

Broome Street Academy Charter High School

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

Date: Tuesday, May 21, 2024

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

Trustees in attendance: Lauren Blum, Monica de la Torre, Stephanie Durden Barfield, Katie Jaxheimer Agarwal, Jeff Katzin, Susan Notkin, Lynn Schnurnberger, 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 9:05am, with a quorum.

#### Approval of the Minutes

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

#### May 7<sup>th</sup> Incident

Mr. Louie updated the Board on the May 7<sup>th</sup> shooting of Makhi Brown. One of the suspects had been arrested and officials are searching for a second suspect. Mr. Louie and Ms. Ford held several meetings for staff to process the incident and to be in community. They also secured crisis counseling through the Department of Education (DOE) and the Employee Assistance Program for scholars and staff. Ms. Ford collaborated with the DOE and the local police precinct to provide security officers at the School. Ms. Ford has communicated with parents/caregivers on a regular basis to provide updates on the efforts the school is implementing to reinforce safety protocols such as bag checks. Ms. Ford has provided a tremendous amount of support to Makhi Brown's family, and was invited to speak at the funeral services. BSA provided \$5,000 to the family to assist with burial expenses. Mr. Louie and Ms. Ford will continue to monitor the School's climate, paying particular attention to the scholars and staff who were close to Makhi.

#### Head of School Report

Ms. Ford presented the Head of School report.

Attendance at BSA continues a positive trajectory with a five-month average of 88% of scholars coming to school each day. The highest daily attendance percentage was 90%; the lowest percentage was 77%.

Ms. Ford reported on the key performance indicators for 2024-2025. The BSA dashboard is focused on capturing the following metrics:

- Enrollment data
- Attendance data
- Quarter pass/fail data
- Interim and final assessment data
- Promotion/graduation data
- Regents data

- At-risk and tiered intervention data
- Behavioral data
- Instructional leadership data

In addition to the dashboard, BSA will track the data within the New Visions platform. BSA is exploring tracking other social-emotional indicators such as loneliness, depression, substance use, and others.

Ms. Ford provided an update on the SUNY Charter School Institute (CSI) site visit. During the first day of the site visit, CSI conducted the following activities:

- Interviews with leadership team members
- Individual interviews with BSA teachers
- Meeting with the department chair focus group
- Classroom observations
- Focus groups with the following BSA staff:
  - ELA instructors
  - Science and Social Studies instructors
  - Special Education instructors
  - Math instructors

However, given the events of May 7, CSI decided not to complete the site visit the following day and will not issue a formal report. CSI offered to debrief with BSA to report their observations in late June/early July.

Ms. Ford provided school-wide updates on the following events:

- College fair
- Poetry slam and Spring Fling
- Celebration of May scholar birthdays and presentation of the BSA Warrior Award
- Mental Health Day event in collaboration with The Door

### Report on Finances

Mr. Berry reported on BSA's financials.

For the ten months ending April 30, 2024, BSA generated revenues of \$7.053M against expenses of \$6.961M for an operating surplus of \$92k. Overall, there is an approximate 2% variance on revenue year-to-date against the approved budget. Revenues are approximately \$110k lower than expected year-to-date. Overall, there is an approximate 2% savings on expenses year-to-date against the approved budget, with savings in personnel offsetting some overages in other than personnel costs. Expenses are approximately \$114k lower than expected year-to-date.

As of April 30, 2024, assets were \$4.324M, of which \$4.130M are current assets which include \$1.95M in investments, \$1.4M in cash, and \$342k in receivables. Overall, assets have increased \$459k from the prior year. Year-to-date, liabilities were \$1.5M and net assets were \$2.8M.

#### Status of Preparation of Budget for 2024-25

Ms. Blum noted that preparation of the 2024-2025 budget is underway. The finance committee will convene on June 11, 2024 to review the draft budget which will be presented to the Board during the June Board meeting for approval.

#### Resolution to Increase Set Number of Trustees

The Board voted unanimously to approve the resolution to increase the set number of Trustees to 14.

#### Executive Session

The Board voted to go into executive session to consider a personnel matter.

The meeting was adjourned at 10:25am.