

Broome Street Academy Charter High School

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

Date: Tuesday, July 19, 2022

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

Trustees in attendance: Cathy Aquila, Stephanie Durdan Barfield, Lauren Blum, Herb Elish, Jeffrey Katzin, Noah Leff, Fernando Lorence, Alexandra Wood, David Zurndorfer

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

The meeting was called to order at 6:06pm, with a quorum.

Approval of Minutes of June 21, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the June 21, 2022 Board Meeting.

Head of School Report

Ms. Weeks reported on the Broome Street Academy (BSA) Leadership Team's highlights for the 2021–2022 school year. Highlights included:

- in-person schooling allowed re-engagement of struggling students;
- meeting 100% of demand of the increased number of students who requested or were referred for counseling;
- resumption of the monthly PRIDE Lottery for students exhibiting BSA's core value to help build community and reinforcement of behavioral expectations; and
- establishment of two summer student interns (seniors) that support the Dean's Team with the Summer Bridge program (SYEP positions).

Ms. Weeks reported a higher passing rate for Regents Courses in Semester 2 of the 2021-22 school year than in the previous school year.

Ms. Weeks reported an increase in enrollment in Advanced Placement courses.

Ms. Weeks reported that 53 students graduated in June and 51 graduates planned to attend college and one planned to attend beauty school.

Ms. Weeks reported on the 2022 Summer School Program, which offers five courses and four Regents Exams.

Ms. Weeks reported that 104 students were accepted for the Summer Youth Employment Program at sites ranging from childcare and education to media production and event management.

Ms. Weeks reported that there are over 550 applications to the school as of July 19th (more than 450 to 9th grade) with new applications submitted daily. Ms. Weeks reported that there are approximately 230 students returning. Ms. Weeks projected a total enrollment of 315 students with 90-100 students for the 9th grade (cohort 2022) along with 80-90 students in 10th grade, 80 in 11th grade and 55 in 12th grade.

Ms. Weeks reported that the Attendance Improvement and Drop Out Prevention (AIDP) team was calling caregivers to confirm students' intent to return.

CEO Report

Mr. Louie reported on the progress for each of the transition priorities for BSA that were provided to him in July 2021 and how he will continue efforts in these areas in the coming year.

- Student enrollment was 318 at the start of the year and 294 at the end of the year. Going forward, he plans to continue to strengthen outreach efforts, develop pipelines through feeder schools and programs, and strengthen data and project planning skills.
- There is a COVID Response Team that meets every two weeks to ensure that the school is in compliance with all applicable COVID guidelines. Also, Keith Morton regularly updated staff re: COVID cases infections and updated protocols. Going forward, leadership will continue to monitor guidance from public health officials.
- In order to address the learning gap resulting from remote instruction, BSA adopted New Visions Curricula for ELA & Math and increased number of classroom observations. Going forward, BSA will adopt New Visions curricula for all core courses, explore the adoption of the Triad Management Paradigm, and implement a high dosage tutoring pilot program.
- Elementary and Secondary School Emergency Relief Funds (ESSER3) will be spent in 2022-2023 school year as follows:
 - \$168,750 for the Great Oaks Tutoring Program
 - \$109,185 for 25% Salaries of some Deans & Directors
 - \$55,000 for Math Tutor Grades 10-12
 - \$43,200 for Summer School Stipends
 - \$35,100 for School Community Aid
 - \$29,700 for Academic Online Software
- To improve the services that BSA receives from The Door (TD), the HOS has been included on a joint Executive Team. Senior Leadership Team Meetings are held every week that includes HOS, the Associate Head of School, and the Senior Director of Operations. Going forward, he plans to further develop culture of collaboration between BSA and The Door.

- BSA has met or exceeded fundraising goals in both individual giving and institutional development.
- Access of BSA students to programs and services at TD was reported on at other meetings, but going forward, BSA will measure data specific to catchment students, enhance focus on college persistence, and improve connection with alumni.
- BSA leadership took part in two half-day Diversity, Equity, and Inclusion trainings from Race Matters where they were introduced to a race equity tool. All staff participated in unconscious bias training and culturally responsive teaching training. All staff also attended training on supporting LGBTQIA students. Going forward, BSA will develop a comprehensive plan that incorporates DEI work into pedagogy, culture and organizational systems.
- In 2022-23 Mr. Louie will:
 - Work with the Interim HOS to improve systems and processes
 - Provide training and oversight to the management team
 - Institute regular financial/audit committee meetings
 - Develop ongoing work from transition goals
 - Identify more specific (SMART) goals and outcome goals
 - Work with the Board to develop a strategic plan
 - Establish annual review process in preparation for charter renewal

BSA/Door Collaboration

Mr. Louie reported on the creation of a committee which includes BSA's Head of School, TD's Chief Program Officer and staff representation from all programs and from all staffing levels to establish goals for future BSA/Door Collaboration. These goals include:

- Increased utilization of TD's health services
- Enhanced mental health integration and collaboration between BSA and TD
- Increased BSA students' access to arts programming at TD
- Enhance and develop BSA students' engagement with college pathways and career education programs
- Enhanced cross-departmental and interdisciplinary communication

Investment Committee Report

Mr. Katzin reported that the value of the investment account portfolio had decreased by 3%. Ms. Blum mentioned that diversifying the portfolio has been effective in minimizing losses and that the 3% decrease now would not be significant in the long run.

Meeting adjourned at 6:59pm