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 28, 2026

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, Jeff Katzin, William Murdock, Susan Notkin, Fernando Snowden-Lorence, Alex Wood, and David Zurndorfer.

Also present: Jill Glassbrook (*Chief Accountability Officer*), Kelsey Louie (*CEO*), Tiffany McAfee *(Head of School),* and Larissa Santiago *(Minutes).*

The meeting was called to order at 5:01 PM.

Approval of the Minutes

The Board voted unanimously to approve the minutes of the June 23, 2026 Board meeting.

Head of School Report

Tiffany McAfee, *Head of School,* provided an update on her first two weeks in the role. She reported progress in filling ten vacant positions, noting that an interview day held on July 21, 2026 resulted in four accepted offers. New hires include a Director of Operations, Office Assistant, Dean of Students, and Operations Manager. She also noted that ten teachers are returning for the upcoming school year, with nine teaching positions remaining to be filled.

Jill Glassbrook, *Chief Accountability Officer*, provided a report on school operations. Staff orientation will begin on August 24, 2026. Updates to the student/caregiver and employee handbooks will be reviewed by legal counsel prior to Board consideration. She also presented an overview of the 2025-2026 graduating class and reported on plans for the August summer session and graduation.

Ms. Glassbrook provided an enrollment update. Recruitment efforts are tracking similarly to the same period last year. BSA will continue its enrollment efforts throughout the summer to meet budgeted enrollment goals. The enrollment projections for the 2026-2027 school year remain on target.

Ms. Glassbrook provided updates on upcoming reporting requirements, including the Annual Report and Accountability Plan Progress Report (APPR); the latter will be presented for Board approval at the next meeting. She reviewed SUNY’s new academic accountability framework, which aligns with the school’s turnaround strategy.

Safety Plan & Agreements Approvals

Ms. Glassbrook presented the annual school safety plan. The Board voted to approve the school safety plan with William Murdock, *Board Member,* abstaining from the vote.

Kelsey Louie, *CEO*, presented the lease agreement, management services agreement, and program services agreement between BSA and The Door. He noted that the agreements were incorporated into the approved budget and highlighted the proposed updates to each agreement for the upcoming fiscal year. The Board voted unanimously to approve the lease agreement, management services agreement, and program services agreement.

Board Member Recruitment Update

Mr. Katzin discussed the ongoing recruitment efforts to fill Board vacancies and reviewed the process for identifying and onboarding prospective Board members. One prospective Board member is currently under consideration.

Approval of the Salary of the Head of School

The Board voted unanimously to approve the salary of the Head of School.

The meeting adjourned at 6:01 PM, followed by an Executive Session.