

Broome Street Academy Charter High School

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

Date: Tuesday, June 16<sup>th</sup> 2020

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

Trustees in attendance: David Zurndorfer, Benjamin Felt, Catherine Aquila, Stephanie Durden Barfield, Gail Schargel, Katie Jaxheimer Agarwal, Jeffrey Katzin, Noah Leff, and Vanda Belusic-Vollor joined by videoconference. Marlene Nadel, Elaine Schott, Herb Elish joined by phone.

Also present: Melissa Silberman, Eric Weingartner, Dan Pasek, Keith Morton, Reeham Ahmed, Courtney Fox (minutes)

The meeting was called to order at 6:06 p.m.

#### Approval of Minutes of May 19, 2020 Board Meeting

The minutes for the May 19<sup>th</sup> meeting, which had been previously circulated, were approved.

#### Charter Renewal

David Zurndorfer introduced Dan Pasek, BSA's renewal consultant. Mr. Pasek provided an update on the progress of the renewal application and highlighted important upcoming dates. He noted that the fall renewal site visit will be virtual. A new renewal application was released in May; he explained that the only change is that a portion of the application is now focused on the school's approach to learning due to COVID-19. Mr. Pasek answered Board members' questions about the renewal process. He stated that the Board will be receiving a draft of the application in the next week and that he will be preparing the Board members for their interviews in the fall. Mr. Zurndorfer thanked Mr. Pasek for attending.

#### Motion to Approve Budget for FY 2021

Noah Leff discussed the Finance Committee's process in reviewing the budget which was previously circulated to board members. He noted that an approved, balanced budget is due to the Charter Schools Institute (CSI) at the end of June and explained the assumptions in the current budget.

Melissa Silberman explained that BSA is budgeting at an enrollment of 300 students. She emphasized that, in the event of budget cuts, the school will prioritize budget line items that are student facing (e.g. teachers). Keith Morton, Senior Director of Operations at BSA, described other areas where the school is prepared to cut back if state funding is reduced. Ms. Silberman, and Mr. Morton explained that they have developed additional budgets that anticipate 7% and 15% reductions. The Board discussed possible ways to support BSA's budget in the coming year. Including potentially approving use of reserves if this was needed.

Mr. Leff noted that the Finance Committee recommended that the Board approve the budget. The motion to approve the budget was approved unanimously.

#### Graduation

Ms. Silberman announced the graduation will be a virtual event that will be pre-recorded. Special guests have submitted their messages and students, teachers and administrators are working on recording theirs. The Board Award winners were selected and will be announced during graduation. Ms. Silberman stated 55 students will be graduating on June 29th and seven students will graduate at the end of the summer. Graduation will be live streamed at 10:00am on June 29th and will be available on BSA's webpage thereafter to view.

#### Head of School Report

Ms. Silberman provided an update on summer school, which will be completely virtual and remote this year. There are currently 133 students enrolled; 59 of these students are completing remedial courses and the remainder are advancing in electives or working ahead for next year. Students can take up to three classes, which is an increase from last summer when they could only take one.

Ms. Silberman also gave an update on admissions and enrollment. To date, 86 freshman offers have been accepted. Ms. Silberman stated that there were 450 applications and every student who applied was offered a seat. She emphasized one challenge caregivers are facing is completing enrollment remotely due to the given circumstances during the pandemic and so BSA is being proactive by holding weekly information sessions on how to complete enrollment.

Keith Morton reported the current estimated enrollment for 2020-21 is 308 students. Ms. Silberman stated that BSA would be running a "Summer Bridge" to engage incoming students. The Summer Bridge will include an orientation to BSA and The Door, sessions focused on the BSA PRIDE pillars, and information about resources and tools to support a healthy transition to high school.

Ms. Silberman introduced the new data reporting schedule and tools, which were developed in collaboration with Katie Jaxheimer Agarwal. Mr. Pasek advised that the data should capture actions taken during school closure. Ms. Silberman discussed the schedule of data reporting such as the purpose of the Dashboard data, which allows for quick snapshots monthly from slides.

#### Motion to Approve Safety Plan

The motion to approve the Safety Plan subject to legal review was approved unanimously.

#### CEO Report

Mr. Weingartner discussed how current events have been impacting The Door's programming and the services it provides its clients. Ms. Silberman and Mr. Weingartner are participating in a BSA/Door town hall on June 17, 2020 to provide updates to the community and to funders. Mr. Weingartner described a process that The Door has undertaken to plan for the next 12 to 18 months. It will focus on COVID's impact on revenue and programming and the impact of both on facilities and administration at The Door and BSA.

At 7:41 p.m., the board then adjourned.