Broome Street Academy Charter High School

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

Date: Wednesday, October 21, 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, Lynn Schnurnberger, Fernando Snowden-Lorence, Alexandra Wood, and David Zurndorfer

Also present: Lynnette Ford (Head of School), Cameyia Letts (minutes), Kelsey Louie (CEO), and Felicia Rowe.

The meeting was called to order at 9:02am.

Approval of the Minutes

The Board unanimously voted to approve the minutes of the September 17, 2025 meeting.

Program Committee Report

Susan Notkin provided a summary of the most recent Program Committee meeting, highlighting progress on the operational plan and the committee's continued focus on monitoring key priorities and academic goals.

Kelsey Louie, *CEO*, provided an update on the BSA Data Dashboard and recent work with Jeff Wasbes of DynEval Solutions. BSA's contract with DynEval Solutions will conclude this month, and Mr. Wasbes will continue to serve as a consultant on an as-needed basis.

The Program Committee unanimously voted to approve the minutes of the August Program Committee meeting.

Charter Renewal Site Visit

Ms. Notkin provided a recap of the meeting with Mr. Wasbes regarding the upcoming renewal site visit and shared an overview of topics that Board Members should be prepared to discuss, including the School's priorities, accountability measures, and performance goals.

Mr. Louie outlined the current process for performance evaluations for management. Jeff Katzin, *Board President*, announced that a Board self-evaluation survey would be distributed in the coming weeks.

Fall Benefit Debrief

Cathy Aquila and Mr. Louie presented an update on fundraising results for the annual Fall Benefit. Over $1.55M has been raised to date, surpassing the fundraising goal of $1.3M. The online auction with Charity Buzz will close on October 29, 2025. Mr. Katzin expressed appreciation for the Board's leadership and generosity in making the Fall Benefit a successful event.

Investment Committee Update

Mr. Katzin provided an update from the Investment Committee. J.P. Morgan has been asked to align the portfolio benchmark with market performance. The invested portion of the portfolio increased 4.9% in the last quarter and 13% year-to-date, representing an approximate $100,000 gain in dividends and investment value.

Based on the School's cash flow needs, some investments may be sold to maintain the preferred level of operating cash. The Finance Committee will determine the amount of operating cash required to maintain a stable ratio between investments and reserves.

Head of School Report

Lynnette Ford, *Head of School*, presented highlights from the October Head of School Report, including updates on enrollment and strategic priorities.

Enrollment:

- As of October 17, 2025, enrollment for the 2025-2026 school year stands at 203 scholars
- Average period attendance was 70%
- 21% of scholars are classified as Special Education (SPED), 3% are English Language Learners (ELL), and 13% are identified as unstably housed

Strategic Priorities:

Ms. Ford also shared that the leadership team has developed an academic program aligned with strategic priorities, including:

- Strengthening instructional leadership and curricular alignment
- Retaining and supporting teaching staff, including certification pathways for new hires
- Integrating BSA social work leadership with The Door to enhance mental health services
- Expanding the school's culture of personal accountability
- Define post-secondary program goals and multi-year priorities

Mr. Wasbes conducted a mock site visit with 12 teachers, including classroom observations and interviews. Key findings included:

- 58% of teachers demonstrated clear lesson objectives with aligned activities

- 50% of teachers conducted regular and effective checks for understanding
- 25% of teachers incorporated higher-order thinking in lesson plans
- 58% of teachers demonstrated classroom management and student engagement

The leadership team continues to address current challenges, including:

- Increasing overall attendance
- Responding to the increase of students with socio-emotional needs
- Reducing the transition time between class periods and late returns from lunch
- Working with The Door to fill the vacant Data Analyst position

The meeting was adjourned at 10:01am.