

Broome Street Academy Charter High School

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

Date: Wednesday, December 11, 2024

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

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

Also present: Ted Caine (minutes), Lynnette Ford (Head of School), Kelsey Louie (CEO), Felicia Rowe, Alicia Thelwell (scholar parent), and Jeff Wasbes (DynEval Solutions)

The meeting was called to order at 9:06am.

Approval of the Minutes

The Board voted unanimously to approve the minutes of November 19, 2024 Board Meeting.

Parent Engagement

Lynnette Ford, *Head of School*, introduced Ms. Thelwell, the parent of senior scholar Cameron Thelwell. Ms. Thelwell will join Board meetings to provide a parent/caregiver perspective on the topics discussed by the Board.

Ms. Thelwell discussed Cameron's positive experiences at BSA, emphasizing the support he has received from the BSA faculty and community. She suggested ways to increase parent engagement, including establishing a communication channel for parents to connect with each other and organizing additional parent-focused events. Ms. Thelwell also highlighted Cameron's participation in The Door's Summer Youth Employment Program.

Head of School Report

Ms. Ford presented updates on several topics:

A survey was recently sent to scholar parents to identify strategies for increasing parent engagement.

As of November, BSA has an active enrollment of 252 students. Enrollment by grade is as follows:

- 9th grade: 43
- 10th grade: 53
- 11th grade: 76
- 12th grade: 80

BSA is offering credit recovery options to long-term absent scholars to help them earn necessary credits for graduation.

Remediation strategies for students with multiple absences were discussed to improve attendance and maintain enrollment.

The Enrollment & Recruitment Coordinator position has been posted and candidate screening has begun. Recruitment strategies for next academic year include: BSA leadership attending recruitment events, following up with families who have submitted applications in School Mint, advertising on social media, and leveraging the social networks of current student and parents.

Update from Jeff Wasbes (DynEval Solutions)

Jeff Wasbes discussed his ongoing work to develop the systems, procedures, and routines to help BSA achieve its mission and secure charter renewal. This process focuses on three goals:

1. Broome Street Academy will be a data-driven organization.
2. Broome Street Academy will meet its students where they are and propel them to success during and after high school.
3. Build Broome Street Academy's capacity to evaluate its program and make strategic midcourse corrections to ensure goal attainment.

Mr. Wasbes reported that he had begun meeting with members of the leadership team. He will develop a work plan and provide updates at Program Committee and Full Board meetings. Mr. Wasbes discussed the SUNY renewal process. Mr. Wasbes provided guidance on what Board Members should observe during classroom visits, which were scheduled to occur after the meeting.

The meeting was adjourned at 10:06am.