

Broome Street Academy Charter High School

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

Date: Tuesday, June 21, 2022

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

Trustees in attendance: Cathy Aquila, Vanda Belusic-Vollor, Lauren Blum, Stephanie Durden Barfield, Herb Elish, Katie Jaxheimer Agarwal, Jeffrey Katzin, Noah Leff, Elaine Schott, Alexandra Wood, David Zurndorfer

Also present: Sasha Hixson, Kelsey Louie, Amanda Marmol (minutes), Matthew Molloy, Sarah Weeks

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

Approval of Minutes of May 24, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the May 24, 2022 Board Meeting.

Head of School Report

Mr. Molloy reported that the total enrollment at Broome Street Academy as of June 1st, 2022, was 293 with an overall cumulative attendance of 75%.

Mr. Molloy reported that in May 2022, BSA had a total of 233 social work visits.

Mr. Molloy reported that there are 56 graduates this year. They will be attending CUNY, SUNY, and several out of state universities in the fall.

Mr. Molloy reported on the two Board Award recipients: Xavriela Valdez (93.19 GPA) who will be attending Hampshire University and Oniel Torres (91.44 GPA) who will be attending Jacksonville University. Mr. Louie reported that traditionally, the Board Awards are given to the students who have the third and fourth highest GPA in the senior class after the Valedictorian and Salutatorian.

Mr. Molloy reported on the Head of School Award recipient, Jesus Luis. The recipient of the Head of School Award is determined by the senior teachers and is usually awarded to a student who has overcome adversity and still performed well. Mr. Molloy shared that Jesus had faced many challenges throughout his four years at BSA, but he had consistently made a strong effort to learn and grow.

Mr. Molloy reported on the 2022 Summer School Program and curriculum that will be offered. Summer School will run from July 5th through August 15th (Monday-Thursday) from 8:30am to 1:15pm. The courses that will be offered are American History, Global History, English Language Arts (9th & 12th grade), Living Environment, and Algebra.

Mr. Molloy reported on the Summer Bridge Program which will be provided to incoming 9th graders. The goal is to orient students to BSA and for the teachers to get to know them. It is a four day program where incoming 9th graders will receive an introduction and a tour of the school and The Door. There will be an opportunity for a walking tour to familiarize themselves with the surrounding neighborhood as well.

Graduation

Mr. Louie reported that BSA's Graduation will be held on Monday, June 27th, at the Hunter College Kaye Playhouse. Doors will open at 9:30am and the ceremony will commence at 10am. The keynote speaker will be Grammy nominated artist and professor at Howard University, Frenchie Davis.

Proposed Lease

Mr. Leff reported that the lease renewal included a 3% increase, with no additional amendments. A motion to approve the proposed lease renewal and for Mr. Leff to sign on behalf of BSA was approved unanimously.

Proposed Services Agreement

Mr. Leff reported that the Management Services Agreement with The Door included a 3% increase, with no additional amendments. The Management Services Agreement covers services BSA purchases from The Door, which includes development, human resources, financial management, IT, and facilities support. A motion to approve the proposed Management Services Agreement and for Mr. Leff to sign on behalf of BSA was approved unanimously.

Proposed Budget for 2022-23 School Year

Mr. Louie reported that the methodology used to create the proposed 2022-23 budget incorporated a review of nine months of actual data followed by a line-by-line analysis. The proposed budget used the following assumptions: an average of 308 students with a 4% increase in the per student revenue from the State, a 4% increase for staff/faculty salaries, a 3% increase in the lease, and a 3% increase in the management services agreement with the Door.

For fiscal year 2022-2023, revenues are projected to be over 8.2 million with a surplus of roughly \$28,000. 80% of the revenue came from State sources, 9% from Federal sources, and 11% from local sources and/or foundations.

Mr. Louie reported on the breakdown of Personnel Costs of roughly \$5.65 million.

- 16% CEO, Executive, and Administrative Staff
- 17% Deans and Directors
- 50% Instructors and Social Workers
- 17% Fringe

Mr. Louie reported on the breakdown of Operational Costs of roughly \$2.5 million.

- 30% school operations
- 17% the Door service agreement
- 53% rent

Mr. Louie reported that the school operations also reflect additional costs of an investment in student recruitment of \$125,000, a new computer lab of \$100,000 (offset by a grant from City Council), and safety/crisis support and academic professional development of \$40,000.

Mr. Louie reported on the \$880,000 Elementary and Secondary School Emergency Relief (ESSER) Funds BSA was awarded. Approximately half (\$440,000) is budgeted for this upcoming fiscal year and the remainder is budgeted for fiscal year 2023-2024. The allocation is as follows:

- \$169,000 for the Great Oaks Tutoring Program
- \$109,185 for a portion of salaries of appropriate Deans and Directors
- \$55,000 for tutoring in math (grade 10-11)
- \$43,200 for Summer School Stipends
- \$35,100 for School Community Aid
- \$29,700 for Academic Online Software

The motion to approve the proposed 2022-2023 Budget was approved unanimously.

Proposed Contract with Great Oaks

Mr. Louie reported on the Great Oaks Foundation contract for high dosage tutoring in ELA and Math to all 9th grade students for the 2022-2023 School Year. The goal for the program is to have a 1:10 tutor to student ratio. The total cost of the program is approximately \$169,000 per year. The program will be evaluated at the end of the year and a decision whether to repeat the program will be made at that time.

The motion to approve the proposed Great Oaks contract was approved unanimously.

Development Report

Ms. Aquila reported that at the end of Fiscal Year 2021, BSA raised \$446,006 in individual giving. To date, BSA has raised \$444,478 with the goal of \$450,000 by June 30th, 2022. Drafts of emails and social media posts to support the campaign have been sent to all Board members. Next fiscal year, there will be an in-person gala on October 19th, 2022 that will celebrate the 50th Anniversary of the Door. Ms. Aquila noted that she is seeking Board Members and non-Board Members to join the Fall Gala committee.

Mr. Louie reported that Arabella Advisors, BSA's largest foundation funder, renewed support for BSA at \$500,000 per year for two years. \$360,000 of this funding is allocated to BSA and \$140,000 is allocated to the Door which funds a staff member that conducts college work with Broome Street Academy. Mr. Louie reported on an additional grant BSA received from the City Council of \$100,000 for technology needs.

Open Meetings Law Update

Mr. Zurndorfer reported that the Governor extended the suspension of the in-person meeting requirement, and therefore, the BSA Board meeting was conducted entirely remotely for the month of June. However, the suspension will end in July 2022, and the next meeting will need to be in person.

IRS Form 990

Mr. Zurndorfer reported that BSA's 990 form was being amended and will be circulated to the Board before it is submitted.

The meeting was adjourned at 6:58pm.