

## Broome Street Academy Charter High School

A regular meeting of the Board of Trustees held at Proskauer Rose LLP, 11 Times Square

Date: Tuesday, October 15<sup>th</sup>, 2019

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

Trustees in attendance: David Zurndorfer, Mónica de la Torre, Julie Shapiro, Noah Leff, Herb Elish, Stephanie Durden Barfield, Benjamin Felt, Jeffrey Katzin, Marlene Nadel, Gail Schargel, Vanda Belusic-Vollor.

Also present: Eric Weingartner, Melissa Silberman, Katie Jaxheimer Agarwal, Courtney Fox (minutes).

The meeting was called to order at 6:07 p.m., with a quorum.

### Approval of Minutes of September 17, 2019 Board Meeting

The minutes of the September 17<sup>th</sup> meeting, which had been previously circulated, were approved with one correction: Marlene Nadel was added as a trustee attending the meeting.

### Head of School Report

Melissa Silberman reported that 318 students are currently enrolled at BSA. She reported on how many students are returning and newly enrolled in each grade. She described BSA's plan to continue recruiting and enrolling students this fall. She noted that the Admissions team is starting to develop a recruitment strategy for 2020-2021 by building relationships with middle schools and hosting two open houses each month.

In addition, Ms. Silberman reported on the number of students within BSA's target population groups. According to the student data collected to date, 26% of students have at least one risk factor (temporary housing, foster care, preventative services, and/or ACS factor). Ms. Silberman stated that as BSA collects more information on students, this number may increase.

Ms. Silberman noted that, in order to best support BSA's target population groups, the school is in the process of hiring a Priority Populations Case Worker. This role will jointly report to the Director of Admissions and the Director of Social Work. Ms. Silberman also reported that the Director of Social Work has been attending McKinney-Vento trainings and educating staff on how to support students in the target population groups.

Ms. Silberman reported an average attendance of 85% in September, which is close to the City average. She noted that the Community Schools Director is spearheading attendance incentives; for example, Seniors had a pizza party as a reward for being the grade with the highest attendance in September.

Eric Weingartner and Ms. Silberman reported that they had identified three finalists for BSA's renewal consultants. They will announce their selection at the next Board meeting.

### Head of School's Goals for 2019-20 School Year

Ms. Silberman distributed and reviewed the BSA Leadership Goals for the 2019-20 school year. She explained that the process-oriented goals compliment the outcomes reported in the APPR. The Board discussed prioritizing the goals in thematic buckets, and sharing the goals with BSA staff members.

### Resolution to Approve FY19 Audit

Noah Leff summarized the October 14<sup>th</sup> Audit Committee meeting between committee members and the auditors. Mr. Leff and the Audit Committee recommended approval of the audit.

A resolution to approve the audit was passed unanimously.

### Resolution to Increase Fixed Number of Trustees

David Zurndorfer introduced a resolution to set the fixed number of trustees at 14 in light of Ms. Agarwal's being added to the Board.

The resolution was approved.

### November 20<sup>th</sup> Gala

Mr. Weingartner noted that the honoree for the gala has been confirmed, and he reported on fundraising progress. He indicated that The Door's development department would be keeping in touch weekly with Board members as details for the gala are finalized.

### CEO Report

Mr. Weingartner reported that Deutsche Bank has earmarked a \$75,000 grant for BSA.

He also described the transition plan for Julie Shapiro's departure in November. He stated that plans for recruiting a new Executive Director are underway.

### Board President's Comments

Mr. Zurndorfer expressed thanks to Ms. Shapiro for her contributions to BSA in her role as Executive Director of The Door and as a trustee. Ms. Shapiro will be stepping down from her position at The Door in late November to take a new role as the CEO of the Fund for Public Schools.

At 7:13 p.m. the board then adjourned.