

Broome Street Academy Charter High School

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

Date: Tuesday, December 20, 2022

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Stephanie Durden Barfield, Herb Elish, Jeffrey Katzin, John Quinn, Elaine Schott, Alexandra Wood, and David Zurndorfer

Also present: Sean Berry (CFO), Mahey Gheis (minutes), Kelsey Louie (CEO), and Sarah Weeks (Interim Head of School)

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

Approval of Minutes of November 16, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the November 16, 2022 Board Meeting.

Head of School Report

Ms. Weeks reported on highlights since the last Board meeting. At the end of the first quarter of the school year, each grade attended an awards ceremony held in the gym. For academics, awards were presented to students on the honor and high honor roll, as well as to 133 students who improved their overall GPA by five points or greater. Students were also recognized for demonstrating the school's PRIDE values, as well as athletic and artistic achievement.

Ms. Weeks reported that the November average daily attendance was 84%. To incentivize full day attendance as the winter break approaches, the school has scheduled special events before and after school.

Ms. Weeks reported that all students have been successfully retained since September, and two new students have enrolled this month.

Ms. Weeks shared that the school has welcomed two new teachers, Brenda Robertson and Natalie Black, to teach Chemistry/Integrated Science and STEM/SPED, respectively. The next Professional Development Day will be on January 3.

Ms. Weeks reported that there are four Great Oaks Fellows supporting 10th grade students in Social Studies and English Language Arts, and one additional fellow starting in January to

support math classes. The fellows have been positively received by students and faculty. There is at least one fellow who may be interested in a teaching position at BSA in the future.

Budget Revisions Necessitated by Enrollment Shortfall

Mr. Louie reported that due to low enrollment, there has been an approximately \$1 million drop in state funding. Mr. Louie and Ms. Weeks have been meeting frequently, along with the Finance Committee, to decide on how to adjust the budget. Through an intensive process where all options were explored, the deficit has been reduced from \$1 million to \$240,000.

Ms. Weeks noted that the budget changes were made to ensure this year provided as high a quality of education as possible, while also putting the school in a positive position for next year. By utilizing the full ESSER3 grant this year, rather than splitting it between this year and next, the deficit was reduced to \$600,000. Additional reductions to the deficit were found through not filling some teacher vacancies, reductions in personnel given the lower number of enrolled students, and cuts in other expenses.

Report on School's Finances

Mr. Louie reported that the finance team has been focusing on reducing the projected deficit. The leadership team will continue to monitor expenses, work on increasing enrollment, and pursue securing additional revenue.

Mr. Berry shared the financial report that detailed revenue, expenses, and the statement of financial position for the four months ending October 31, 2022. Future reports will be provided to the Full Board at the February, May, and June meetings.

Enrollment

Mr. Louie reported that increasing enrollment continues to be a top priority. He has discussed strategies to improve enrollment with Ms. Weeks, Mr. Zurndorfer, the Executive Committee, and with other schools. BSA will engage a consulting agency to help increase student enrollment, Underdog Strategies. They proposed two strategies: canvassing (knocking on doors and spreading information about the school in targeted neighborhoods) and a digital media campaign. Mr. Louie has spoken with the Admissions Director of one school who provided a positive reference for Underdog Strategies and will be speaking to another one this week. Mr. Louie believes that there is low risk involved, and the potential benefits are high, especially since the cost of Underdog Strategies can be absorbed by the current, revised budget.

Resolution to Approve Contract with Underdog Strategies

The Board voted unanimously to approve the contract with Underdog Strategies which was circulated in advance of the meeting.

Report on BSA Student Utilization of Door Services

Mr. Louie spoke on the importance and uniqueness of BSA's collaboration with The Door. Goals for collaboration this school year include BSA students: receiving physical health and mental health services at the Adolescent Health Center, taking part in arts programming, engaging with the Youth Council, utilizing Career and Education services in Soho and at the Bronx Youth Center, accessing College Pathways support, and enrolling as members of The Door. For students who are referred to Runaway Homeless Youth services, it is a goal to ensure they are placed in emergency housing services. He reported that he will update the Board on progress towards these goals in the next few months.

HOS Search Committee Report

Mr. Zurndorfer reported that of the many applicants, three firms were interviewed to lead the Head of School search. The search committee recommended contracting with Sandler Search Associates, which previously recruited both Kelsey Louie and Eric Weingartner as the CEO for BSA and The Door. Sandler Search is familiar with The Door, which will be helpful for the search for a BSA Head of School.

Resolution to Approve Contract with Sandler Search Associates

The Board voted unanimously to pay Sandler Search Associates \$54,000 to conduct the search for BSA's next HOS.

Appointment of Chairs of Standing Committees

Mr. Zurndorfer appointed Jeff Katzin as Chair of the Audit Committee and reappointed the Chairs of the other standing committees.

The meeting was adjourned at 7:00pm.