

Broome Street Academy Charter High School

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

Date: Tuesday, August 16, 2022

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

Trustees in attendance: Katie Jaxheimer Agarwal, Cathy Aquila, Vanda Belusic-Vollor, Lauren Blum, Monica de la Torre, Herb Elish, Noah Leff, Fernando Lorence, John Quinn, Elaine Schott, Alexandra Wood, and David Zurndorfer

Also present: Mahey Gheis (minutes), Kelsey Louie, and Sarah Weeks

The meeting was called to order at 6:05pm, with a quorum.

Approval of Minutes of July 19, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the July 19, 2022 Board Meeting.

Head of School Report

Ms. Weeks reported on Broome Street Academy updates for the upcoming school year (2022-2023). Highlights included:

- BSA leadership is working on hiring for the remaining teacher vacancies in preparation for the start of the school year.
- BSA has created two new positions--a crisis social worker and a high dosage tutoring supervisor.
- The current enrollment projections by grade/credit accumulation are as follows:
 - 9th grade: 110
 - 10th grade: 92
 - 11th grade: 61
 - 12th grade: 54
 - Total: 317
- Student programming is taking place on a cohort basis to optimize learning.
- BSA is expanding topics discussed in advisory services in addition to post-secondary education.
- BSA teachers and leadership will host daily office hours.
- High dosage tutoring will be implemented this fall.

Ms. Weeks also reported on the 2022 summer school program. There are 16 students on track to graduate by the end of summer school. Of those students, 11 have post-secondary plans. A graduation celebration is being held on Tuesday, August 29th at 4:00pm.

School Safety Plan

The Board voted unanimously to approve the School Safety Plan.

Motion to Approve Record Retention Policy

Mr. Louie discussed the need for a Record Retention Policy for BSA. The policy will provide guidance regarding the length of time records will be maintained to satisfy IRS regulations, grant requirements, audit requirements, and, if applicable, other legal needs as may be determined.

The Board voted unanimously to approve a Record Retention Policy providing that records will be maintained for the periods sufficient to satisfy IRS regulations, grant requirements, audit requirements, and, if applicable, other legal needs as may be determined. Documents will be retained for the specific time periods listed.

Audit Committee Report

Mr. Leff reported on this year's BSA Audit. Preparation for the School Year 22 audit is underway. Mr. Louie and Ms. Weeks have created a timeline with the auditors and the finance team to ensure timely filing of the audit.

Mr. Louie also reported on the benefits of utilizing BTQ Financial as firm to provide CFO and Controller services.

Report on October 19, 2022 Gala

Ms. Aquila reported on the upcoming Gala. The fundraising goal for the Gala is \$1.5 million and hopes to see 400 guests.

Mr. Zurndorfer reflected on Ms. Silberman's (former Head of School) passing. Information about services for Ms. Silberman will be available in the fall.

The meeting was adjourned at 6:42.