

Broome Street Academy High School

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

Date: January 10, 2025

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

Also Present: Lynnette Ford (Head of School), Cameyia Letts (minutes), and Kelsey Louie (CEO), Chris Means (Associate Head of School), and Jeff Wasbes (DynEval Solutions)

The meeting was called to order at 5:00pm

Update from Jeff Wasbes on his work to date

Jeff Wasbes provided an update on his ongoing work with the BSA leadership team, including modifications to the data dashboard. Mr. Wasbes also discussed the data analyst role and outlined the selection criteria for that position.

Classroom Visits

Stephanie Durden Barfield, Fernando Snowden-Lorence, and William Murdock shared reflections from their classroom visits.

The Committee discussed the importance of classroom visits in strengthening the relationship between the Board and school leadership. These visits were noted as valuable opportunities for Board members to gain insight into the student and teacher experience while reinforcing support for educators.

Lynnette Ford, *Head of School*, emphasized that classroom visits can enable Board members to gain a deeper understanding of classroom dynamics, which can inform strategic planning and fundraising efforts. Visits also help teachers feel supported at the highest level of the organization.

To increase engagement while maintaining efficiency, the Board agreed to schedule classroom visits on a designated day each month, with fewer members participating in each visit to ensure a focused and productive experience.

Reviewing the Program Committee Charge

Susan Notkin led a discussion to clarify the Program committee's key focus areas.

- Charter Renewal Narrative: Defining BSA's success story, vision, and differentiation from other charter schools.
- Academic Engagement: Strengthening the Board's connection to academic programming through classroom visits and oversight of academic goals and plans.

- Data-Driven Decision-Making: Identifying the most relevant data for collection, analyzing its effectiveness, and ensuring appropriate data utilization.
- Teaching Excellence: Monitoring instructional quality
 - Teacher Support & Development: Staying informed on Chris Means's coaching and feedback initiatives for instructional staff.
 - Performance Tracking: Reviewing leadership observations to assess changes in teaching effectiveness over time.
- Student Support Services: Ensuring BSA scholars are utilizing The Door's services as needed.

The meeting was adjourned at 6:00pm