

Broome Street Academy Charter High School

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

Date: Tuesday, July 22, 2025

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

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

Also present: Lynnette Ford (Head of School), 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 5:00pm.

Approval of the Minutes

The Board unanimously voted to approve the minutes of the June 24, 2025 meeting.

Lease and Management Services Agreement Approval

The Board unanimously voted to approve the Lease and Management Services Agreement with The Door for 2025.

Accountability Plan

The Board discussed the School Evaluation Report shared by SUNY following their April 2025 site visit. Key points include:

Setting clear priorities for program improvement this year, along with defined outcomes and timelines, could prove beneficial in communicating explicit goals for SUNY.

Lynnette Ford, *Head of School*, and Chris Means, *Associate Head of School*, provided updates on changes already implemented to address areas of concern.

It is important to understand how SUNY defines board-level accountability, including what effective governance looks like, and how progress is measured.

Accountability involves setting clear expectations, having a process to achieve them, and ensuring the right people are in place to deliver results, with adjustments being made if results are not met.

Mr. Katzin, *Board President*, noted that the charter renewal application is due August 15. Board members have given feedback on the draft. A complete draft will be circulated to the Board within 10 days for final feedback and approval before its submission.

Discussion on BSA's Peer Group

Mr. Katzin led a discussion on BSA's current peer cohort (CSD 2) and presented a proposed set of alternative schools with demographics more reflective of BSA's student population.

Board members emphasized the importance of considering students in foster care and those experiencing housing insecurity when determining appropriate peer comparisons. Mr. Wasbes, *Dyneval Solutions*, will incorporate these additional metrics into his ongoing research and share an updated analysis with the Board.

Head of School Report

Ms. Ford presented the July Head of School Report, including updates on enrollment, student engagement, and graduation outcomes.

Enrollment for 2025–2026:

- 145 students expressed their intent to attend for Fall 2025, including 70 new students and 75 returning students.
- Of the 209 students enrolled in 2024–2025, 77 graduated. Of the 132 eligible to return, 10 are not expected to return, and 47 students remain unconfirmed.
- Two outreach events are scheduled for August, and the team remains confident in meeting the enrollment target.
- The BSA leadership team is engaging in summer efforts to keep families of returning students connected and informed.
- Efforts are underway to keep families engaged over the summer, including direct classroom visits by Ruth Caraballo (Admissions and Parent Coordinator) to promote BSA and encourage student matches.

Graduation Outcomes:

- Four-Year Graduation Rate:
 - 90% (n=77) of fourth-year high school students graduated within four years—higher than the June 2025 projection of 75%. This improvement is attributed to credit recovery opportunities and Regents exam exemptions due to major life circumstances, which led to more local diplomas being awarded. This figure does not include potential August graduates.
 - For comparison, the four-year graduation rate in the prior year was 56%.
- Five-Year Graduation Rate:
 - 44% (n=18) of fifth-year high school students have graduated within five years.
 - An additional 8 students are expected to graduate—one in July and seven in August. If all eight students graduate, the five-year graduation rate would rise to 89%.

- Two students with long-term absences are in the process of being discharged.

Regents Preparation:

- Regents prep is being offered daily during the Summer Rising program.
- Each content area is holding 4 to 6 targeted prep sessions.
- Attendance is mandatory for any student scheduled to take an August Regents exam, regardless of their summer school enrollment status.

The meeting was adjourned at 6:45pm.