

Broome Street Academy High School

A regular meeting of the Program Committee of the Board of Trustees held by video conference.

Date: December 2, 2024

Trustees in Attendance: Stephanie Durden Barfield, Jeff Katzin, William Murdock, Susan Notkin, Fernando Snowden-Lorence, and David Zurndorfer

Also Present: Lynnette Ford (HOS), Cameyia Letts (minutes), and Kelsey Louie (CEO)

The meeting was called to order at 5:02pm, with a quorum.

Committee Charge Proposal

Susan Notkin proposed the following charge for the Program Committee:

- a. Ensuring that the Board is “closer” to the academic context of the school.
- b. Ensuring that BSA has the necessary resources and enablers for program success, including data, teaching excellence, social-emotional learning outcomes, and utilization of The Door’s services.
- c. Preparing for BSA’s charter renewal.

Committee Structure

Susan Notkin led a discussion regarding the structure of the committee, resulting in the following decisions:

- The Committee will meet monthly for the next three months and will then assess the frequency of meetings.
- Meetings will ideally take place 1-2 weeks before Board meetings to ensure timely reports to the full Board.
- Chris Means, Associate Head of School, will be invited to attend Program Committee meetings.
- Meeting minutes will be shared with the entire Board.
- Agendas will be distributed to the entire Board, allowing others to join for topics of interest.

Next Steps

The Committee discussed approaches to fulfilling its charge and engaging in activities related to the renewal process and its long-term contributions. The following action items were agreed upon:

1. Jeff Wasbes will provide an update on his work to date.
2. Reflections on classroom observations will be discussed.
3. Goals for Board member classroom visits will be determined.
4. The committee charge will be reviewed.
5. The schedule of longer-term objectives for the committee, including the order of topics to be addressed, will be planned

The committee requested the following for distribution:

1. The prior Charter Renewal Application
2. Feedback from the recent site visit and meeting provided by CSI
3. The BSA Data dashboard

The meeting was adjourned at 6:02pm