

Broome Street Academy Charter High School

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

Date: Tuesday, October 18, 2022

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

Trustees in attendance: Monica De La Torre, Herb Elish, Katie Jaxheimer Agarwal, Noah Leff, Elaine Schott, Alexandra Wood, and David Zurndorfer

Also present: Kelsey Louie, Amanda Marmol (minutes), Meredith Soffrin, Sarah Weeks (Interim Head of School), and Joquin Pichardo.

The meeting was called to order at 6:05pm.

Enrollment Shortfall

Mr. Zurndorfer announced that student enrollment had fallen far short of expectations. Both the Executive and Finance Committees will be addressing the consequences of the shortfall in the coming weeks, and the Board will receive a detailed report at next month's Board meeting.

Head of School Report

Ms. Weeks reported that the culture and climate at BSA was off to a great start this school year. Returning teachers and staff have provided positive feedback including an improvement in student behavior. Students are actively seeking adult support with social-emotional and academic challenges. In addition, attendance percentage is higher than last year with many days around 85%.

Ms. Weeks reported on student life highlights at BSA. For Hispanic Heritage Month, BSA recognized members of their community along with daily announcements and curricular connections. 9th and 12th graders went on their community building trips on October 12th. The BSA athletics teams have been doing great: the flag football team is 3-1 this season, the Boys JV Basketball team won their first game 42-10, and the girls volleyball team won their last game. On Friday, October 21, 12th grade students will begin college trips visiting schools across the city and out of state.

Ms. Weeks reported on professional development for teachers throughout the academic school year. There are daily meetings at 8am for teachers to meet as an entire team (Mondays), Grade Teams (Tuesdays), Department Teams (Wednesdays), Advisory Teams (Thursdays), and co-planning teams (Fridays). In addition, there are Professional Development days scheduled in

October, November, January, March, and June. This will allow School leadership to have longer conversations in Grade and Department Meetings with teachers. On October 11th, BSA held a Professional Development Day for Staff where they discussed school-wide priorities including strengthening lesson planning/curriculum, increasing student engagement, and building stronger connections with parents/caregivers. All staff members completed self-evaluations in advance of the meeting with their supervisors to set goals for the year that they will work on.

Ms. Weeks reported on academic highlights. Students are currently being recruited for the College Level Examination Program (CLEP) through the Modern States Educational Alliance “Freshman Year for Free” program. Students are able to earn money by participating in the program and taking the exams; if they score well, they will be eligible for college credit. This program is available for students graduating from 2020 to 2026.

Ms. Weeks reported that 124 10th and 11th grade students took the PSAT exam on October 12th. The SAT will be held for 11th grade students in the spring. Additionally, all BSA students participated in the college and career fair on October 14th.

Ms. Weeks reported on the curriculum night BSA held earlier this month. Every teacher presented about their classes and shared their office hours where students can get extra help/assistance for their classes. The day after curriculum night, there was an increase in students attending office hours. BSA will be implementing a new monthly curricular newsletter highlighting what students have been working on in their classes along with ideas of ways caregivers can connect with teachers. Ms. Weeks reported on the upcoming Parent/Caregiver Conferences on November 17th and 18th.

Social Work Services

Ms. Soffrin reported on social work services at BSA noting the strong start this school year. The social work team is currently composed of the Senior Director, four BSA social workers, one social worker from the Door (2 days per week), 3 MSW interns, and a crisis social worker.

Social Work visits in September:

- General Ed: 50 Students - 99 Sessions
- Mandated Sessions: 32 Students - 57 Sessions
- AIDP: 1 student - 1 session
- Crisis Counseling: 8 Students - 14 Sessions
- **Total - 77 Unique Students - 171 Sessions**

Ms. Soffrin reported that the Social Work team at BSA and the psychiatry department at The Door have worked together to simplify the process for referrals for evaluations and other psychiatry services for BSA students.

School Wide Goals

Mr. Louie reported on the BSA 2022-2023 goals:

- I. Improve student retention and recruitment efforts-ensure that BSA reaches its enrollment targets for the coming school year (focus on 9th & 10th grade)
- II. Improve teacher retention and recruitment efforts
- III. Oversee how BSA plans to address the learning gap resulting from the pandemic and episodes of remote instruction during the last 2 years
- IV. Manage the finances for the year effectively, especially given the shortfall in recruitment
- V. Improve the services that BSA receives from TD
- VI. Meet or exceed budgeted fundraising goals
- VII. Improving access of BSA students to Door services so that utilization increases
- VIII. Continue to develop a more comprehensive plan that incorporates DEI work into pedagogy, culture and organizational systems focused on a foundation of respect
- IX. Working on developing a culture that leads to school-wide success
- X. Develop a strategic plan

Audit

Mr. Louie provided an update on the FY 22 audit. He reported that throughout the entire process, there have been delays by both BTQ and Forvis. There have been several rounds of requests for testing samples and other questions and it appears as though the audit will be completed by the deadline. He noted that he was expecting at least one finding regarding segregation of duties. He also reported that he had been heavily involved in the audit process, providing weekly updates to the Audit Committee.

Mr. Zurndorfer noted that the Board previously authorized the Audit Committee to approve audits on behalf of the Board. The Audit Committee will be meeting on October 28th to review and hopefully approve the audit, and will report back to the Board at next month's meeting. David invited all interested Board members to attend the Committee's meeting.

Amended 990

Mr. Zurndorfer reported that, as required by the IRS, the amended 990 has been distributed to Board members for review.

Board Committees

Mr. Zurndorfer asked the Board to review the committee membership list (previously distributed) and to let him know of any changes. Committee membership will be formally approved at the November Board meeting.

Announcements

Mr. Zurndorfer reminded the Board that the November Board meeting had been rescheduled to Wednesday, November 16 at 9:30am at Broome Street Academy. This will give Board members the opportunity to visit one or more classes following the Board meeting.

Mr. Zurndorfer reported a Program Committee meeting will be held on Wednesday, October 26th at 5pm, and invited all interested Board members to attend.

Mr. Zurndorfer reported that Benjamin Felt, former BSA Board member, is now the President of The Door Board of Directors.

Gala

Mr. Louie announced that The Door and BSA Gala, honoring City MD, will be held on October 19, 2022. He expressed his gratitude for the Board's support, as \$930,000 was already raised in ticket and table sales.

The meeting was adjourned at 6:59pm.