

Application: Brooklyn Charter School

Joanne Hunt - jhunt@brooklyncharter.org
2020-2021 Annual Report

Summary

ID: 0000000091

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Jul 21 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN CHARTER SCHOOL (THE) 331400860809

a1. Popular School Name

BCS

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. DISTRICT / CSD OF LOCATION

CSD #14 - BROOKLYN

d. DATE OF INITIAL CHARTER

1/2000

e. DATE FIRST OPENED FOR INSTRUCTION

9/2000

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The Brooklyn Charter School is committed to providing a nurturing and supportive community where students feel secure, recognize their own potential, respect others regardless of race, religion or culture, and are instilled with the desire to learn and achieve. It is our aim to provide a rigorous academic program supported by Arts and Technology that cultivates the whole child. Through achievement and creativity, and in partnership with our families, students will develop the necessary confidence, intellectual capacity and leadership skills to prepare them for an evolving global society.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	A fully inclusive school accommodating Students with Disabilities and English Language Learners.
KDE 2	A school which offers small classroom sizes that average no more than 20 students per classroom with two instructors per class.
KDE 3	A rigorous experiential curriculum in Humanities, Mathematics and Science.
KDE 4	A rich performing arts and technology program for all students.
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.brooklyncharter.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

240

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

210

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	545 Willoughby Avenue, Brooklyn, New York 11206	7183022085	NYC CSD 14	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Joanne Hunt	718-302-2085		jhunt@brooklyncharter.org
Operational Leader	Pamptata Sanders	718-302-2085		psanders@brooklyncharter.org
Compliance Contact	Robert Morales	718-302-2085		rmorales@brooklyncharter.org
Complaint Contact	Joanne Hunt	718-302-2085		jhunt@brooklyncharter.org
DASA Coordinator	Shannon Cullen	718-302-2085		scullen@brooklyncharter.org
Phone Contact for After Hours Emergencies	Joanne Hunt	718-302-2085		jhunt@brooklyncharter.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	Not applicable	No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

(No response)

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Joanne Hunt
Position	Principal
Phone/Extension	718-302-2085-3251
Email	jhunt@brooklyncharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

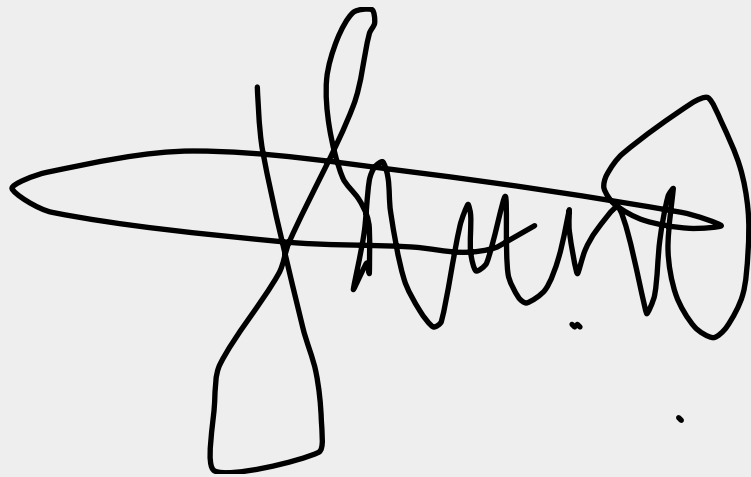
Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

A stylized, cursive handwritten signature in black ink on a light gray background. The signature is composed of several loops and a long horizontal stroke.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style and appears to read "H. Lambert".

Date

Jul 21 2021

Thank you.



Entry 3 Progress Toward Goals

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess
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				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
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Academic Goal 43				
Academic Goal 44				
Academic Goal 45				

Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
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Academic Goal 50				
Academic Goal 51				
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Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Incomplete

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4c - Additional Financial Documents

Incomplete

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Completed - Jul 21 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Ariel Arnold	arnold@brooklyncharter.org	718-302-2085

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Schall & Ashenfarb CPA's, LLC	ninabahazhevsk@schallandashenfarb.com	212-268-2800	15

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Incomplete

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 29 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[BCS Financial Disclosure Forms 2020_21](#)

Filename: BCS_Financial_Disclosure_Forms_2020_21.pdf **Size:** 929.9 kB

Entry 7 BOT Membership Table

Completed - Jul 27 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attend ed During 2020- 2021

1	Henry Lambert	hlambert@lambertdevelopment.com	Chair	Finance, Legal/Government, Education	Yes	5	07/01/2022	06/30/2022	11
2	Mark David	mjdavid@gmail.com	Secretary	Finance, Legal/Governance, Education	Yes	2	07/01/2021	06/30/2023	10
3	Diana Lee	dlee@sbchlaw.com	Trustee/Member	Education, Legal/Governance	Yes	4	07/01/2019	06/30/2022	10
4	Tony Betaudier	tonyqb8@gmail.com	Trustee/Member	Education, Finance	Yes	4	07/01/2019	06/30/2022	5 or less
5	Feona	Huezo	Parent Rep	Education	Yes	1	07/01/2019	06/30/2022	11
6									
7									
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	5
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2020-2021

11

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 27 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

[BCS Board Meeting Minutes 2020_21](#)

Filename: BCS_Board_Meeting_Minutes_2020_21.pdf Size: 2.1 MB

Entry 9 Enrollment & Retention

Completed - Jul 30 2021

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	In an effort to increase equity and access to various special student populations this school year through the pandemic, BCS contracted with a charter school marketing firm to focus on increasing student recruitment of	

Economically Disadvantaged

special populations. This firm is providing advertisements in several languages via our Face Book, Google Ads and Instagram platforms. Brooklyn Charter School requested a non-material change to its charter in 2017-18 in order to add lottery preferences to attract, retain, and meet/exceed enrollment and retention targets as prescribed by the Board of Regents and the board of trustees of the State University of New York. The Brooklyn Charter School Board of Trustees elected to give annual lottery preferences to students eligible for the Free/Reduced Lunch Program (FRLP's). For the 2020-21 public lottery, students deemed economically disadvantaged received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS also continued its annual outreach to Day Care Centers, Nursery & Pre-K Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick, East New York, Crown Heights and Clinton-Hill/Fort Greene. BCS created a position in 2018-19 titled, "Recruitment Coordinator" which is still an integral part of our recruitment program. This knowledgeable bilingual staff member continues to be responsible for reaching out within the community on a bi-monthly basis beginning in the summer of each school year to distribute promotional packages

For the 2021-22 school year, BCS will continue its outreach utilizing the marketing firm that we contracted with along with our Recruitment Coordinator who will be devoted to outreach bi-monthly to Day Care Centers, Nursery & Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.). BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2021-22 school year.

	that contain information about the school and its programs, open houses and tours, as well as, hard copies of the application. These applications are also made accessible on the school's website for easy access.	
English Language Learners	<p>In an effort to increase equity and access to various special student populations this school year, BCS contracted with a charter school marketing firm to focus on increasing student recruitment of special populations. This firm is providing advertisements in several languages via our Face Book, Google Ads and Instagram platforms. Additionally in an effort to increase the number of ELL students at Brooklyn Charter School, The BCS Board of Trustees voted to incorporate another non-material change at the April 2021 board meeting to weight seats in future BCS lotteries for all incoming ELL applicants in grades K-5 where 25% of all kindergarten seats and available 1-5 seats will be slated for ELL students. In an effort to further increase equity and access to various special student populations, Brooklyn Charter School requested a non-material change to its charter in order to add lottery preferences to attract, retain, and meet/exceed enrollment and retention targets as prescribed by the Board of Regents and the board of trustees of the State University of New York. The Brooklyn Charter School Board of Trustees</p>	<p>For the 2021-22 school year, BCS will continue its outreach utilizing the marketing firm that we contracted with along with our Recruitment Coordinator who will be devoted to outreach bi-monthly to Day Care Centers, Nursery & Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these</p>

	<p>elected to give annual lottery preferences to English Language Learners (ELL's). For the 2020-21 public lottery, students deemed English Language Learners received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS also made an effort to attract English language learners sending its Recruitment Coordinator to advertise within the community by visiting day care programs to speak with parents about BCS and our ELL program as well as distribute applications. Applications for the school were created in English with a translation in Spanish, to attract families within the community whose primary language was not English. These applications were also made accessible on the school's website.</p>	<p>organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.). BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2021-22 school year.</p>
	<p>In an effort to further increase equity and access to various special student populations this school year, BCS contracted with a charter school marketing firm to focus on increasing student recruitment of special populations. This firm is providing advertisements referencing the preferences in the lottery in several languages via our Face Book, Google Ads and Instagram platforms. In 2017-18, Brooklyn Charter School requested a non-material change to its charter in order to add lottery preferences to</p>	

Students with Disabilities

attract, retain, and meet/exceed enrollment and retention targets as prescribed by the Board of Regents and the board of trustees of the State University of New York. The Brooklyn Charter School Board of Trustees elected to give annual lottery preferences to Students with Disabilities (SWD's). For the 2019-20 public lottery, students applying with an Individualized Education Plan (IEP) received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS utilized our recruitment coordinator to reach out to the community on a bi-monthly basis beginning in November to advertise within the community by visiting day care programs to speak with parents about BCS and our Special Education program as well as distribute applications. BCS placed advertisements in local newspapers such as the Daily News which highlighted our special education program to ensure further outreach to this student population. These applications were also made accessible on the school's website for easy access. BCS also did a website overhaul with professional photography in order to make information more easily accessible and user-friendly. BCS did a social media launch on Instagram in order to get more information about the school, out to the public.

For the 2021-22 school year, BCS will continue its outreach utilizing the marketing firm that we contracted with along with our Recruitment Coordinator who will be devoted to outreach bi-monthly to Day Care Centers, Nursery & Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.).

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>Because BCS is located in one of the most underserved communities of New York City, recruitment efforts in Bedford-Stuyvesant neighborhood, as well as, Bushwick and East New York have resulted in BCS having 81% of students considered economically disadvantaged for the 2020-21. BCS is a fully inclusive school that reflects a family-oriented culture where students and families feel supported academically, socially and emotionally. BCS offered free breakfast and lunch for all students in 2020-21. The school hosted several grade level parent workshops during the school year so that families were able to meet teachers and faculty in order to become familiar with the school's curriculum and offerings. The school continued to employ two deans that focused on positive reinforcement and restorative justice in-person and remotely. The Deans were also integral in supporting our teachers with our Social and Emotional Learning program during the 2020-21 school year. BCS will continued to operate as a school that students enjoyed coming to everyday whether they were fully remote, hybrid or fully in-person. When school is a joyous</p>	<p>BCS will continue to operate as a fully inclusive school that reflects a family-oriented culture where students and families feel supported academically, socially and emotionally. The school will continue to employ two deans that focus on positive reinforcement and restorative justice when we open fully in the fall. The Deans will continue to support our teachers with our Social and Emotional Learning program with guidance from our School Social Worker during the 2021-22 school year. BCS will continue to provide an intensive virtual/in-person tutoring program that will focus on students in grades K-5 who continue to be significantly below grade level in ELA. Groups will be</p>

	<p>environment and children are getting their academic, social and emotional needs met, retention becomes natural because students do not want to leave and our families are happy and satisfied with the education that their children are receiving. Besides the retention efforts described for 2020-21, BCS continued to provide an intensive virtual tutoring program that focused on students in grades K-5 who were significantly below grade level in ELA. Groups were small, prescribed and focused on data collected in SY 2019-20 along with initial data from 2020-21 to drive the selection and instruction for these students. Due to the COVID-19 pandemic, BCS decided to host a virtual summer program for students in grades K-4 who were in need of remediation as well as enrichment in order to continue to provide a resource for families. BCS will continue these initiatives in the 2021-22 school year in order to meet retention targets as families were pleased with student outcomes.</p>	<p>small, prescribed and focus on data collected in September of 2021 to drive the selection and instruction for these students. BCS is hosting a virtual summer enrichment program for students in grades K-5 who are in need of remediation as well as enrichment in order to continue to provide a resource for families. BCS will continue to operate as a school that students enjoy coming to everyday especially since we will continue to be fully open to in-person learning in the fall of 2021.</p>
	<p>BCS continued to employ a full-time ELL teacher to ensure that children who qualified for services were receiving them. Our ELL teacher worked with ELL student's in-person at the school as well as remotely for those students who were fully remote for the duration of the 2020-21 school year. For the 2021-22 school year BCS will continue to employ an ELL</p>	<p>BCS will maintain the position of a full-time ELL teacher. All information to ELL families will be consistently translated in their home languages to ensure that our families are kept in the loop of all school information and happenings. Spanish speaking members of the school staff and the parent community will</p>

English Language Learners	<p>teacher to ensure that children who qualify for services are receiving them. A focus on data and tracking the progress of our ELL students will drive our work for 2021-22. BCS will also continue to translate important information and school documents in most of the first languages that our families speak so that they are informed as to what is happening within the school in order to feel like they truly belong to the school community.</p>	<p>participate at all community outreach events and information sessions to ensure that native Spanish speakers can fully understand the BCS program. BCS will provide additional support to ELL families to ensure that they are comfortable with the academic and emotional/social growth of their children (workshops, one-on-one meetings, etc.).</p>
	<p>BCS was a fully inclusive school in 2020-21. BCS has one ICT classroom on each grade level. BCS also had a Special Education Coordinator and full-time social worker. BCS outsourced for speech and occupational therapy services as needed based on Individual Education Plans. BCS will continue to fully operate as a fully inclusive school as all of our students with IEP's are either in a general education classroom or an Integrated Collaborative Teaching (ICT) classroom, depending on what their IEP requires. In 2021-22 BCS will have one ICT classroom on each grade level. BCS will continue to employ a Special Education Compliance Coordinator and will have a Teacher-SPED Coordinator on-site. The Teacher-SPED Coordinator will be responsible for ensuring that the school's Response to Intervention (RTI) program is operating effectively so that children who are "at-risk"</p>	<p>BCS will maintain an ICT classroom for each grade. BCS will continue to offer the supports for our SWDs by providing the following programs/resources: Summer Enrichment Program, Virtual/Afterschool Tutoring, Social and Emotional Learning program for all students, parent workshops to inform families of</p>

Students with Disabilities	<p>get support services and then move forward with an evaluation if deemed necessary. The school will also employ a full-time social worker and will add a full-time SETSS teacher, occupational therapy and speech services in order to satisfy the needs of our students with Individual Education Plans. BCS continued its intensive tutoring program virtually which focused on students in grades K-5 who were significantly below grade level in ELA. Groups will continue to be small, prescribed and focused on data collected in SY 2020-21 along with initial data from 2021-22 to drive the selection and instruction for these students. BCS also decided to host a 2021 virtual summer enrichment program for students in grades K-5 who were in need of remediation as well as enrichment in order to continue to provide a resource for families during the pandemic. BCS will continue these initiatives in the 2021-22 school year in order to meet retention targets as families were pleased with student outcomes.</p>	<p>our curriculum and instruction and offer resources to aid in the learning loss support that will be necessary, supplemental materials in reading and math to aid in differentiation of materials, additional support faculty to aid with learning loss (Assistant Teachers, SETSS/AIS teacher, etc.) and enhanced technology to support our instructional program (SMART Boards, upgraded electronic devices, etc.) BCS will hire a full-time SETSS/AIS teacher to support the SPED program.</p>
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Entry 10 - Teacher and Administrator Attrition

Completed - Jul 27 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Jul 27 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	2
Total Category A: 5 or 30% whichever is less	4.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	16

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	21



Thank you.

Entry 12 Organization Chart

Completed - Jul 28 2021

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

BCS Organizational Chart 20-21

Filename: BCS_Organizational_Chart_20-21.pdf **Size:** 475.3 kB

Entry 13 School Calendar

Completed - Jul 28 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

2021-2022 BCS School Calendar

Filename: 2021-2022_BCS_School_Calendar.pdf **Size:** 138.0 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 30 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Brooklyn Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://brooklyncharter.org/about/school-documents/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://brooklyncharter.org/tag/board-of-trustees-meetings/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://brooklyncharter.org/about/school-documents/
3. Link to NYS School Report Card	https://brooklyncharter.org/about/school-documents/
4. Lottery Notice announcing date of lottery	https://brooklyncharter.org/brooklyn-charter-schools-public-lottery/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://brooklyncharter.org/about/school-documents/
6. District-wide Safety Plan	https://brooklyncharter.org/about/school-documents/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://brooklyncharter.org/parents/documents/
7. Authorizer-Approved FOIL Policy	https://brooklyncharter.org/about/school-documents/
8. Subject matter list of FOIL records	https://brooklyncharter.org/about/school-documents/

Thank you.



<p align="center">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>

Name:
HENRY A. LAMBERT

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):
THE BROOKLYN CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

CHAIRMAN

2. Are you an employee of any school operated by the education corporation?
____**Yes** ____**X_No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	NONE		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				


Signature

7.28.2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

917-856-2511

Business Address:

171 E. 80th STREET

E-mail Address:

hlambert@lambertdevelopment.com

Home Telephone:

Home Address:

171 E. 80th STREET

last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: **MARK DAVID**

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

BROOKLYN CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

MEMBER

2. Are you an employee of any school operated by the education corporation?
 Yes ✓ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
N/A	None	N/A	N/A

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	N/A	N/A	N/A	N/A

Hub Daird
Signature

June 22nd, 2021
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: (617) 642-9003

Business Address: 1060 5th Ave, apt 9B, NY, NY 10128

E-mail Address: mjdavid@gmail.com

Home Telephone: (617) 642-9003

Home Address: 1060 5th Ave, apt 9B, NY, NY, 10128

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member

Name:

FEONA CHANCE-HUERO

Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):

BROOKLYN CHARTER

1. List all positions held on the education corporation Board of Trustees ("Board")
(e.g. president, treasurer, parent representative).

Parent Representative

2. Are you an employee of any school operated by the education corporation?
Yes ☒ No

If Yes, for each school, please provide a description of the position(s) you
hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? NO

If Yes, please describe the nature of your relationship and how this person
could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any
student currently enrolled in the school? NO

If Yes, please describe the nature of your relationship and how this person
could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise
benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person
could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school.

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Diana J. Lee

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Brooklyn Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative)

Director, formerly Secretary

2. Are you an employee of any school operated by the education corporation?
___Yes ___X___No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___Yes __X__No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>	<i>Please write "None" if applicable. Do not leave this space blank</i>		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>None</i> Please write "None" if applicable. Do not leave this space blank				


Signature

6/22/21
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212 681-6500_____

Business Address: 675 Third Avenue, New York, New York 10017

E-mail Address:
_____dlee@sbchlaw.com_____

Home Telephone: 718 625-4138_____

Home Address: 154 Luquer Street, Brooklyn, New York 11231

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member

Name:

FEONA CHANCE-HUERO

Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):

BROOKLYN CHARTER

1. List all positions held on the education corporation Board of Trustees ("Board")
(e.g. president, treasurer, parent representative).

Parent Representative

2. Are you an employee of any school operated by the education corporation?
Yes ☐ No ☒

If Yes, for each school, please provide a description of the position(s) you
hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? NO

If Yes, please describe the nature of your relationship and how this person
could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any
student currently enrolled in the school? NO

If Yes, please describe the nature of your relationship and how this person
could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise
benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person
could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school.

NONE

Jenna Chancello

Signature

6/22/21

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: _____

jenna.ch@gmail.com

Home Telephone: _____

917-415-7187

Home Address: _____

566 Gates Ave Brooklyn NY 11221

last revised 06/8/2020

education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation, or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	NONE		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Tony Botaudier

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Brooklyn Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes ✓ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	→	→	→
Please write "None" if applicable. Do not leave this space blank.			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Statement of conflict of interest
NONE	→	→	→	→
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Tony Betaudier (J. Hunt) 7/31/21
 Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 917-642-5982

Business Address: 459 Marion St., Bklyn NY 11233
Suite 1

E-mail Address: TONYGBB@gmail.com

Home Telephone: 347-405-8773

Home Address: 459 Marion St, Bklyn NY 11233

last revised 06/8/2020

Members Present

Henry A. Lambert, Chair
Diana Lee
Feona Huezo
Mark David

Others Present

Pam Sanders
Ariel Arnold
Robert Morales
Joanne Hunt

The meeting was held via a ZOOM conference call on July 28, 2020.

Topic: BCS Board of Trustees Meeting

Time: Jun 28, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on June 23rd, 2020 were approved with a motion from Diana, seconded by Mark. All voting members (4) were in favor.

2019-20 Summer Program

The BCS Virtual Summer program currently has 70 students enrolled in grades K-4. The program not only serves students who are in need of remediation but also serves students who wanted to excel for the new school year. Mrs. Sanders will be sending out a survey to families who are participating to see if the program is helping their child and whether or not they are liking the way in which the program is operating. A specific question was asked regarding how the kindergarten summer program was operating. There are currently two sections of kindergarten. 10 rising kindergarteners are participating in the enrichment class and 7 students are participating in the remediation class. The remediation class is a mix of current kindergarten and current 1st grade students. There are a total of 7 teachers working the summer program. Another question was asked from a board member regarding our holdover

policy due to COVID-19. BCS administration will conduct a reappraisal of whether students who were deemed a “promotion in doubt” prior to the COVID-19 shut down will actually be retained. BCS will reassess all students who fall in this category prior to making any finite decisions. Only extreme cases will be considered for potential retention.

Reopening Plans for the 2020-21 School Year

A concern regarding building ventilation was raised by several board members. It was discussed that while there were air conditioners being installed in each classroom prior to school’s being forced to close, what other options are available for classrooms. A discussion about having windows open for cross ventilation as well as having fans available for all classrooms was brought up. Proper air circulation was a big issue with board members and will be discussed further at the August 2020 board meeting.

BCS administration will be attending a NYSED call regarding how BCS will operate with staff and what mandates/ precautions will be in place for their return whether it will be in-person or remote in the fall of 2020.

BCS has sent out surveys to all families via email in order to develop a complete reopening plan. BCS wanted to ensure that all families had a voice and were able to express any questions or concerns regarding school reopening. To date, 93 surveys have been received. Based on current enrollment (191), the school is awaiting 98 surveys. BCS support staff will follow-up with families in the event that surveys are not returned in a timely fashion.

Reopening plans cannot be fully developed at this time as the school will still need to discuss common space areas (gymnasium, cafeteria and auditorium) with the co-located school along with arrival and dismissal procedures. A question arose from Diana regarding utilizing outdoor space. Would it be possible for the school to use the playground or play yard for outdoor classes. Joanne would look into the matter because precautionary matters would have to be taken such as securing permission from the Parks Department as well as parents.

A question about using plastic shields came up. At this time certain plastic shields have been deemed flammable and expensive. BCS will research the further use of plastic shields in the classroom and have an update at the August 2020 board meeting.

Parent Curriculum/Essential Standard Workshops for 2020-21: Henry, Joanne and Pam have discussed and worked on a plan in order to institute a series of parent workshops in order give parents an opportunity to have all necessary information and resources to help their children throughout the school year. This program was intended to make our parents more confident and skillful in order to help their children throughout the school year. A detailed description of the program is attached as a separate document. The workshops will be held virtually and will be based on the different units/modules that are taught in ELA and Math. Sessions will be recorded and made available to families who are unable to make the virtual session.

Questions arose from board members regarding our school bus situation to be researched by BCS Admin and discussed at the July 2020 board meeting:

Mr. Morales (Director of Operations) contacted the school's insurance carrier and the bus company (ALLIED BUS COMPANY) to get further clarity on the following:

- What regulations will be in effect for busing in the new school year? The NYCDOH will put mandates in place in order for students to ride the school buses. Parents will be allowing children to ride at their own risk as schools cannot be held liable.
- Is there a way to have ventilation systems installed into the buses that our school utilizes daily? Being that different buses are utilized each day for all schools, this would not be feasible
- Does BCS have liability for school bus coverage (is it needed at this time) in the event that children catch a communicable disease on the bus? There is nothing that the school can be sued for as parents will be choosing to send their children on school buses at their own risk. It was requested by a board member that we get an endorsement from the bus company that BCS is additionally insured on their policy.
- Does BCS need liability for school coverage (is it needed at this time) in the event that children catch a communicable disease in the school building? Currently, there is no need for extra coverage as families will have the choice to send their children to school for in-person learning or choose remote learning and keep their children home. Board members expressed concern and want to ensure that we cannot get sued for negligence based on our reopening plans.
- Generally...is there anything outside of the academic piece that we need to consider? And what steps are we taking to take care of our children regarding liability? What is NYC doing? Since this is a fluid situation and the entire city is in this predicament, BCS will be following all NYSED and NYC DOH mandates to ensure that we are operating in the safest and most efficient way possible. Henry requested that we get an endorsement from our insurance company stating that we have the highest level of protection available as it relates to the current COVID-19 situation.

Staffing Updates

There are currently two teachers not returning for the 2020-21 school year; a first grade ICT teacher and a third grade general education teacher.

Financial Report

Budget vs. actuals ending period 06/30/20:

Ariel is projecting a surplus at the end of the school year of \$143, 645. The school's budget was for 215 students and currently the school has 219 students on register attending the school. The final numbers will be dependent upon final bills received, student reconciliation and depreciation.

BCS Proposed Budgets for 2020-21

BCS presented two proposed budgets for the 2020-21 school year. Based on enrollment trends the school created a budget with 215 students enrolled along with a more conservative budget of 200 students enrolled. The final approved budget is due to NYCDOE on 08/21/20 along with a budget narrative. In both budgets presented, the school cut spending in categories such as school trips, consultants, outside professional development, some after school programming, staff appreciation activity, student activities (which require large gatherings, etc.) BCS did increase spending as it relates to technology, parent communication and PPE supplies. Henry made a motion to approve each budget with modifications to be made as necessary and was seconded by Diana and Feona. All voting members (4) were in favor.

Enrollment

Enrollment remains at 219 enrolled students.

Kindergarten Class update

- BCS now has 34 students confirmed for Kindergarten 2020-2021. Clarification was necessary because while we have 34 confirmed as attending BCS in the fall of 2020, as of today's board meeting a total of 19 kindergarten students entered into ATS and 6 sibling who we are still awaiting paperwork. We are still awaiting paperwork from 9 students who have committed to the school. An update will be provided at the August 2020 board meeting.

The next BCS Board meeting is scheduled for Monday, August 31, 2020 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:59 pm. With a motion from Diana, seconded by Feona. All voting members were in favor.

Members Present

Henry A. Lambert, Chair
Diana Lee
Feona Huezo
Mark David

Others Present

Pam Sanders
Ariel Arnold
Robert Morales
Joanne Hunt

The meeting was held via a ZOOM conference call on August 31, 2020.

Topic: BCS Board of Trustees Meeting

Time: August 31, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:08 pm. The minutes for the meeting held on July 28th, 2020 were approved with a motion from Feona, seconded by Mark. All voting members (4) were in favor.

Reopening Plans for the 2020-21 School Year

A concern regarding building ventilation was raised by several board members. It was discussed that while there were air conditioners being installed in each classroom prior to school's being forced to close, what other options are available for classrooms. A discussion about having windows open for cross ventilation as well as having fans available for all classrooms was brought up. Proper air circulation was a big issue with board members and will be discussed further at the August 2020 board meeting.

BCS Re-Opening Plan Updates as of 8/31/20:

- Students opting for Full Remote Learning: 116
- Students Opting for In-School/Remote Model: 79
- Missing responses: 7 from grades 1-5
- Missing responses: 7 from kindergarten
- Tentative Date to Switch back to in-person model: 11/30/20
- Deadline to notify the school for in-person switch: 11/15/20

Based on the number of students attending in-person along with the maximum capacity of bodies allowed in each classroom via grade, the BCS Instructional model will be as follows:

- Monday-Thursday (Full day of school for in-person learners/remote learners. Daily Schedule is 8:30-3:00 p.m.)
- Friday is a remote learning day for all students (9:00-3:00 p.m.)

DOE Services that could affect our program

- Yellow School Bus Service- no contracts have been secured for any students at this time. Of the 79 students opting for hybrid learning 24 are bus students.
- Technology Update: BCS is awaiting an order of 105 Chrome Books placed in April 2020 with a large manufacturer. If the school does not receive them within the next week, BCS will place an emergency order via Amazon to ensure families who are in

Answers to Board Questions regarding reopening from the previous board meeting (July 28, 2020)

- Ventilation Systems on the 3rd floor- The Carter G. Woodson Campus (P.S. 23 and Brooklyn Charter School) ventilation systems were inspected by the Department of School Facilities (DSF) during the last week of August 24th. It was found that the 3rd floor classrooms have functional exhausts and all windows in 3rd floor classrooms were able to open. BCS has purchased portable air filters for all classrooms and offices. Fans will be made available upon request. Diana has a question about the effectiveness/ineffectiveness of using a fan and Mr. Morales (Director of Operations) clarified that fans should be utilized to move air out of the rooms versus for circulation.
- Common Spaces (Gymnasium, Cafeteria and Auditorium) have newly installed systems and are all equipped with blowers and exhaust systems.
- Outdoor Learning Possibilities
 - Initial applications were due Friday, 8/28/20 and both Principal's must work together to complete the application if interested in providing outdoor learning opportunities.

Meeting with DOE Authorizer on Tuesday, September 1 at 11:00 a.m. regarding our Reopening plan- Ms. Hunt will give an update of the outcome of this meeting at the September 22, 2020 Board Meeting.

Staffing Updates

- a. 2020-21 staffing updates: None
- b. Diana asked if any staff members have requested accommodations due to COVID-19. At this time, there have been no accommodations requested.

Financial Report

- c. Budget vs. actuals ending period 8/31/20
 - i. The school currently has a surplus of 235,719.57
- d. Ariel is preparing for the 2019-20 Fiscal Audit- She will contact Henry and Mark (Finance Committee) to set-up a pre-audit call.

Enrollment Update

- e. Projected target for 2020-21: 215 enrolled students
- f. Actual ATS/Pending Enrollment
 - i. Grade K: **24** (Pending:10)
 - ii. Grade 1: **34**
 - iii. Grade 2: **24** (Pending:1)
 - iv. Grade 3: **35** (Pending:1)
 - v. Grade 4: **41**
 - vi. Grade 5: **49** (Pending:1)
 - vii. Current Actual ATS enrollment: **207/220**

BCS currently has 34 students who accepted seats for Kindergarten. Clarification was necessary because while we have 34 confirmed families who accepted seats to BCS in the fall of 2020, as of today's board meeting a total of 24 kindergarten students are entered into ATS. We are still awaiting paperwork from 10 students who have committed to the school. An update will be provided at the September 2020 board meeting.

The next BCS Board meeting is scheduled for Tuesday, September 22, 2020 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:36 pm. With a motion from Diana, seconded by Mark. All voting members were in favor.

Members Present

Henry A. Lambert, Chair
Diana Lee
Feona Huezo
Mark David
Tony Betaudier

Others Present

Pam Sanders
Ariel Arnold
Robert Morales
Joanne Hunt

The meeting was held via a ZOOM conference call on October 27, 2020.

Topic: BCS Board of Trustees Meeting

Time: October 27, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on September 22nd, 2020 were approved with a motion from Diana, seconded by Feona. All voting members (5) were in favor.

School Reopening Plans Updates:**BCS Re-Opening Updates:**

- Remote Start Date: Monday: 9/14/20
- In-Person Start Date: Tuesday: 9/29/20
- Students opting for Full Remote Learning: 138
- Students Opting for In-Person: 70
 - Tentative Date to switch to in-person model for the 2nd quarter: 11/30/20
 - Tentative deadline to notify the school: 11/6/20
 - The NYCDOE decided yesterday that it would only offer one more opt-in date for

students in November. This will be the final time that NYCDOE students will be allowed to opt into in-person learning. BCS will offer another option to opt-in for families in February 2020 for a return date in March.

- Current attendance average is 88%. BCS attributes this rate of attendance due to the option that students have to learn remotely if they are unable to physically come to school for the day.
- Current Instructional Model based on the number of 70 students choosing in-person learning:
 - Monday-Thursday (Full day of school for in-person learners/remote learners.) Daily Schedule is 9:00-3:00 p.m.)
 - Friday is a remote learning day for all (9:00-3:00 p.m.)
 - This may shift on November 30th based on the number of students that would like to switch to in-person learning which may create a rotating schedule with cohorts.
- DOE Services
 - Yellow School Bus Service began on 9/29/20
 - Current in-person students coming to school via school bus: 25 students currently come to school via the school bus which represents about 18% of our in-person student population.
 - Schedule has not shifted so we will be getting students at 7:30 a.m. and they will be leaving at 3:30 p.m.
 - Food Services- Breakfast continues to be grab & go in the morning and lunch is delivered to classrooms daily.
 - Technology Update:
 - Devices loaned to date: 125
 - Waiting List: 0
 - Still waiting for an order placed in April for 100 Chromebooks scheduled to now arrive in December 2020.
 - Outdoor activity- students have had the opportunity to go outside for recess on a rotating basis (weather permitting). Students keep masks on and socially distance during this time. Students are also participating in dance, music and gym for specials. Students travel in their cohorts, 6-feet apart and in staggered time frames.

School Safety Plan: BCS and P.S. 23

- The joint safety plan was presented to the board for review and comment. Henry wanted to ensure that our insurance providers also had the opportunity to review the document to make sure that BCS has all necessary insurances in place and that the Safety Plan was acceptable to our insurance provider. Feona asked if the number of students (240) had to reflect the current amount of students currently enrolled in the school. The safety plan calls for the maximum amount of students that would be enrolled at any given time. The school currently has 209 students enrolled.
- Public comment was requested. There were no public comments.
- Diana made a motion to approve the School Safety Plan with a second from Henry. All

voting members (5) were in favor.

Education Updates

iReady data (ELA & Math)

i. Schoolwide ELA

- | | |
|---|-------------------|
| 1. Tier 1 (On-grade level) | 30% (62 students) |
| 2. Tier 2 (One-grade level behind) | 41% (85 students) |
| 3. Tier 3 (Two or more grade levels behind) | 29% (62 students) |

ii. Schoolwide Math

- | | |
|---|--------------------|
| 1. Tier 1 (On-grade level) | 18% (38 students) |
| 2. Tier 2 (One-grade level behind) | 52% (108 students) |
| 3. Tier 3 (Two or more grade levels behind) | 30% (62 students) |

Diana raised a question as to when these assessments were administered. iReady was administered during the weeks of 10/13-10/22. Members of the board raised concern regarding the number of students who were in Tier 3 (two or more grade levels behind). It was explained that students have technically been out of school since March of 2020 and there were many factors that played a part in grade-level regression:

- Missing 3.5 months of in-person instruction. (While teachers were available for “live” support, student lessons were done with pre-recorded videos.
- Families having difficulty with the on-line platforms
- Lack of devices/lack of materials
- Some students were already academically struggling prior to the pandemic
- Natural summer regression
- Some of the students are brand new to BCS or have only been with us for a year or less

Another question was raised regarding how parents have been informed/responded to this information. BCS admin is currently meeting with teachers to discuss how to approach families about their child’s data in the upcoming weeks. Reports will be going out to families and discussions will occur regarding current academic progress. BCS will conduct a workshop in November 2020 to address intervention strategies with parents/guardians so that they can further support their children at home. Other intervention strategies that are being put into place:

- Intervention groups will happen daily from 2:30-3:00 p.m. and Friday’s is an intervention day. Students are grouped based on need and have an hour of ELA and Math intervention in small groups.
- SPED and Academic Intervention teachers (AIS) differentiate and modify lessons for students who are in Tier 3 to ensure understanding of standards that students are deficient in.
- Other intervention ideas:
 - Henry and Joanne discussed reaching out to remote students for them to potentially attend school to receive more intervention support
 - a. Checking on building access/family interest

- A question was asked as to whether the school would retain students who have not made the gains necessary at the end of the school year. BCS will do everything in its power not to retain students as this pandemic was not their fault. The school will continue to provide supports and resources in order to catch as many children up as possible but retention will not be an option for most students.

Staffing Updates

- 2020-21 staffing updates: All faculty is in attendance and working in-person. No staff has asked for accommodations at this time.

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 9/30/20
 - The school has surplus and Ariel made the point that the majority of our spending is done in September and October (Quarter 1) with big purchases so the surplus will balance itself out and not be as high within a few months. Our expenses so far this year are lower than normal.
 - 2019-20 Audit Update: The BCS 2019-20 Independent Audit has been completed. From the preliminary draft findings, BCS had a clean audit and closed the school year with a surplus. There were no deficiencies found (no internal control weaknesses) and a meeting will occur on 10/29/20 at 3:00 p.m. to discuss and approve the audit drafts.
 - BCS currently has 1.7 million available in operating revenue which is at least 5 months of revenue in the bank as our average spending per month is about \$250,000. Our authorizer expects the school to have at least 3 months of operating expenses available so we are in a good position currently.
 - A revised BCS budget of 204 students was presented to the board for review and discussion.
 - A motion was made by Diana with a second from Henry to approve the budget with 204 students. All board members (5) were in favor.
 - Investment Policy Revision- Ariel presented a revision to our investment policy which was initially revised in April 2019 by JP Morgan Chase. At our auditor's suggestion, there were a few items that needed to be specifically addressed:
 - The objective of the investment plan
 - Adherence to guidelines of non-profits
 - A revision clause where the board annually reviews the policy and makes adjustments as necessary.
 - Ariel asked the board to approve the revised investment policy with the revisions. Henry requested more time to review and discuss the revisions. The revised investment policy will be discussed in further detail and the BCS board will revisit this for approval at the October 2020 board meeting.
 - Diana asked what the current rate of return was on the investment

account and whether we were making any gains. Ariel responded that the investment accounts have been up and down since the pandemic, but for the most part, the accounts are still doing well despite COVID.

Enrollment Update

- b. Target for 2020-21: 215 enrolled students
- c. Actual ATS
 - i. Grade K: **26 (1 student moved out of state)**
 - ii. Grade 1: **33 (2 students moved out of state)**
 - iii. Grade 2: **25**
 - iv. Grade 3: **35 (2 students moved upstate NY)**
 - v. Grade 4: **40**
 - vi. Grade 5: **49**
 - vii. Current Actual ATS enrollment/Budget: **208**

The next BCS Board meeting is scheduled for Wednesday, November 18, 2020 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:40 pm. with a motion from Feona, seconded by Mark. All voting members (5) were in favor.

Members Present

Henry A. Lambert, Chair

Diana Lee

Feona Huezo

Mark David

Tony Betaudier

Others Present

Pam Sanders

Ariel Arnold

Robert Morales

Joanne Hunt

The meeting was held via a ZOOM conference call on November 19, 2020.

Topic: BCS Board of Trustees Meeting

Time: November 19, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 5:14 pm. The minutes for the meeting held on October 27th, 2020 were approved with a motion from Mark, seconded by Feona. All voting members (5) were in favor.

School Hybrid/Remote Updates:

- Mayor DiBlasio has shut down NYC Public Schools due to the current COVID rate of infection as of 11/18/20 until further notice.
- Current students opting for Full Remote Learning: 136
- Students Opting for In-Person: 74
 - Tentative Date to switch to in-person model for the 2nd quarter: 11/30/20
 - Number of students opting to switch to in-person model: 10
 - Tentative new in-person model number:84
- Current attendance average is 87% through November 18th. November only attendance is currently 91%.

- DOE Services
 - Current in-person students coming to school via school bus: 30 students currently come to school via the school bus which represents 40% of our in-person student population.
 - As of the shift on 11/30/20, 32 students will be coming to school via school buses which will shift the percentage to 38%.
 - Technology Update:
 - Devices loaned to date: 152
 - Waiting List: 0
 - Still waiting for an order placed in April for 100 Chromebooks scheduled to now arrive in December 2020.

Education Updates

- Monthly Parent Workshops
 - How Can I Support My Remote Learner? This intervention workshop was postponed due to the NYC Mayoral school shut down and will be rescheduled for December.
 - In-School instructional intervention
 - Daily small intervention groups for in-person students (2:20-3:00)
 - Friday is whole school intervention
 - 10:30-11:00 a.m. Small group ELA intervention groups
 - 11:45-12:45 Small group Math intervention groups
 - Board members will be given access to Google Classrooms in order to observe instruction as requested.

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 10/30/20
 - There is a \$565,000 surplus through October 2020 only. There is currently 1.9 million in investment accounts and \$500K cash on hand. Our expenses are approximately \$250k per month and if we remain in a remote model, the school will continue to save more money. A question was raised about salary accruals and when that will be adjusted in the reports in order to determine a more accurate surplus for June 2021. Ariel stated that she would begin to make these adjustments beginning in January 2021.

Enrollment Update

- a. Target for 2020-21: 215 enrolled students
- b. Actual ATS
 - i. Grade K: **27 (1 new student)**
 - ii. Grade 1: **34 (1 new student)**

- iii. Grade 2: **25**
- iv. Grade 3: **36**
- v. Grade 4: **40**
- vi. Grade 5: **48 (1 student moved to another state)**
- vii. Current Actual ATS enrollment/Budget: **210 (2 new students from October meeting)**

The question about increasing our enrollment for the 2021-22 school year came up. Several ideas were discussed and a report on enrollment efforts will be addressed at the next board meeting. It was stressed that we need to become more creative in our efforts in order to increase our enrollment moving forward. Ideas discussed:

- Providing a prognosis on where each child goes after they leave BCS. It can be a compelling story to new families. If our children are attending great Middle Schools and are doing well, we need to be advertising that information.
 - Where do they go? How do they do?
- Creating an alumni page for our website- this is slightly piggybacking the above idea in getting the information out about our alumni.
- Partnering with Middle Schools in order to build relationships with active recruitment.
- Continuing to target areas outside of our Catchman/district area, more specifically where our buses travel with our current students.
- A report needs to be provided as to how we reach out to other schools (we may need a person to take specific charge of this). Meeting with other heads of schools, maybe taking them out to dinner, or something to that effect to build these relationships.
- How are we managing the marketing and advertising for BCS this year? Virtual tours, new materials for mailings, etc.

The next BCS Board meeting is scheduled for Tuesday, December 22, 2020 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 5:45 pm. With a motion from Mark, seconded by Tony. All voting members (5) were in favor.

Members Present

Henry A. Lambert, Chair
Diana Lee
Feona Huezo
Mark David

Others Present

Angel Perez
Pam Sanders
Ariel Arnold
Robert Morales
Joanne Hunt

The meeting was held via a ZOOM conference call on December 22, 2020.

Topic: BCS Board of Trustees Meeting

Time: December 22, 2020 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

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Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on November 19, 2020 were approved with a motion from Diana, seconded by Mark. All voting members (4) were in favor.

COVID Updates:

1. A faculty member received positive COVID results on 12/16/20 after calling out of work on 12/9/20 with potential COVID symptoms. The school requested that the staff member take a COVID PCR test immediately after informing the school about the COVID like symptoms on 12/9/20. Upon being informed about the positive results, the school immediately called the NYC DOE Situation Room for further guidance. The school was given specific instructions from the Situation Room on how to proceed and was provided correspondence to those directly and indirectly affected. After interviews with the infected faculty member and Principal, the Situation Room deemed it necessary to

have a total of 12 students quarantine and 1 faculty member quarantine for a set period of days. All families affected were personally contacted by the Principal and letters were distributed to the school and building community on 12/16/20.

2. Unrelated to the above positive case, a total of 4 faculty members have had to work remotely due to potential exposure to COVID within their homes. These faculty members will be able to return to school after the winter recess with a negative PCR COVID test on 1/11/21.

School Hybrid/Remote Updates:

- Current students opting for Full Remote Learning: 142
- Students Opting for In-Person: 68

Education Updates

- Monthly Parent Workshops
 - How Can I Support My Remote Learner? This Zoom intervention workshop was postponed due to the NYC Mayoral school shut down and was rescheduled for 12/15 and 12/17. The school had a total of about 14 families participate between the two workshops. The workshop focused on iReady, Navigating Google Classroom and ELA/Math tips to help children learning remotely. The focus of the next set of parent workshops will be to address the grade level standards that is presented within the curriculum to help parents understand how they can support their children as well as provide mini-tutorials for parents so that they can support their children with the daily work.
 - Virtual Tutoring Program:
 - BCS has planned to host a Virtual Tutoring program for students in grades K-2 who are at least two or more grade levels behind in Reading to potentially begin the week of 1/18/21. Attached is a document that highlights the following of the program:
 - What is the problem?
 - How was it appraised?
 - How will we address it?
 - How much will it cost.
 - A board member asked what will the school be doing for students in grades 3-5. School administration is in the process of developing a support system/program for students in the Upper grades who have fallen behind due to COVID. Ideas will be addressed at the January 2021 board meeting.
 - Board members will be given access to Google Classrooms in order to observe instruction as requested.

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 11/30/20
 - There is a \$621,732 surplus through November 2020. There is currently 1.9 million in investment accounts and \$468K cash on hand. There was an increase in our Special Education line of >60% which is currently contributing to our current surplus. A board member asked the question as to whether or not we would break even with the Bridal Garden income that the school once received. Ariel responded that as long as our enrollment is maintained then the income from the Bridal Garden is not necessary. The board also wanted to ensure that the storage unit and all documents from the Bridal Garden were secure. Ms. Hunt stated that she would verify that the storage unit and documents were secure and report out at the January board meeting.
 - There was a discussion that came out of the financial report that centered around our current increase in our SPED population. Some board members were concerned that with an increase in SPED students how that affects the school's data and how we are perceived to the public. It was explained by BCS administration that while the initial public data that is released may not always look great, however, what determines a school's success by its authorizer is the growth that students make from year-to-year, more specifically in SPED, ESL and economically disadvantaged populations. BCS administration emphasized the growth that has been recognized by our authorizers in these above populations, more specifically our SPED population within the last three years that we had testing data.

Enrollment Update

- a. Target for 2020-21: 215 enrolled students
- b. Actual ATS
 - i. Grade K: **27**
 - ii. Grade 1: **34**
 - iii. Grade 2: **25**
 - iv. Grade 3: **36**
 - v. Grade 4: **40**
 - vi. Grade 5: **48**
 - vii. Current Actual ATS enrollment/Budget: **210**

Enrollment Strategies

Mr. Angel provided a Power Point presentation to highlight our current enrollment strategies as well as additional strategies that we will implement for the 2021-22 school year. (Please see attached document).

Several ideas were discussed:

- Providing research for the Middle Schools that BCS graduates attend. It can be a compelling story to new families. If our children are attending great Middle Schools and are doing well, we need to be advertising that information. This information must also include how our children are doing in Middle School. While it is important for our graduates to attend great Middle Schools, how they do in Middle School is just as important. It also becomes a testament as to how BCS prepared these graduates for Middle School. Mr. Angel will be charged with the task of researching the different Middle Schools that our graduates have attended within the last 3 years beginning with the most current set of graduates (2019-20). An update will be given at the February 2021 board meeting.
- Feona (board member) brought up the idea of enlisting and engaging parents to help get students into the school. Getting student/parent testimonials to share with potential interested families will help tell our story as many families that attend BCS are based off of word of mouth or referrals.
- Managing the marketing and advertising for BCS this year will be Lincoln Beretta. This consultant firm will work with Mr. Angel and BCS to increase enrollment during this remote period by increasing our presence on Social Media via Instagram/Facebook advertisements and posts. Lincoln Beretta will also assist with two virtual tours through the NYC Charter Center and will provide insight and ideas for new materials for mailings, fliers, etc.
- A question about our current signage came up. While the school was in the process of getting new outdoor signage created and put up outside of the school in the spring of 2020, this effort was halted due to the pandemic and schools shutting down. Once things resume to some sort of normalcy, BCS will continue to work on its signage presentation on the outside of the building.

The next BCS Board meeting is scheduled for Tuesday, January 23, 2021 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:48 pm. With a motion from Feona, seconded by Diana. All voting members (4) were in favor.

Members Present

Henry A. Lambert, Chair

Diana Lee

Feona Huevo

Mark David

Others Present

Pam Sanders

Ariel Arnold

Robert Morales

Joanne Hunt

The meeting was held via a ZOOM conference call on January 19, 2021.

Topic: BCS Board of Trustees Meeting

Time: January 19, 2021 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

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Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on December 22, 2020 were approved with a motion from Mark, seconded by Diana with an addition regarding the Bridal Garden. All voting members (4) were in favor.

COVID Updates:

3 potential cases were reported to the NYCDOE Situation Room by P.S. 23 within a two-day time frame. Below is a breakdown of the outcome.

- Results: 10-day building shut down; building reopens 1/25/21
- Initially a 24-hour building shut-down to investigate (1/14/21)
- P.S. 23: Confirmed all 3 cases to be unrelated: 1 adult and 2 students
- Two more confirmations sent over the weekend (Total of 5 unrelated confirmed cases at P.S. 23)
- BCS is fully remote from 1/14/21-1/22/21

School Hybrid/Remote Updates:

- Current students opting for Full Remote Learning: 142
- Students Opting for In-Person: 68
- December 2020 attendance was 86%. November attendance was 89%. BCS believes that in-person attendance went down due to the mandatory testing that is required in order to be in-person as well as the increase of students who were out because they were sick or had symptoms of COVID but did not have the virus.
- Next opt-in date for in-person instruction: February 1st for physical return of March 1st.

Education Updates

Virtual Tutoring Program: Updates

- Program begin date is now the week of 1/25/21 due to the unexpected building closure and the need to plan further.
- There are currently a total of 4 BCS teacher tutors.
- There are a total of 25 students being contacted to service within this 6-week cycle.
- BCS will continue to add students as more tutors sign up to work in the program.

Monthly Parent Workshop (Next workshop: February 2021)

- There was no parent workshop in January 2021 due to the mandated NYCDOE school shut down.
- Individual Grade Level Workshops pertaining to specific grade level content will happen in February 2021.
 - The focus of the next set of parent workshops will be to address the grade level standards that are presented within the ELA and Math curriculum to help parents understand how they can support their children with their daily work. The essential standards will be addressed for each grade in ELA and Math. BCS will be focusing on essential standards because this is what is necessary at this time due to remote learning. It is the intent of the school to ensure that teachers are focusing on these standards in order for students to be as best prepared for the next grade level. Parent resources will also be shared and sent to all families.
 - A concern was raised regarding the lack of parent participation from previous parent workshops. Diana suggested incentives such as a raffle and giveaways. BCS administration informed the board that the school advertised raffles and giveaways which increased parent participation for the 2nd workshop. There was a discussion among board members as to what can be done to increase attendance at parent workshops. Henry suggested in finding time to reach out to families personally and stress the importance of these workshops with a message through motivation. Diana suggested that we continue to hold raffles and giveaways. BCS will do both; communicate with families regarding the importance of these workshops as well as offer some fun with the raffles and giveaways to increase parent participation.

- Feona made a suggestion to record the sessions and archive them so that they can be made available to families who were unable to attend the workshops. Since teachers are utilizing the Zoom platform, a recording of the sessions is an option that the school will begin in order to set up a library of videos for our families.

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 12/30/20
 - There is a \$683,000 surplus through December 2020. There is currently 2 million in investment accounts and \$617K cash on hand. Ariel projected a surplus of approximately \$315K based on accruals for payroll, taxes and monthly spending. Ariel did stress that this is not a finite number and that the surplus could go up or down depending on our spending from now until June 2021.
 - Ms. Hunt verified that the Bridal Garden documents and files are secure. The school is taking care of the current storage costs for the unit which is housing these documents.

Enrollment Update

- a. Target for 2020-21: 215 enrolled students
- b. Actual ATS
 - i. Grade K: **27**
 - ii. Grade 1: **34**
 - iii. Grade 2: **25**
 - iv. Grade 3: **36**
 - v. Grade 4: **40**
 - vi. Grade 5: **48**
 - vii. Current Actual ATS enrollment/Budget: **210**

Enrollment/Marketing Strategies

Middle School Research Update:

- The task of researching the many Middle Schools that our 5th graders have attended is taking longer than expected due to the vast number of Middle Schools that our children attend. The reason for this is that our students come from all over Brooklyn so they do not attend one or two particular schools in the neighborhood. There are several factors that must be taken into account when looking at what makes a good middle school.
- Factors to consider for selecting a good Middle School:
 - Academics (Test Scores)
 - Teacher Quality
 - Diversity
 - Club & Activities

- Health & Safety
 - Overall NYC ranking
 - What is important to our parents?
 -
- Potential websites that offer data points:
 - Niche.com
 - Schooldigger.com
 - Insideschools.org
- The current Middle School Articulation process has been delayed due to COVID. Parents receive updates as the school receives updates.
- A question came up regarding the Middle School Articulation process and the need for our students and parents to have some guidance. Ms. Hunt assured the board that our Upper School Dean and Manager of Student Services provide a personalized experience for each family. The Upper School Dean and Manager of Student Services meet with each parent/student to determine which schools would be best for their child based on interests, grades, location, etc. to ensure that our families are making informed decisions. Both staff members work with our families throughout the school year with this process.

The next BCS Board meeting is scheduled for Tuesday, January 23, 2021 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:31 pm. With a motion from Diana, seconded by Feona. All voting members (4) were in favor.

Members Present

Henry A. Lambert, Chair
Diana Lee
Feona Huezo
Mark David
Tony Betaudier

Others Present

Ariel Arnold
Robert Morales
Joanne Hunt

The meeting was held via a ZOOM conference call on February 23, 2021.

Topic: BCS Board of Trustees Meeting

Time: February 23, 2021 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

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Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on January 19, 2021 were approved with a motion from Feona, seconded by Diana with a correction of an incorrect date represented in the minutes. All voting members (5) were in favor.

COVID Updates:

2 potential cases were reported to the NYCDOE Situation Room by P.S. 23 on Friday, 12/18/21 from random COVID testing. This resulted in a 24-hour emergency building closure on Monday, 12/21/21 for contact tracing. Students worked remotely on 12/21/21. Based on the investigation, the building was able to reopen on Tuesday, 12/22/21.

School Hybrid/Remote Updates:

- Current students opting for Full Remote Learning: 152 (142)
- Students Opting for In-Person: 58 (68)
- Total Devices loaned to date: 173

- January 2021 attendance was 88%.
- Next opt-in date: At this point of the school year, parents can opt-in by request at any time. If we have the space, we will allow any family to participate as long as they agree to the COVID testing mandates required by the school via DOH.

Education Updates

Virtual Tutoring Program: Updates

- Program began the week of 1/25/21 (We are currently in week 4)
- Total BCS tutors: 4
- Total students being serviced this cycle: 15
- iReady Diagnostic #2 results from February 2021 will be reviewed next week to measure progress of students in the program to determine if there is a continued need for these services. Newly identified students will be assigned a tutor in the next cycle set to begin March 15th.
- Diane expressed her concern for our remote learners and how our families may be coping with how their children are progressing with remote learning. Because we offer so much flexibility for our families (students have the ability to come in-person or work remotely as they need to) families feel supported and appreciate the flexibility. Teachers have been communicating with families daily regarding attendance, school work and other items and we take time to address the social and emotional needs of our students through our SEL (Social and Emotional Learning) program which occurs schoolwide every Friday.

Monthly Parent Workshop Schedule:

- Individual Grade Level Workshops pertaining to specific grade level content focusing on Essential Standards and current curriculum material are being conducted this month.
- February Parent Workshop dates:
 - Grade 1: Tuesday, 2/9/21 (4 parents attended out of 33)
 - Grade 3: Wednesday, 2/10/21 (4 parents attended out of 35)
 - Kindergarten: Tuesday, 2/23/21 (11 parents out of 27)
 - Grade 5: Thursday, 2/25/21
 - Grade 2: Thursday, 2/25/21
 - Grade 4: Thursday, 2/25/21
- A scripted telephone message and letter is in the process of being drafted for faculty who speak with parents regarding workshops so that the message is clear as to the importance of these sessions and why parents should/must attend.
- 2 Raffles have been provided for each workshop as an incentive (\$25 Target Gift Cards) which has excited the families who have attended workshops that have occurred.
- Feona expressed that we should conduct a survey for the next set of parent workshops to find out what's best for parents (as far as time frames) as well as what their needs are at the current time and branch the two together. The survey should also address what is stopping or hindering families from being able to attend the recent/past workshops.

- Diana expressed her concern regarding why families may be unable to attend due to the stress of the pandemic (families may be opting to spend more time together, some may be stressed with the reality of life at this time, lack of employment, etc.)
- The board agreed that we should find a way to consider all factors (the importance of attending these workshops, when the workshops are offered, more incentives, utilizing a survey to parents for planning purposes etc.) as we continue to plan parent workshops in the future.

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 1/31/21
 - There is a \$616,000 surplus through January 2021. There is currently 2 million in our investment accounts and \$1.1 million cash on hand. Ariel projected a surplus of approximately \$355K in June 2021 based on accruals for payroll, taxes and monthly spending. Ariel did stress that this is not a finite number and that the surplus could go up or down depending on our spending from now until June 2021.
- In Memory of Benjamin Lambert donations to the school- one of our donors unfortunately passed away and several donations have been made to the school in his honor/memory.
- Acknowledgement letter to Geraldine from the Bridal Garden will be done to thank and acknowledge what the organization she operated contributed to BCS over a span of about 10 years. These contributions have allowed BCS to secure a nest egg of about 2 million dollars to secure the financial fortitude of the school moving forward.

Enrollment Update

- a. Target for 2020-21: 204 enrolled students
- b. Actual ATS
 - i. Grade K: **27**
 - ii. Grade 1: **34**
 - iii. Grade 2: **26**
 - iv. Grade 3: **35**
 - v. Grade 4: **40**
 - vi. Grade 5: **48**
 - vii. Current Actual ATS enrollment/Budget: **210**

Enrollment/Marketing Strategies

Middle School Data Research Update:

- What we have found regarding public Brooklyn Middle Schools is that our children have

attended is that there are limited Middle Schools in the Brooklyn area that have a ranking of a B or higher.

- Based on this information, our focus on Middle School Articulation as it relates to advertising and enrollment for BCS moving forward is as follows:
 - The board determined that it would be better to highlight how our students are fairing in middle schools versus highlighting where they attend middle school.
 - We need to highlight where our alumni are today and how BCS has contributed to their successes.
 - Tony mentioned having testimonials from graduates and their parents. As a father of former BCS graduates, his daughters have had tremendous success that must be highlighted. We discussed having Tony be the first testimonial that we get up on our website.
- BCS will devise a new marketing strategy that highlights why we are so special.
 - “There are charter schools and then there are CHARTER SCHOOLS.”
 - This campaign would highlight the “whys” as to what makes us unique. Some examples would be:
 - i. We are not underfunded (we do not pay rent)
 - ii. We have a 2.1 million dollar endowment
 - iii. All of the free programming that we are able to offer due to our funding source:
 - 1. Bus matrons on all buses
 - 2. Free tutoring
 - 3. Afterschool programming
 - 4. Coding program for all grades

NYC Charter School Virtual Fair Update

- February 6, 2021 (10 a.m.-2 p.m.) 158 families visited our booth
- March 20, 2021 (10 a.m.- 2 p.m.)

The next BCS Board meeting is scheduled for Thursday, March 25, 2021 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:50 pm. With a motion from Tony, seconded by Mark. All voting members (5) were in favor.

A Members Present

Henry A. Lambert, Chair
Diana Lee
Feona Huezo

Others Present

Angel Perez
Pamptata Sanders
Robert Morales
Joanne Hunt

The meeting was held via a ZOOM conference call on March 25, 2021.

Topic: BCS Board of Trustees Meeting

Time: March 25, 2021 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

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Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on February 23, 2021 were approved with a motion from Diana, seconded by Feona with additional information requested for clarification. Diana wanted to know what the parentheses represented in the hybrid/remote information portion in the minutes. Diana also requested the number of students who were actually offered virtual tutoring in K-2 (25 total students qualified for tutoring) and how many parents participated in the virtual workshops (this information will be reported in at this meeting). All voting members (3) were in favor.

COVID Updates:

BCS had 1 confirmed case of COVID on February 25, 2021. 2 classrooms had to be shut down for 10 days (7 students and 6 staff were a part of the classroom closures) with a return date of 3/8/21. Simultaneously 2 potential cases were reported to the NYCDOE Situation Room by P.S. 23 on Monday, 3/1/21 and Tuesday 3/2/21 causing a 24 hour building closure. Once the cases were confirmed, the entire campus was shut down for 10 days. Students worked remotely through 3/12/21. Based on the investigation, the building was able to reopen on Monday, 3/15/21.

School Hybrid/Remote Updates:

- Current students opting for Full Remote Learning: 141 (152)
- Students Opting for In-Person: 66 (58)
- Total Devices loaned to date: 176 (173)
- February 2021 attendance was 88%.
- Next opt-in date: At this point of the school year, parents can opt-in by request at any time. If we have the space, we will allow any family to participate as long as they agree to the COVID testing mandates required by the school via DOH.

Education Updates

- NYC DOE Authorizer Virtual Visit: Thursday, April 22, 2021
- NYS Testing is still on at this time
 - NYS ELA Test (April 19-21)
 - NYS Math Test (May 3-5)
 - Day 1 will be administered to all in-person students in grades 3-5 and Day 2 will be optional. It is expected that all students in grades 3-5 that come to school in-person will take the NYS assessments. We will have an option for remote students to come in and take the NYS assessments if they choose to.
- Virtual Tutoring Program:
 - New program cycle will begin the week of April 12th.
 - Total BCS tutors: 6 (We had 4 in the previous cycle)
 - Total students being serviced this cycle will be reported in the April 2021 Meeting
 - Henry wanted to know if money was an issue regarding participation and we determined that it is not an issue. It is a matter of the families and whether they are able or interested in participation.
- February Parent Workshop attendance numbers:
 - Grade 1: Tuesday, 2/9/21 (4 parents)
 - Grade 3: Wednesday, 2/10/21 (4 parents)
 - Kindergarten: Tuesday, 2/23/21 (11 parents)
 - Grade 5: Thursday, 2/25/21 (7 parents)
 - Grade 2: Thursday, 2/25/21 (11 parents)
 - Grade 4: Thursday, 2/25/21 (7 parents)
 - There was an increase in the last set of workshops due to the raffle incentives and increased communication made to families.
 - i. A survey will be sent out after the spring break and ELA testing to determine specific information from families regarding:
 1. What are the best times/days of the week for workshops?
 2. What types of workshops would interest parents? We will provide a list of topics and provide space for ideas.
 3. What would incentivize a parent to attend a virtual workshop?

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Hunt

- Budget vs. actuals ending period 2/28/21
 - There is a \$656,000 surplus through February 2021. Ariel is projecting a surplus of approximately \$350K in June 2021 based on accruals for payroll, taxes and monthly spending. Ariel did stress that this is not a finite number and that the surplus could go up or down depending on our spending from now until June 2021.
- In Memory of Benjamin Lambert donations to the school- Appreciation letters were sent to all donors. The school received a total of \$3350 in donations.

Enrollment Update

- b. Target for 2020-21: 204 enrolled students
- c. Actual ATS
 - i. Grade K: **27**
 - ii. Grade 1: **33**
 - iii. Grade 2: **26**
 - iv. Grade 3: **34**
 - v. Grade 4: **40**
 - vi. Grade 5: **47**
 - vii. Current Actual ATS enrollment/Budget: **207**
- d. We lost 3 students...
 - i. 2 students moved out of state (Pennsylvania and North Carolina)
 - ii. 1 student is living with a new guardian

Enrollment/Marketing Strategies

Recruitment Updates

- Mr. Angel:
 - Recruitment/Enrollment Action Items: Potential new families are kept updated through the enrollment period and updated on lottery items, including the lottery itself. Community partners are included in this process for potential new families to Brooklyn Charter School. Our social media reach offers direct access to our application page for immediate action.
 - Informational email blasts to all applicants: Families are kept up to date on acceptances and next steps through communication, including events happening and messages to follow us on social media for school updates. This creates an opportunity to make potential new families to feel part of our school community before they are enrolled.
 - Virtual BCS Tours: Each potential new family is offered an individual informational session, email blast updates, and a virtual tour of Brooklyn charter

School. As families are making decisions, our goal is to keep Brooklyn Charter School at the forefront for this choice of schools. We will follow up in the late spring with an orientation, separated between K and grades 1-5, and The B.E.S.T. Program (Kindergartner for a morning).

- Wednesday Personal Zoom Meetings with interested families from direct applications from the website: We make direct contact and schedule potential new families with an individual informational session to create a plan for next steps. This allows us to continue the dialogue, for enrollment, for the 2021/22 school year.
 - NYC Charter School Virtual Fair Update
 - March 20, 2021 (10 a.m. - 2 p.m.) Brooklyn Charter School attended both fairs, including February 6, 2021. The two fair created an additional listing of potential new families:
 - February 6: 158 interested participants
 - March 20: 53 interested participants

General Marketing Campaigns

- Daily News Advertisement push: BCS paid for an email push to over 10,000 families with children between the ages of 5-12 in all zip codes that we service in order to increase the knowledge of Brooklyn Charter School's lottery and enrollment process.
- Brooklyn Family e-blast: BCS was highlighted on this platform which services the Brooklyn community.
- Website page to be created: Alumni/Testimonial tab for graduates and parents to share their BCS experiences
 - Middle School Data and Alumni tracking for current alumni in Middle School will be added to this tab as well.

The next BCS Board meeting is scheduled for Tuesday, April 27, 2021 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:30 pm. With a motion from Diana, seconded by Feona. All voting members (3) were in favor.

A Members Present

Henry A. Lambert, Chair
Mark David
Diana Lee
Feona Huezo

Others Present

Robert Morales
Joanne Hunt
Ariel Arnold

The meeting was held via a ZOOM conference call on April 27, 2021.

Topic: BCS Board of Trustees Meeting

Time: March 25, 2021 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:34 pm. The minutes for the meeting held on March 25, 2021 were approved with a motion from Diana, seconded by Mark. All voting members (4) were in favor.

COVID Updates:

There have been no new reported COVID cases in the building since 3/2/21.

School Hybrid/Remote Updates:

- Current students opting for Full Remote Learning: 137 (141)
- Students Opting for In-Person: 70 (66)
- Total Devices loaned to date: 180 (176)
- March 2021 attendance was 83%:
- Next opt-in date: At this point of the school year, parents can opt-in by request at any time. If we have the space, we will allow any family to participate as long as they agree to the COVID testing mandates required by the school via DOH.

Education Updates

- NYC DOE Authorizer Virtual Visit: Thursday, April 22, 2021
 - Academic Expectations: The authorizer is looking for systems and structures in place where they are confident that students will make necessary growth in the next renewal period.
 - Strong test scores in ELA and Math in 2018-19 where BCS significantly outperformed CSD 14
 - Potential Red flags for BCS
 - ELL targets: 6% vs 15% (Proposed motion to weight a percentage of seats for ELL students in school lottery moving forward)
 - **A motion was made by Henry and seconded by Mark to weight seats in the BCS lottery for all incoming applicants in grades K-5. 25% of all kindergarten seats will be slated for English as a New Language (ENL) applicants and 25% of available seats in grades 1-5 will be slated for wait listed ENL applicants. The motion was carried as all voting member (4) were in favor of the motion.**
 - SWD targets: 17% vs 24%: BCS currently has 19% of students in the SWD category in the 2020-21 school year. DOE is optimistic that the numbers are increasing and that we need to remain on this trajectory moving into the renewal period.
 - FRLP targets: 79% vs 63%: We are meeting are target in this area.
 - Enrollment: 207- BCS must ensure at least 204 students but would like to increase its numbers back to the 240 students that the charter has listed as its enrollment target.
 - Fiscal Concern from previous renewal: Board Fiscal Training yearly- DOE stressed the importance of board fiscal training due to the fiscal malfeasance discovered during the last renewal term associated with an ex-board member. Board members are expected to participate in yearly finance board trainings.
 - NYS Testing Updates
 - NYS ELA Test (April 20-21): Total tested 50/121(40.5%)
 - 3rd grade: 10/34 = 29%
 - 4th grade: 21/40 = 52.5%
 - 5th grade: 19/47 = 40%
 - NYS Math Test (May 4-5)
 - Day 1 was administered to all in-person students in grades 3-5 and the remote students who opted in. Day 2 although optional was administered the following day. Any in-person students who came in without an opt-out note were required to take the assessment.

- Virtual Tutoring Program:
 - New program cycle began the week of April 12th.
 - Total BCS tutors: 6 (We had 4 in the previous cycle)
 - Total students being serviced this cycle: 21
- BCS Summer Program
 - The Carter G. Woodson Campus will be closed due to a boiler conversion project. BCS will conduct a virtual summer program for all grades, K-5. Further details of the program will be discussed at the May 2021 board meeting.
- BCS Board Members wanted to know what the school was doing extra in order to mitigate learning loss for students:
 - Response to Intervention (RTI) groups: Small groups of students meet with teachers daily for at least 30 minutes during the day to address specific areas of deficiency in reading and math based on iReady data in order to bring these students closer to grade level.
 - iReady Intervention groups on Friday. Classroom teachers group their classes into smaller sections in order to differentiate instruction in reading and math. Each teacher takes a small group within their class to address specific areas of concern for 60 minutes in reading and math once per week on Friday's.
 - Virtual Tutoring Program: Students in grades K-5 who are one-two grade levels behind in reading have been identified via iReady and teacher recommendation and paired with a teacher from BCS to address specific reading skill sets.
 - BCS Summer Program: BCS will run a 5 week enrichment program to include academics (reading and math), Social/emotional learning (SEL) and a special activity daily to further mitigate learning loss.
- April/May 2021 Parent Workshop attendance numbers:
 - Grade 2: 4/22/21: 14 parents attended (11 attended at the previous meeting)
 - Grade 3: 4/26/21: 10 parents attended (4 parents attended at the previous meeting)

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 3/31/21
 - There is a \$728,000 cash surplus through March 2021. There is currently 2.1 mil in the BCS investment account. The school has 986K cash in the bank. Ariel is projecting a surplus of approximately \$350K in June 2021 based on accruals for payroll, taxes and monthly spending. Specific contributors to the surplus is the increase in SPED students in the >60 category, a savings of approximately 15K for textbooks due to FAMIS money received, and a savings of approximately 10K for

special events due to COVID. Ariel did stress that this is not a finite number and that the surplus could go up or down depending on our spending from now until June 2021.

- Per pupil funding for 2021-22 has increased from \$16123 to **\$16845**
- ESSER and APR funding will be dispersed to utilize through 2023 with a focus on mitigating learning loss due to COVID. BCS is slated to receive approximately \$900K in funding through this funding stream.

Enrollment Update

- a. Target for 2020-21: 204 enrolled students
- b. Actual ATS
 - i. Grade K: **27**
 - ii. Grade 1: **33**
 - iii. Grade 2: **26**
 - iv. Grade 3: **34**
 - v. Grade 4: **40**
 - vi. Grade 5: **47**
 - vii. Current Actual ATS enrollment/Budget: **207**
- c. We lost 3 students...
 - i. 2 students moved out of state (Pennsylvania and North Carolina)
 - ii. 1 student is living with a new guardian

Enrollment

- BCS received a total of 83 Kindergarten applications for the 2021-22 school year. New applicants have been contacted and we are awaiting acceptances.

The next BCS Board meeting is scheduled for Tuesday, May 25, 2021 at 6:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 7:00 pm. With a motion from Diana, seconded by Feona. All voting members (4) were in favor.

A Members Present

Henry A. Lambert, Chair
Mark David
Diana Lee
Feona Huezo

Others Present

Pamptata Sanders
Robert Morales
Joanne Hunt
Ariel Arnold

The meeting was held via a ZOOM conference call on May 25, 2021.

Topic: BCS Board of Trustees Meeting

Time: May 25, 2021 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:12 pm. The minutes for the meeting held on April 27, 2021 were approved with a motion from Feona, seconded by Mark. All voting members (4) were in favor.

COVID Updates:

There have been no new reported COVID cases in the building since 3/2/21.

School Hybrid/Remote Updates:

- Current students opting for Full Remote Learning: 116 (137)
- Students Opting for In-Person: 91 (70)
- Total Devices loaned to date: 180 (176)
- April 2021 attendance was 82%:
- Next opt-in date: At this point of the school year, parents can opt-in by request at any time. If we have the space, we will allow any family to participate as long as they agree

to the COVID testing mandates required by the school via DOH.

- BCS plans to open fully in-person for the 2021-22 school year.

Education Updates

- NYS Testing Updates
 - NYS Math Test (May 4-5): Total tested 46/121(38%)
 - 3rd grade: 11/34 = 32%
 - 4th grade: 21/40 = 52.5%
 - 5th grade: 14/47 = 30%
 - Day 1 was administered to all in-person students in grades 3-5 and the remote students who opted in. Day 2 although optional was administered the following day. Any in-person students who came in without an opt-out note were required to take the assessment.
- BCS Virtual Tutoring Program:
 - New program cycle began the week of April 12th.
 - Total BCS tutors: 6 (We had 4 in the previous cycle)
 - Total students being serviced this cycle: 23 (21)
- BCS Virtual Summer Enrichment Program
 - Offered to all grades, K-5
 - Will begin Monday, July 13th and will end Friday, August 13th
 - Hours: 9:00 a.m. - 1:15 p.m.
 - The program will address reading, math, phonics, Social & Emotional Learning (SEL) and specials (physical education, dance, technology, etc.)
 - The idea is to implement a robust virtual program that mimics the NYCDOE Summer Rising program.
- Addressing Learning Loss in the 2021-22 School Year
 - Fully open to in-person learning in September 2021
 - Virtual Summer Enrichment Program
 - Continuing the Tutoring Assistance Program (In-person and Virtual)
 - After School Remediation Program (if the building is open after-hours)
 - Response to Intervention (RTI) small groups during the school day to address specific areas of remediation in reading and math
 - Hiring more faculty to address learning loss within the classroom (Literacy Specialists, Special Education Teachers, Assistant teachers)
 - BCS Board Members had questions about the following:
 - How does BCS address the needs of our homeless families? BCS has about 15 families who are deemed “homeless” based on current criteria. BCS has supported our families through the pandemic by providing the following based on funds put aside from Title money:
 - Providing hot spots to families who do not have internet service
 - Providing uniforms for students
 - Providing school supplies

- Providing groceries as necessary
 - Providing transportation (MetroCards) as necessary in order for parents/guardians to bring their children to and from school
 - Providing gifts during the holidays (this money comes directly from staff donations)
- Parent Workshop Updates:
 - Grade 5: 5/20/21: 13 parents attended (7 attended at the previous meeting)
 - Grade 4 is this Wednesday, 5/26/21. The previous workshop hosted 7 parents
 - Grade 1 is 6/1/21. The previous workshop hosted 4 parents
 - BCS will continue the parent workshops in the 2021-22 school year and is confident that more parents will participate due to the Zoom platform and raffle incentives.
- Senior Updates
 - The 5th grade banquet is ON! BCS will follow all DOH and health mandates as required by the establishment as well.
 - Date: 6/10/21
 - Time: 6:00-9:30 p.m.
 - Place: Glen Terrace Catering Hall, Brooklyn, New York
 - The Board would like an update of Middle School Acceptances at the June 2021 board meeting as this information is not available to date.

Staffing Updates

- 2020-21 staffing updates: None

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 4/30/21
 - There is a \$778,000 cash surplus through April 2021. There is currently 2.1 million in the BCS investment account. The school has 703K cash in the bank. Ariel is projecting a surplus of approximately \$338K in June 2021 based on accruals for payroll, taxes and monthly spending. Specific contributors to the surplus is the increase in SPED students in the >60 category, a savings of approximately 15K for textbooks due to FAMIS money received, and a savings of approximately 10K for special events due to COVID. Ariel did stress that this is not a finite number and that the surplus could go up or down depending on our spending from now until June 2021.
 - BCS board members are expected to participate in Financial Literacy Webinars/Workshops as required by our Authorizer based on the fiscal concerns from our last renewal. Ms. Ariel will continue to look for workshops/webinars that board members can take part in order to continue to achieve this mandate.
 - Henry requested a meeting with Chase to review the investment strategies to ensure that we are minimalizing risk while maximizing our investments (Finance Committee)
 - ESSER and APR funding was discussed: 285, 026 and 640, 127 for a total of

\$925,153 to be spent through 2023.

- The Board requested a strategic plan to address learning loss for the next board meeting in June 2021.

Enrollment Update

- a. Target for 2020-21: 204 enrolled students
- b. Actual ATS
 - i. Grade K: **27**
 - ii. Grade 1: **33**
 - iii. Grade 2: **25**
 - iv. Grade 3: **35**
 - v. Grade 4: **40**
 - vi. Grade 5: **47**
 - vii. Current Actual ATS enrollment/Budget: **207**
- c. We lost 3 students...
 - i. 2nd grader moved to another state and a 3rd grader was enrolled from Hawaii (relative of a current student in K & 5)

Enrollment

- BCS received a total of 83 Kindergarten applications for the 2021-22 school year. New applicants have been contacted and we are awaiting acceptances.
 - 16 students have been confirmed at this time for Kindergarten
 - 2020: 65 applications (0 confirmed at this time due to the pandemic)
 - 2019: 80 applications (10 confirmed at this time)

Additional Board items

- Henry requested a meeting with our insurance carriers to review current policies (Tina Payne). Mr. Morales will work on getting this meeting scheduled.

The next BCS Board meeting is scheduled for Tuesday, June 22, 2021 at 5:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 6:41 pm. With a motion from Feona, seconded by Diana. All voting members (4) were in favor.

A Members Present

Henry A. Lambert, Chair
Mark David
Diana Lee
Feona Huezo
Tony Betaudier

Others Present

Robert Morales
Joanne Hunt
Ariel Arnold

The meeting was held via a ZOOM conference call on June 22, 2021.

Topic: BCS Board of Trustees Meeting

Time: June 22, 2021 5:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 5:04 pm. The minutes for the meeting held on May 25, 2021 were approved with a motion from Diana, seconded by Mark. All voting members (5) were in favor.

COVID Updates:

There have been no new reported COVID cases in the building since 3/2/21.

School Hybrid/Remote Updates:

- The question was asked by Diana as to what our fall plans are for reopening. BCS is slated to open 100% fully in-person on September 13, 2021.
- Current students opting for Full Remote Learning: 112 (116)
- Students Opting for In-Person: 95 (91)
- Total Devices loaned to date: 182 (180)
- May 2021 attendance was 91

Education Updates

- NYS Testing Updates
 - NYS Written Science Test (Grade 4) was administered on June 9, 2021. 10 out of 40 4th graders elected to take the test.
 - Diana asked when the results of the NYS ELA and Math tests become available. In a normal school year, scores are normally released in late August/early September. At this time we have not received any information as to when this data will be released.
- BCS Virtual Summer Enrichment Program
 - Offered to all grades, K-5
 - Will begin Monday, July 13th and will end Friday, August 13th
 - Hours: 9:00 a.m. - 1:15 p.m.
 - The program will address reading, math, phonics, Social & Emotional Learning (SEL) and specials (physical education, dance, technology, etc.)
 - The idea is to implement a robust virtual program that mimics the NYCDOE Summer Rising program.
 - Currently 50 students have signed up for the program.
- BCS Strategic Plan to Address Learning Loss in the 2021-22 School Year
 - ESSRR & APR funding was discussed to support the following items based on surveys received back from families and teachers. Members of the board provided input on the following ideas to address learning loss from the pandemic:
 - Virtual Summer Enrichment Program
 - Board members would prefer an in-person summer program. It was explained that our actual building would be closed to students due to a boiler conversion project and the intent would be to host an in-person summer program in the summer of 2022.
 - Continuing the Tutoring Assistance Program (In-person and Virtual)
 - After School Remediation Program (if the building is open after-hours)
 - Response to Intervention (RTI) small groups during the school day to address specific areas of remediation in reading and math
 - Hiring more faculty to address learning loss within the classroom (Academic Intervention Specialist, Special Education Teachers, Assistant teachers).
 - Board members are very supportive about hiring faculty to aid in remediation in order to expedite the school's efforts to bridge the instructional gap in each grade.
 - A question that was raised was will BCS be able to hire good teachers at competitive salaries at this time. BCS administration has placed ads at the NYC Charter Center and believe that the school will be able to fill necessary positions with qualified candidates.

- Parent Workshop Updates:
 - Grade 4: 5/26/21: 6 parents attended (7 parents attended the last workshop)
 - Grade 1: 6/1/21: 5 parents attended (4 parents attended the last workshop)
 - BCS Board Members had questions and concerns regarding the most recent parent workshops:
 - Diana felt that the parent participation was dismal for these workshops. She revisited the conversation from the last board meeting about offering monetary/gift card incentives for ALL parents who participate versus a raffle. Diana believes that our families would appreciate this added incentive. Henry and Mark disagreed and felt that an incentive of this magnitude would not be sustainable and that conversations with families with school personnel explaining the importance and value of these workshops would be more effective in order to get them to participate versus a monetary/gift card incentive. Feona felt that the incentive may work in order to get more families to participate in the workshops.
 - A motion was made to provide monetary gift cards to all families who participate in our first parent workshop in the fall of 2021 to see if we get more families to participate. 3 members voted “yes” (Diana, Feona and Tony) and 2 members voted “no” (Henry and Mark). The motion to provide the gift cards was carried. The discussion continued and the three members who voted “yes” felt we should try this once and see what the outcome is.

Senior Updates

- The 5th grade banquet was held on 6/10/21 at Glen Terrace Catering Hall, Brooklyn, New York. There were a total of 140 attendees including 26 staff members. 43 out of 47 5th graders attended and 71 family members participated. All COVID safety mandates were followed.
- Middle School Acceptances update:
 - Charter Schools: 30 students (64%)
 - I.S. 318: 3 students/Other DOE Middle Schools: 5 (17%)
 - Gifted & Talented: 1 student (Mark Twain) 2%
 - Medgar Evers College Prep: 1 student, 2%
 - Undecided: 6 students (13%)
 - Moved to NJ: 1 student (2%)
 - A breakdown with specific schools and students was presented in a separate document.

Staffing Updates

- 2020-21 staffing updates: None
- 2021-21 staffing updates: Currently ALL faculty will be returning for the 2021-22 school year.
 - BCS will be looking to fill the following positions for the 2021-22 school year to

aid with the mitigation of learning loss:

- 1st grade Special Education Teacher
- 1st grade Assistant Teacher
- 2nd grade General Education Teacher
- 3rd grade Assistant Teacher
- 4th grade Special Education Teacher
- 5th Grade Assistant Teacher

Financial Report: Ms. Ariel

- Budget vs. actuals ending period 5/31/21
 - There is an \$814K cash surplus through May 2021. There is currently 2.5 million in the BCS investment accounts. The school has 703K cash in the bank. Ariel is projecting a surplus of approximately \$440K in June 2021 based on accruals for payroll, taxes and monthly spending. Specific contributors to the surplus is the increase in SPED students in the >60 category and federal grant funds.
 - Mark asked if the surplus includes summer teacher accruals and insurances. Ariel assured Mark that the surplus included those items as well as PTO payouts and all big ticket items.
 - BCS board members will participate in Financial Literacy Webinars/Workshops as required by our Authorizer based on the fiscal concerns from our last renewal. Chase has provided services to the board to aid with financial literacy.
 - Henry informed the board of our new contact at Chase (Milo) who will review the investment strategies with the finance committee to ensure that we are minimalizing risk while maximizing our investments.
 - ESSER and APR funding: 285026K and 640,127K for a total of \$925,153 to be spent through 2023.
 - The Board requested a strategic plan to address learning loss for the next board meeting in July 2021 which will incorporate the items discussed from today's board meeting.
 - Tony asked if this was Title money and if there were any restrictions with these funds. ESSER and APR funding is similar to Title money and the grant process is similar. The APR funding grant requires more extensive details and planning which the school is currently working on. As per federal guidelines, the majority of the funds are to be used for mitigating learning loss and PPE supplies and resources (COVID safety within the school). A more detailed list of appropriate items will be sent to the board for further review.
 - Ariel reviewed the process on how to recoup the monies since it follows the same process as the Consolidated Application (Title money).

Enrollment Update

- a. Target for 2020-21: 204 enrolled students
- b. Actual ATS
 - i. Grade K: **27**

- ii. Grade 1: **33**
- iii. Grade 2: **25**
- iv. Grade 3: **35**
- v. Grade 4: **40**
- vi. Grade 5: **47**
- vii. Current Actual ATS enrollment/Budget: **207**

Enrollment

- 22 kindergarten families are confirmed to attend BCS in the 2021-22 (We had 16 kindergarten students at the last board meeting).

Additional Board items

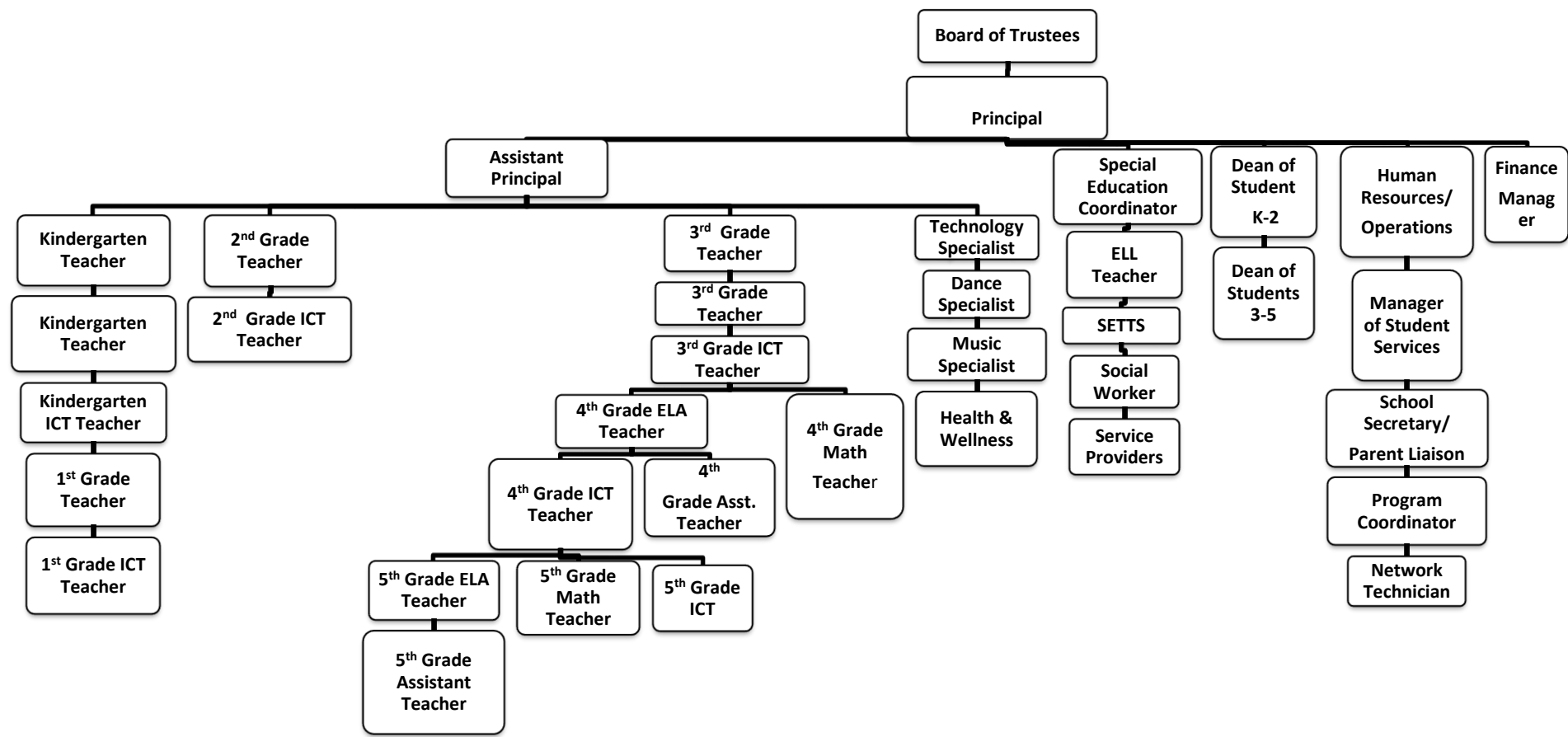
- Mr. Morales reported that he has been in contact with Tina Payne regarding our insurances to review current policies. Morales will coordinate a date that Henry and Joanne will be able to meet with her regarding these matters.

The next BCS Board meeting is scheduled for Thursday, July 22, 2021 at 2:00 p.m. via Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 5:46 pm. With a motion from Tony, seconded by Mark. All voting members (5) were in favor.

Brooklyn Charter School

Organizational Chart 2020-2021





THE BROOKLYN CHARTER SCHOOL
2021-2022 School Year
Tentative Calendar with 180
Instructional Days
(IMPORTANT DATES)

**This calendar is subject to change.*

Date	Day (s) of the Week	Event
July 12 th	Monday	BCS Summer Enrichment Program begins
August 13 th	Friday	BCS Summer Enrichment Program ends
August 30 th	Monday	Administration returns
September 1 st	Wednesday	Teachers return for pre-service
September 3 rd	Friday	SCHOOL CLOSED- No pre-service for teachers
September 6 th	Monday	Labor Day (No School, building closed)
September 13 th	Monday	Students first day of school (Fully In-Person)
September 16 th	Thursday	Yom Kippur (Fully Remote Day for Students) Building Closed
October 11 th	Monday	SCHOOL CLOSED- Indigenous Peoples' Day
November 2 nd	Tuesday	Election Day (Fully Remote Day for Students) Building Closed
November 11 th	Thursday	SCHOOL CLOSED- Veterans Day
November 25 th -26 th	Thursday-Friday	SCHOOL CLOSED- Thanksgiving Break
December 24 ^h - January 3 rd	Friday-Friday	SCHOOL CLOSED- Winter Recess
January 17 th	Monday	SCHOOL CLOSED- Martin Luther King Jr. Day
February 1 st	Tuesday	SCHOOL CLOSED- Chinese Lunar New Year
February 21 st - 25 th	Monday- Friday	SCHOOL CLOSED- Mid Winter Recess
March 29 th - 31 st	Tuesday-Thursday	NYS ELA Exam (Grades 3-5)
April 1 st	Friday	BCS Public Lottery
April 15 th -22 nd	Friday-Friday	SCHOOL CLOSED- Spring Recess
April 26 th - 28 th	Tuesday-Thursday	NYS Math Test (Grades 3-5)
May 2 nd	Monday	SCHOOL CLOSED- Eid Al Fitr
May 30 th	Monday	SCHOOL CLOSED- Memorial Day
June 7 th	Tuesday	BK/Queens Anniversary Day (Fully Remote Day for Students) Building Closed
June 9 th	Thursday	NYCDOE Clerical Day (Fully Remote Day for Students) Building Closed
June 20 th	Monday	SCHOOL CLOSED- Juneteenth
June 27 th	Monday	Final Report Cards Distributed/Last Day for students

This is a tentative calendar of IMPORTANT DATES for the 2021-22 school year. This calendar is subject to change. A more detailed calendar with information regarding in-house assessment dates (iReady, interim assessments), report cards, parent-teacher conferences, spirit days, BCS Assemblies & Honor Roll, etc.) will be distributed at a later date.

*This calendar reflects 180 instructional days which is broken down by month below:

September 2021: 15
October 2021: 20
November 2021: 19
December 2021: 17
January 2022: 20
February 2022: 14
March 2022: 23
April 2022: 15
May 2022: 20
June 2022: 17

Total Instructional Days: 180