

Broome Street Academy Charter High School

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

Date: Tuesday, June 18, 2024

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Stephanie Durden Barfield, Katie Jaxheimer Agarwal, Jeff Katzin, Susan Notkin, Lynn Schnurnberger, Elaine Schott, Fernando Snowden-Lorence, Alexandra Wood, and David Zurndorfer

Also present: William Murdock, Sean Berry (CFO), Lynnette Ford (Head of School), Josh Hanna (minutes), Kelsey Louie (CEO), and Felicia Rowe

The meeting was called to order at 5:06pm, with a quorum.

Introduction of William Murdock, Proposed New Board Member

Mr. Zurndorfer introduced William Murdock, Head of Special Opportunities in Investment Banking at Lazard. In this role, Mr. Murdock is a member of Lazard's Special Opportunities Group, a highly selective, multidisciplinary advisory team that reports directly to and supports the CEO on high-impact investment banking assignments, internal strategic initiatives, corporate development, and thought leadership. Prior to joining Lazard, he completed an Economics PhD at Harvard University and was as a research analyst at the Education Innovation Laboratory at Harvard University.

Approval of the Minutes

The Board voted unanimously to approve the minutes of the May 21, 2024, Board Meeting.

Approval of the Budget for the 2024-2025 School Year

Mr. Berry reported on the proposed FY24-25 budget. The Finance Committee reviewed the budget against the approved FY24 budget and FY24 year-end projections. The FY24 budget assumed a \$30k surplus before depreciation and we are projecting a year-end \$10k surplus. The FY25 proposed budget is based on the enrollment of 290 scholars. The FY25 budget has a \$417k deficit against \$8.3M in expenses. The Finance Committee recommended that the Board approve the proposed FY25 budget.

The Board unanimously approved the FY2024-2025 budget.

Head of School Report

Ms. Ford presented the Head of School report.

Ms. Ford reported on scholar enrollment and current students' intent to return as of June 15:

- 9th grade scholars
 - Returning to BSA: 20
 - Not returning: 11
 - Unsure: 0
 - Needs follow up: 7
- 10th grade scholars

- Returning to BSA: 27
- Not returning: 2
- Unsure: 4
- Needs follow up: 27
- 11th grade scholars
 - Returning to BSA: 15
 - Not returning: 1
 - Unsure: 0
 - Needs follow up: 75
- 12th grade intent to return is to be determined as BSA is finalizing graduation data for June and August. Currently, 38 scholars are on track to graduate at the end of the school year.

As of June 15, BSA completed four scholar registrations and an additional 13 registrations are in progress.

Ms. Ford provided an update on attendance from December 2023 through May 2024. Attendance at BSA continues a positive trajectory with a six-month average of 88% of scholars coming to school each day. The highest daily attendance percentage was 94%; the lowest percentage was 72%.

BSA scholar utilization of Door services from September 6, 2023, through May 31, 2024, shows the following:

- 30 BSA scholars completed the Door membership process, making the total percentage of scholars with Door IDs 69% (219 out of 317)
- 120 unduplicated scholars accessed 952 Door services with the following programming reporting the highest usage:
 - 87 scholars received 247 healthcare-related services through the Door
 - 94 scholars received 447 food and pantry services
 - 39 scholars engaged in 125 group and arts-related services
 - 25 BSA scholars received 61 housing and emergency services through the Door's Runaway Homeless Youth program

Ms. Ford reported on School-wide updates and summer planning activities including:

- End of year reflections
- Overview on summer planning
- Enhancing professional development
- Increasing academic rigor and building a data-driven culture
- Building positive school-wide culture
- Developing an anti-violence initiative
- Social and Emotional Learning curriculum and engagement
- Departmental standard operating procedures
- Setting and modeling expectations for excellence
- Changes in regents' requirements
- Enhancing parental engagement
- June Warrior Awards

- Senior Capstone Projects and Scholar Art Show
- The senior class trip
- A Juneteenth celebration
- Participation in an anti-gun violence awareness rally in Albany

Graduation

Ms. Ford discussed the BSA graduation celebration.

Graduation will take place on Friday, June 28 at 10:00am at the Kaye Playhouse at Hunter College. The graduation celebration will include keynote speaker Darryl “DMC” McDaniels of Run DMC, who is an advocate for youth in the foster care system, and a special performance by BSA scholars.

Election of Board Officers

The Board unanimously voted to elect the following candidates into officer positions.

- Jeff Katzin – President
- Stephanie Durden Barfield – Vice President
- Cathy Aquila – Secretary
- Lauren Blum – Treasurer
- Katie Jaxheimer Agarwal – Executive Committee

CSI Meeting on July 10th

Mr. Louie discussed the CSI Meeting on July 10th.

The Board, Mr. Louie, and Ms. Ford will meet with CSI to obtain feedback from the Board interview and the May 7th site visit. The goal is to learn how to position BSA for renewal at the end of its charter term.

Board Member Disclosure of Financial Interests Form

Mr. Zurndorfer discussed the Disclosure of Financial Interest form. The Board will be receiving an email to complete this form by July 31, 2024.

Vote on Proposed Board Member

The Board unanimously voted to elect William Murdock to the Board of Directors.

The meeting was adjourned at 6:26pm.