

Broome Street Academy Charter High School

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

Date: Tuesday, September 17, 2024

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, Stephanie Durden Barfield, Katie Jaxheimer Agarwal, Jeff Katzin, William Murdock, Susan Notkin, Lynn Schnurnberger, 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 5:05pm, with a quorum.

#### Approval of the Minutes

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

#### Head of School Report

Ms. Ford presented the Head of School report.

BSA has active enrollment of 268 students. Total enrollment by grade is broken down as follows:

- 9<sup>th</sup> grade: 34
- 10<sup>th</sup> grade: 59
- 11<sup>th</sup> grade: 71
- 12<sup>th</sup> grade: 104

BSA is conducting calls to families through mid-November to increase enrollment, with a goal of 290 scholars. Ten applications were submitted between September 3-10.

Twelve scholars graduated in August, increasing the number of total graduates for the 2023-2024 school year to 55. There are four scholars positioned to graduate in December 2024.

Scholar attendance rate for September 4-6 was 59%.

Ms. Ford provided an update on academics. BSA has officially implemented the New Visions Curriculum across all content areas, standardizing teaching methods for the school. Teachers are required to submit lesson plans each week. Classroom assessments will be conducted by Mr. Means, Associate Head of School.

New teacher orientations took place on August 22 and 23 and All Staff orientation took place on August 26. The following topics were discussed:

- Teaching at BSA
- State of the school

- Anti-bias DEI training conducted by Jill Glassbrook
- Curriculum/scope and sequence
- IEP overview
- Multi-tiered system of support
- New policies
- Department meetings
- Co-planning
- Overview of Door services available to BSA scholars

Ms. Ford presented the academic framework for BSA:

Instruction that is scholar-centered, differentiated, academically rigorous and aligned with standards creating an educational environment that amplifies scholar voice, improves scholars' critical thinking skills and academic growth, and will prepare scholars for post-secondary success.

Ms. Ford reported school-wide updates including:

- Teachers reported increased engagement with cell phone ban
- Implementation of a "calm corner" in all classrooms to support scholar behavior regulation as a social emotional approach
- Attendance kick-off week started on September 9
- Scholar advisory started on September 16
- Parent/caregiver back-to-school curriculum night will be hosted on September 18

Mr. Louie discussed the engagement of consultant, Jeff Wasbes. Mr. Wasbes will conduct a site visit on September 18 to assess the School's overall performance and determine what will be necessary to support the School's long-term success, including preparation for the upcoming renewal process—application due Fall 2025. BSA will meet monthly with Kathryn Connell-Espinosa from the Charter School Institute to collaborate and provide feedback on BSA's progress.

#### FY24 Financials

Mr. Berry provided an update on the FY24 financial position and FY25 budget.

Mr. Berry reported on the preliminary FY24 year-end financial results. There is a \$600k deficit, primarily driven by a decline in scholars towards the end of the year. The team is doing a final review of enrollment numbers and payment reconciliations to assess whether an upward adjustment is merited. The FY24 audit is underway and is scheduled to be completed in time for a Board approval at the October Board meeting. Once the Management Team has a more accurate sense of enrollment numbers, they will present a revised FY25 budget.

#### Gala Update

Ms. Aquila provided an update on the Fall benefit.

The benefit will take place on Wednesday, October 16 at Gotham Hall. To date, the Gala has raised \$800k with approximately \$200k being allocated to BSA. Ms. Aquila thanked the Board members who have supported and encouraged the Board to continue fundraising.

A Benefit Host Committee reception will take place on Wednesday, September 25 at The Door to kick-off the celebration before the event.

The meeting was adjourned at 6:17pm.