

## Broome Street Academy Charter High School

A regular meeting of the Board of Trustees held by videoconference and phone

Date: Tuesday, May 19<sup>th</sup> 2020

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

Trustees in attendance: David Zurndorfer, Mónica de la Torre, Noah Leff, Catherine Aquila, Stephanie Durden Barfield, Benjamin Felt, Gail Schargel, Vanda Belusic-Vollor, and Katie Jaxheimer Agarwal joined by video conference. Herb Elish, Jeffrey Katzin, Marlene Nadel, and Joaquin Pichardo joined by phone.

Also present: Eric Weingartner, Melissa Silberman, Keith Morton, Courtney Fox (minutes)

The meeting was called to order at 9:06 a.m.

### Approval of Minutes of April 21, 2020 Board Meeting

The minutes for the April 21<sup>st</sup> meeting, which had been previously circulated, were approved.

### Planning for Summer School and Fall Semester

David Zurndorfer outlined several considerations regarding BSA operations for summer school and fall. He stated that there has been no guidance from the Governor at this time as to whether we will be able to use the building in the summer or fall. He expressed appreciation for how difficult the uncertainty is for Melissa Silberman and the BSA Administrative team.

Ms. Silberman reviewed the current remote operations structure of BSA and described future planning efforts. She stated that summer school will run remotely as a combination of daily live class sessions and Edgenuity, the asynchronous learning platform that the school has been using this spring. The current estimate for summer school enrollment is 50-60 students. Ms. Silberman explained that the school was initially expecting more students to enroll in summer school but this estimate has decreased as more students have been able to complete work, gain credits, and complete remediation courses on Edgenuity through the current period of remote learning.

In addition to summer school, Ms. Silberman highlighted efforts to engage students in some sort of summer employment experience as well as plans for a Summer Bridge for incoming freshmen. Plans for both programs are currently in development.

Looking to the fall, Ms. Silberman explained that BSA is considering three possible scenarios: remaining remote, blended learning (combination of remote and in-person instruction), or a complete return to the building. She stated that many factors are being considered, including student and staff comfort with returning to the school building, Door partnership efforts, and physical space modifications that may be necessary to comply with public health guidelines.

### Graduation

Ms. Silberman announced that graduation will be a virtual event. It will be a largely prerecorded ceremony featuring speeches by students, teachers, administrators, and special guests. In

addition, Ms. Silberman reviewed the selection criteria for the Board award and noted that the Board would select recipients by mid-June.

#### Head of School Report

Ms. Silberman provided an update on admissions and enrollment. To date, 79 freshmen offers have been accepted. No seats have been offered to transfer students at this time. She reported that the current estimated enrollment for 2020-21 is 300 students. Keith Morton, the Senior Director of Operations at Broome Street Academy, noted that calls have been made to the families of returning students; the vast majority of these families confirmed that they intend to return to BSA this fall. Eric Weingartner emphasized that BSA is being thoughtful about recruitment and admissions in order to set students up for academic success.

#### Charter Renewal

Ms. Silberman provided an update on BSA's progress in the renewal process. She reported that she or other members of the Administrative Team speak with the renewal consultants weekly. She stated that the application is due on August 17<sup>th</sup>; the renewal consultants plan to provide the Board with a draft in early June, and will be joining the Board meeting that month.

#### Motion to Approve Lease Amendment for 2020-21 School Year

The motion to approve the one-year lease amendment was approved unanimously, subject to legal review. David Zurndorfer and Monica de la Torre did not vote.

#### Motion to Approve Services Agreement for 2020-21 School Year

The motion to approve the services agreement for the 2020-21 school year was approved unanimously. David Zurndorfer and Monica de la Torre did not vote.

#### Motion to Approve Services Agreement for 2019-20 School Year

The motion to approve the services agreement for the 2019-20 school year was approved unanimously. David Zurndorfer and Monica de la Torre did not vote.

#### Preparation of Budget

Noah Leff summarized that BSA has been working with The Door's finance office on the budget. A draft will be sent to the Finance Committee in the next week for review. Mr. Leff stated that the reviewed budget will be circulated to the full Board in advance of the June meeting, when it will be voted upon. Mr. Leff, Mr. Weingartner, and Mr. Morton discussed several assumptions and contingencies related to the budget due to COVID-19 concerns. Mr. Zurndorfer reminded the Board that an approved budget is due to the Charter Schools Institute (CSI) by the end of June.

#### CEO Report

Mr. Weingartner described planning efforts for summer and fall programming for The Door. He stated that The Door is developing a triage plan for June 2020 through August 2020. In addition, they are working with a consultant to develop an 18-month plan that will run through December 31, 2021 for dealing with the impact of the coronavirus on The Door and BSA. Both plans will take into account needs related to programming, revenue, administration, and facilities.

Mr. Weingartner also reported on The Door's budget, development and fundraising efforts, and search committee updates related to the Human Resources Director and Executive Director roles.

At 10:28 a.m., the board then adjourned.