

Broome Street Academy Charter High School

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

Date: Tuesday, February 20, 2024

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

Trustees in attendance: Cathy Aquila, Stephanie Durden Barfield, Lauren Blum, Monica de la Torre, Katie Jaxheimer Agarwal, Jeff Katzin, 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), Felicia Rowe, and Lynn Schnurnberg, prospective Board member

The meeting was called to order at 5:05pm, with a quorum.

Introduction of Lynn Schnurnberg, Proposed New Board Member

Mr. Zurndorfer introduced Lynn Schnurnberg, Founder and Executive Director of Foster Pride, a non-profit which supports underserved youth in New York City and Los Angeles through mentoring relationships and the arts. Ms. Schnurnberg is a potential candidate to join the Board.

Approval of the Minutes of January 16, 2024, Board Meeting

The Board voted unanimously to approve the minutes of the January 16, 2024 Board Meeting.

Head of School Report

Ms. Ford presented the Head of School report.

Overall, attendance at BSA continues a positive trend with an average of 88% of active scholars coming to school each day. January 11 recorded the highest attendance rate for the school year at 97%.

In Quarter 2, scholars' grades were broken out as follows:

- 20 scholars received high honors (students with a GPA of 90% or above)
- 22 scholars obtained honor roll (students with a GPA of 85% or higher)
- 52% of 9th graders are passing their classes
 - 21 passed/19 failed
- 39% of 10th graders are passing their classes
 - 18 passed/28 failed
- 49% of 11th graders are passing their classes
 - 45 passed/47 failed
- 52% of 12th graders are passing their classes
 - 52 passed/48 failed

Door Service Utilization Goals:

Ms. Ford shared that BSA and The Door are collaborating to encourage young people to increase utilization of The Door's services and programming. To date, 52 scholars have utilized the following services:

- Adolescent Health Center (AHC)
- Career and Education
- Center Space programming
- Arts programming
- Runaway Homeless Youth (RHY) services (including pantry and to-go meals)
- Food services (dinner)

Ms. Ford also discussed progress on the following goals:

- 85% of all incoming 9th and 10th graders will receive a health-related service at The Door
- 100 unduplicated BSA students will receive at least one health-related service at the Health Center
- 100% of BSA scholars referred to the AHC for psychiatric and mental health supportive services will receive support
- Develop a collaboration with The Center to provide substance use education services and referrals for BSA scholars
- A minimum of 33% of BSA scholars will attend at least one arts programming activity
- Bronx Youth Center (BYC) will conduct two annual presentations for BSA seniors on education and career pathways
- Promote opportunities for BSA scholars to receive career and education services within the culinary and retail sectors
- All BSA scholars will receive one-on-one post-secondary readiness support
- Ensure all incoming scholars become Door members
- Promote Runaway and Homeless Youth Services to BSA students and ensure all students referred for emergency shelter placement are placed in a shelter

Ms. Ford provided an update on scholar recruitment. BSA received 176 applications as of February 2024:

- 144 applicants for 9th grade
- 14 applicants for 10th grade
- 6 applicants for 11th grade
- 12 applicants for 12th grade

BSA continues collaborating with Underdog Strategies to engage at least 150 students with the target of enrolling at least 25 new students.

Ms. Ford reported the following school-wide updates and goals:

- The development of a variety of school clubs, including, Anime, Games and Chess, Entrepreneurship: The Hustle, Crafts, Debate/Speech, Sports, and Yearbook/Photography/Newsletter
- Implementing a safety rubric that includes restarting detention to reduce the instances of truant behaviors
- Implementing improved channels of communication with parents/caregivers to support academic success with their scholars
- Conducting age-appropriate career development/sector-based training for scholars

CSI Site Visit

Mr. Zurndorfer reported that CSI has scheduled a site visit for May 7 and 8, 2024, and noted that the date of the Board interview still needed to be finalized.

Mr. Louie reported that the CSI visit will occur over two days. CSI will conduct a document review in advance to target questions during the official visit. CSI will review the following areas:

- Enrollment
- Scholar discipline
- Teacher retention
- Classroom observations
- Academic progress and responsiveness to teacher assessments
- Professional development

BSA has been working with Jill Glassbrook (Future Leaders Incubator) to respond to last year's site visit findings and has also engaged her to provide guidance and preparation for the upcoming visit.

Report on School Finances

Ms. Blum and Mr. Berry provided the Board with the BSA finance report.

Mr. Berry reported on finances for the months ending December 31, 2023. BSA generated revenues of \$3.982M against expenses of \$3.973M for an operating surplus of \$8.7k. Revenue in the approved budget is projected to be approximately \$8.55M. Overall, there is an approximate 4% (~\$178k) negative variance on revenue year-to-date against the approved budget. Expenses in the approved budget are projected to be approximately \$8.52M. Expenses were approximately 4% (~\$185k) lower than expected.

Assets as of December 31, 2023 were \$5.07M, of which \$4.86M were current assets. These included \$2.71M in cash, \$1.84M in investments, and \$220k in receivables. Liabilities as of December 31, 2023, were \$2.12M versus \$802k as of June 30, 2023, with the most significant change being NYS funding for per pupil fees held as refundable advance until funds are earned. Net Assets (equity) as of December 31, 2023 were \$2.95M versus \$3.06M as of June 30, 2023—a reduction of \$108k.

CSI Decision Concerning IEP Services Complaint

Mr. Louie gave an update on an IEP services complaint.

After a series of communications and meetings with staff, including Ms. Ford, an advocate for a student filed a complaint with CSI alleging non-compliance with that student's IEP. CSI concluded that BSA had, in

fact, complied with all of that student's IEP requirements, ensuring that the student was receiving all of the appropriate services and support.

Joining in Justice Event on April 4, 2024

Mr. Louie shared information about the Joining in Justice event. The event, benefitting The Door's Legal Service Center, will take place on April 4, 2024, at the Helen Mills Center from 6:00pm to 8:00pm. He noted that an email will be sent to the Board with the additional event details.

Election of Proposed Board Member

Mr. Katzin and others spoke in support of Ms. Schnurnberg's election to the BSA Board. The Board then voted unanimously to approve Ms. Schnurnberg's candidacy.

Executive Session

The Board voted to go into an executive session limited only to Board members and Mr. Kelsey to discuss a possible appointment to the staff.

The meeting was adjourned at 6:30 pm.