

Broome Street Academy Charter High School

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

Date: Wednesday, November 16, 2022

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

Trustees in attendance: Cathy Aquila, Lauren Blum, Monica de la Torre, Stephanie Durden Barfield, Katie Jaxheimer Agarwal, Jeffrey Katzin, Noah Leff, John Quinn, Elaine Schott, and David Zurndorfer

Also present: Brandon Boyd (BSA Teacher), Nik Brautigam (BSA Director of Curriculum & Instruction), Jacquelyn Kennelly (BSA Teacher), Madelyn Lin (BSA Teacher), Kelsey Louie (CEO), Amanda Marmol (minutes), Tanya Penn (BSA Teacher), Lester Samson (BSA Senior Director of Academics), and Sarah Weeks (Interim Head of School)

The meeting was called to order at 9:43am, with a quorum.

#### Approval of Minutes of September 13, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the September 13, 2022 Board Meeting.

#### Approval of Minutes of October 18, 2022 Board Meeting

The Board voted unanimously to approve the minutes of the October 18, 2022 Board Meeting with an amendment to the “Audit” section clarifying that there have been delays by both BTQ and Forvis.

#### Audit Report

Mr. Leff reported on the process of completing the fiscal year 2022 audit and reviewed the results. Mr. Louie outlined corrective actions working with BTQ Financial moving forward, including ensuring a monthly close process, developing more clearly defined segregation of duties, and hiring a Chief Compliance and Operating Officer to oversee the finance function and the audit process.

#### Approval of the Audit

The Board voted unanimously to ratify the Audit Committee’s approval of the fiscal year 2022 audit.

### Enrollment Shortfall

Ms. Weeks reported that there were 253 students enrolled as of November 4. Ongoing recruitment efforts focus on attracting students for this school year, as well as applicants for next school year's lottery.

Mr. Zurndorfer reported that this year's budget anticipated 308 students. As a result of the enrollment shortfall, the projected decrease in revenue is approximately \$1 million dollars.

Mr. Louie reported on efforts to address the drop in enrollment, including: strengthening recruitment efforts by ensuring a strong academic program; strengthening the partnership with The Door; improving the reputation of the School; and improving teacher retention by reviewing compensation and benefits, improving staff morale, communication, and safety issues. He also reported on the potential use of consultants to assist with recruitment efforts.

Mr. Louie, Ms. Weeks, and Mr. Sean Berry, Chief Financial Officer from BTQ, have met to address the revenue shortfall. They will be meeting with the Finance Committee to propose a revised budget in December.

### Election of Board Officers and Members of Standing Committees

Mr. Zurndorfer reported on the current list of Board Officers:

- David Zurndorfer, President
- Monica de la Torre, Vice President
- Noah Leff, Treasurer
- Cathy Aquila, Secretary
- Herb Elish, Executive Committee Member at Large

Mr. Zurndorfer reported that Mr. Leff is stepping down as Treasurer, Chair of the Finance Committee, and Chair of the Audit Committee.

The Board voted unanimously to elect Lauren Blum as Treasurer.

The Board voted unanimously to re-elect the remaining current Officers of the Board.

The Board voted unanimously to elect all the current members of the standing committees.

### Development

Mr. Louie reported that the BSA/Door gala raised over \$1.2 million. He gave a heartfelt thank you to the Board Members for their support of the gala.

The Development Team is planning an appeal letter for end-of-year giving that will be shared on December 9. The letter will go to all donors except those who have given over \$1000 this fiscal year or gave over \$250 to the gala.

### Head of School Report

Ms. Weeks reported that the average attendance in October was 85%, with the highest attendance, 90%, on Tuesday, October 18.

Ms. Weeks reported on academic highlights. The first quarter award ceremonies will be held this week for students with High Honors, Honors, Academic Improvement, PRIDE Leadership, and those who are acknowledged as Scholar Athletes and Scholar Artists.

Ms. Weeks reported that the flag football team made it to the finals and shared win-loss records for each sports team:

JV Basketball Team: 6-2

V Basketball Team: 0-1

Girls Volleyball Team: 9-1

Flag Football Team: 5-3

Nearly all the athletes maintained a grade point average of over 80%. Athletes are required to have an attendance record of 90% and a grade point average of 75% in addition to attending a weekly study hall to be eligible to participate.

Ms. Weeks reported on staffing updates and the welcoming of new staff members: Carl Charles, Director of Student Life; Helga Herrera, Spanish Teacher; and Amonica Phipps, Math Teacher.

Four BSA teachers shared their perspective on their classes and experience at BSA this year:

- Ms. Kennelly shared that the energy around the school this year has felt positive. She reported on how she first worked at BSA from 2011-2014 and returned at the beginning of 2022. She shared how much she enjoys being a part of BSA and how she has had a very good year.
- Ms. Penn reported that as a new teacher at BSA, she receives a lot of support from other teachers and administration. She reported that students are coming to office hours to get assistance with assignments.
- Mr. Boyd reported that the school culture had been an issue in prior years and that he has noticed a shift in the culture of prioritizing academics this year. He also noted that he appreciates the work of the Student Life Team.
- Ms. Lin reported that during this school year, policy, structure, and communication have improved, which has made BSA a great place to work.

Ms. Weeks reported on Board engagement opportunities including participation as judges for an art competition. Ms. Weeks also invited Board members to visit classes after the meeting had adjourned.

The meeting was adjourned at 10:53am.