

Broome Street Academy Charter High School

A regular meeting of the Board of Trustees held in person and by videoconference

Date: Tuesday, September 13, 2022

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

Trustees in attendance: Cathy Aquila, Vanda Belusic-Vollor, Lauren Blum, Stephanie Durden Barfield, Katie Jaxheimer Agarwal, Noah Leff, Fernando Lorence, John Quinn, Alexandra Wood, and David Zurndorfer

Also present: Kelsey Louie, Amanda Marmol (minutes), and Sarah Weeks (Interim Head of School)

The meeting was called to order at 6:08pm, with a quorum.

#### Approval of Minutes of August 16, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the August 16, 2022 Board Meeting.

#### Start of School Year

Ms. Weeks reported that the school year has been off to a great start with a positive tone for the academic year. She reported that brief meetings at the start of the day have allowed staff to stay informed of day-to-day activities at BSA and have provided windows of opportunities for communication between Administration and Staff.

#### Head of School Report

Ms. Weeks reported on Broome Street Academy updates for the new school year. Highlights included:

- Staffing Updates: BSA has filled all but one teaching vacancy from last year. A crisis social worker was hired in August and an offer was made to a Great Oaks Tutor Supervisor. Ms. Weeks reported that BSA is also recruiting for a Dean of Student Life and a Community Aid position. The Senior Director of Operations will be leaving at the end of the month; BSA's current Operations Manager will be promoted to Interim Director of Operations to take on those duties.
- Fall Staff Professional Development: BSA held a Professional Development week for all staff from August 29<sup>th</sup> through September 5<sup>th</sup> to kick off the 2022-2023 academic year. During this week, the team focused on creating a shared vision, preparing physical spaces, and updating curricula.

- Final Summer School Data: In August, 16 students graduated, 11 of whom had post-secondary plans. A celebration for August graduates and their families was held to acknowledge their accomplishments.
- Student Enrollment: Ms. Weeks reported that as of September 6<sup>th</sup>, the total number of enrolled students is 299.
  - 9th grade: 65
  - 10th grade: 71
  - 11th grade: 95
  - 12th grade: 68
- First Days of School: BSA's first day of school was September 7<sup>th</sup>, one day before NYC DOE public schools. Staff reported that classrooms feel positive and academically focused.

#### Program Committee

Mr. Zurndorfer reported that the September 15<sup>th</sup> Program Committee meeting has been canceled and the next meeting will be scheduled for October.

#### Audit

Mr. Leff reported that the audit is currently underway. Mr. Louie has worked with the auditors to create a schedule to complete the audit before the November 1<sup>st</sup> deadline with enough time for the Board to review and discuss the audit before submission. While there were a few delays at the beginning of the process, the schedule was created with the likelihood of delays in mind.

#### October 19th Gala

Ms. Aquila thanked the board for their generosity to this year's gala. Mr. Louie reported that the program is still evolving, however there will be a past (through videos)/present (through live speeches) theme as we celebrate The Door's 50th anniversary. Comedian Chuck Nice will host the event with performances from members of The Door and BSA. This year's gala honoree is City MD. Mr. Louie reported that the next Gala Committee meeting will be paired with an open mic event at The Door on September 14<sup>th</sup>.

#### Plans for Election of Officers and Members of Standing Committees

Mr. Zurndorfer stated that the election of officers and members of the Standing Committees will be conducted at the November meeting. An up-to-date list of committee membership will be circulated.

#### Board Meeting Schedule Changes

Mr. Zurndorfer reported the following two changes to the Board Meeting schedule:

November 15<sup>th</sup> meeting will be moved to November 16th at 9:30am

January 17<sup>th</sup> meeting will be moved to January 24th

The meeting was adjourned at 6:44pm