

Broome Street Academy Charter High School

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

Date: Tuesday, January 21, 2025

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, Elaine Schott, Fernando Snowden-Lorence, and Alexandra Wood

Also present: Sean Berry (CFO), Lynnette Ford (Head of School), Laura Grund (Chief Program Officer of The Door), Shauntel Hickson (scholar parent), Cameyia Letts (minutes), Kelsey Louie (CEO), Chris Means (Associate Head of School), Felicia Rowe, and Jeff Wasbes (DynEval Solutions)

The meeting was called to order at 5:07pm.

#### Approval of the Minutes

The Board voted unanimously to approve the minutes of December 12, 2024 Board Meeting.

#### Program Committee Update

Susan Notkin provided updates on the Program Committee sharing the Committee's primary focus areas:

1. Defining the narrative for renewal, vision for success, vision for students, and how BSA differentiates itself from other charter schools.
2. Ensuring the Board is closer to the academic context of the school. (For example, conducting regular classroom visits)
3. Ensuring the right program enablers are in place for success, including data, teaching excellence, social-emotional learning outcomes, and utilization of The Door's services.
4. Supporting BSA's efforts to be a school of excellence in which all students thrive and succeed to their full potential and ensuring success in obtaining BSA's charter renewal.

Ms. Notkin, Stephanie Durden Barfield, and Alexandra Wood all shared impressions of their classroom visits, emphasizing that seeing the classroom firsthand was valuable and important.

#### Utilization of Door Services

Lynnette Ford, *Head of School*, discussed BSA scholar utilization of The Door's services. Ms. Ford and Laura Grund, *Chief Program Officer of The Door*, discussed services that The Door can provide for BSA scholars, noting the desire to make goals more reflective of what the scholar population needs and

wants from The Door's service offerings. 30% of BSA scholars surveyed expressed interest in healthcare services. Ms. Ford and Ms. Grund reported that:

- The Adolescent Health Center (AHC) will focus on providing eye exams in February, followed by dental check-ups and general physical health exams.
- AHC staff will be in the lunchroom every Tuesday to highlight their services. They will also table on the 4th floor during classroom transitions, and students can schedule appointments immediately.
- This year, five students received eyeglasses, and the basketball teams have received physical examinations, with the AHC being designated as their emergency medical provider.
- BSA staff meet with a Door social worker monthly to discuss referrals for students requiring higher levels of mental health services. Three BSA scholars have received mental health services to date.

Ms. Grund and Ms. Ford identified a need to improve the process of identifying transfer students for Door membership. They discussed how to accommodate BSA scholars and the membership enrollment process. Marketing materials will be updated to better highlight the benefits of Door services to scholars and their caregivers.

Ms. Ford introduced Ms. Hinkson, a scholar parent, to discuss their child's experience at BSA.

#### Recruitment and Enrollment

Ms. Ford provided an overview of the 2025-2026 school year recruitment and enrollment plan, which includes outreach efforts, developing relationships with feeder school, school tours, and updated marketing materials.

Jeff Wasbes discussed the process for revising enrollment size with SUNY, which would require an updated budget, updated enrollment chart, and an explanation of changes.

Ms. Ford provided an update on the hiring process for the open recruitment position.

#### Finance Update

Lauren Blum provided an overall update on the financials, noting that lower-than-expected enrollment will require adjustments to expenses. The Finance Committee will meet before the next Board meeting to provide a more detailed report next month.

#### Investment Committee Update

Jeff Katzin provided an update for the Investment Committee. The Committee asked J.P. Morgan to measure the reserve fund investment performance against a benchmark. For the fourth quarter, performance was slightly below benchmark at 1.7% vs. 1.8%.

Mr. Katzin reported that the Committee will be checking to make sure the portfolio is performing as anticipated and has asked J.P. Morgan to prepare analysis of the performance thus far.

### Calendar of Upcoming Events

Ms. Aquila announced fundraising event dates for the upcoming year:

- April 3, 2025 – Joining in Justice
- May 15, 2025 – Taste of Community
- October 15, 2025 – Annual Fall Benefit

The meeting was adjourned at 6:18pm.