BSA workplan and dashboard will be presented during the February Board meeting.
- For December 2023, BSA had a 90% overall attendance for all scholars.
- The school started entering all suspensions into the SchoolTools portal to accurately track student disciplinary data.
- Ms. Ford reported that all IEPs are being reviewed to ensure that the School is meeting the needs of scholars.

Development

Mr. Louie reported on a potential new Spring fundraising event that could raise money, but more importantly, grow the base of supporters. This year, The Door is piloting an open-house style event throughout the building where attendees can sample foods from different restaurants in the area. The five-year goal is to create a "Taste of SoHo" culinary experience that attracts a wide audience.

The meeting was adjourned at 10:21am.