

## Broome Street Academy Charter High School

A regular meeting of the Board of Trustees was held in person at 750 Lexington Avenue on the 30<sup>th</sup> Floor and by video conference.

Date: Tuesday, March 19, 2024

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Stephanie Barfield, Monica de la Torre, Herb Elish, Jeff Katzin, Elaine Schott, Fernando Snowden-Lorence, Alexandra Wood, and David Zurndorfer

Also present: Sean Berry (CFO), Lynnette Ford (Head of School), Jill Glassbrook (Future Leaders Incubator), Josh Hanna (minutes), Kelsey Louie (CEO), Susan Notkin (prospective Board member), Felicia Rowe, Lynn Schnurnberg (prospective Board member), and Jarranda Whitfield (Assistant Director of Operations)

The meeting was called to order at 9:05am, with a quorum.

### Introduction of Susan Notkin

Mr. Zurndorfer introduced Susan Notkin, Executive Vice President at the Center for the Study of Social Policy, overseeing its programmatic direction. In this capacity, Ms. Notkin promotes innovative community efforts and progressive public services to further the well-being of children, youth, and families. Currently, Ms. Notkin serves as a member of The Door Board and Foster America. Ms. Notkin is a potential candidate to join the BSA Board of Directors.

### Approval of the Minutes

The Board voted unanimously to approve the minutes of the February 20, 2024 Board Meeting.

### Preparation for the Charter School Institute's (CSI) Board Interview

Mr. Zurndorfer discussed the CSI Board Interview which will take place at BSA on Tuesday, April 16 at 5:00pm. BSA is in the third year of its five-year charter and will be eligible to apply for charter renewal. CSI will return in FY25 for the renewal site visit. Jill Glassbrook, Founder and Executive Director of Future Leaders Incubator, joined the Board meeting to provide insight and guidance in preparation for the CSI interview. Ms. Glassbrook shared her experience in the development of charter schools and increasing diversity, equity, and inclusion initiatives.

Ms. Glassbrook noted that CSI will ask the following benchmark questions:

- Is the school an academic success?
- Is the school an effective, viable organization?
- Is the school fiscally sound?
- If the school's charter is renewed, what are its plans for the next term? Are those plans reasonable, feasible, and achievable?

Ms. Glassbrook noted that CSI may also focus on succession planning for the Head of School and Board roles. She also noted that BSA needs to have an accountability plan which includes the school's own

benchmarks and comparative measures to determine student academic success. Ms. Glassbrook highlighted the following additional efforts to prepare BSA for the CSI visit and renewal process:

- Prioritize and increase the number of scholars enrolled at BSA
- Review all student charts
- Streamline the onboarding process for all scholars who enter BSA
- Reinforce professional development sessions
- Improve instruction through classroom observations of teachers
- Address pathways for alternative instruction, organizational capacity, and governance oversight

#### Head of School Report

Ms. Ford presented the Head of School report.

Overall, attendance at BSA continues a positive trend with an average of 91% of scholars coming to school each day. In February, there were 17 days of school with the highest attendance rate of 98% on February 29.

Ms. Ford reported on BSA disciplinary data. Since September 2023, BSA has recorded 47 suspensions. The types of offense that led to suspension include:

- 62% were due to physical altercation
- 10% were threat-related
- 6% were for use of inappropriate language
- 4% were due to weapons possession
- 18% were related to other offenses – which includes theft, smoking, assault, and additional inappropriate language

70% of all infractions for suspension were committed by female-identified scholars with most suspensions lasting five days or less.

Ms. Ford reported on staff retention and hiring at BSA.

- 95% retention rate for non-teaching staff
- 94% retention for teaching staff
- A Dean of Student Life and an Associate Dean were hired

Ms. Ford discussed school-wide updates and goals for the 2024-2025 School Year.

- Examine and revise school-wide cell phone policy
- PSAT/SATs scheduled for March 2024
- Work with the “It Gets Better” initiative to strengthen LGBTQIA inclusivity for staff and scholars
- Explore the implementation of uniforms
- Add remedial ELA and Math classes
- Enhance and require new student and returning student orientations per grade level
- Implement mandatory parent orientation
- Strengthen advisory classes with an evidence-based social emotional curriculum

### Recruitment of New Students

Ms. Whitfield presented the BSA recruitment report. Scholar recruitment efforts are focused on the following:

- Monthly recruitment data
- Recruitment data by grade
- March/April enrollments
- Promotion and marketing
- Upcoming marketing and recruitment activities

Ms. Whitfield also discussed active application data. BSA received 223 applications from June 6, 2023, through March 15, 2024:

- 9th grade: 183 applicants
- 10th grade: 19 applicants
- 11th grade: 8 applicants
- 12th grade: 13 applicants

Additional recruitment activities include:

- Enrolled three new scholars (One 9th grader and two 10th graders)
- Working with Underdog Strategies on digital marketing and canvassing outreach in the community to enhance recruitment efforts
- Hosting an open house on March 20
- Conducting school tours on March 27 and March 28
- Running commercials from March 14 through April 8 to coincide with March Madness

### Board Meeting Dates

Mr. Zurndorfer provided the upcoming Board meeting dates for July through December 2024. The meetings will take place at BSA at 5:00pm.

### Election of Proposed Board Member

Mr. Zurndorfer, Mr. Louie, and Ms. de la Torre spoke in support of Ms. Notkin's election to the BSA Board. The Board then voted unanimously to approve Ms. Notkin's candidacy.

### Executive Session

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

The meeting was adjourned at 10:34 am.