

Application: Brooklyn Charter School

Joanne Hunt - jhunt@brooklyncharter.org
2022-2023 Annual Report

Summary

ID: 0000000097

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Nov 1 2023

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 the [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 2022-2023 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, 2023**) 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) 800000044900

a1. Popular School Name

BCS

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #14 - BROOKLYN

e. Date of Approved Initial Charter

Jan 5 2000

f. Date School First Opened for Instruction

Sep 7 2000

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The Brooklyn Charter School is committed to providing a nurturing and supportive community where all 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 the 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.

h. School Website Address

www.brooklyncharter.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

240

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

165

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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 previous year (K-5, 6-9, etc.)	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	718-302-2085	NYC CSD 14	K-5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joanne Hunt	Principal	718-302-2085		
Operational Leader	Robert Morales	Director of Operations	718-302-2085	646-325-5207	
Compliance Contact	Robert Morales	Director of Operations	718-302-2085		
Complaint Contact	Robert Morales	Director of Operations	718-302-2085		
DASA Coordinator	Shannon Cullen	School Social Worker	718-302-2085		
Phone Contact for After Hours Emergencies	Joanne Hunt	Principal	718-302-2085	917-754-3176	

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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

Not applicable

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

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

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

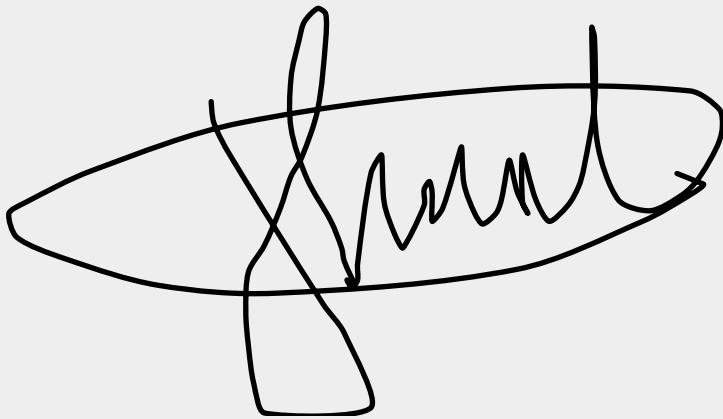
As outlined in ENTRY 10:

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

Signature, Head of Charter School

A handwritten signature in black ink, appearing to be "James", enclosed within a large, horizontal oval loop.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be "Henry", with a large, stylized loop at the end.

Date

Jul 5 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Nov 1 2023

Instructions

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 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

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<u>https://brooklyncharter.org/about/school-documents/</u>
2. Board meeting notices, agendas and documents	<u>https://brooklyncharter.org/about/board-of-directors/</u>
3. New York State School Report Card	<u>https://brooklyncharter.org/about/school-documents/</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://brooklyncharter.org/about/school-documents/</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://brooklyncharter.org/about/school-documents/</u>
6. Authorizer-approved FOIL Policy	<u>https://brooklyncharter.org/about/school-documents/</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://brooklyncharter.org/about/school-documents/</u>

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Regents, NYCDOE, and Buffalo BOE-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 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 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	NYS ELA exam proficiency rates meet or exceed Community School District (CSD) rates.	NYS ELA exam for grades 3-5.	Not Met	BCS' NYS ELA exam proficiency rates (38.6%) did not meet or exceed CSD 14's proficiency rates (53.9) in 2022-23. While BCS did not meet this goal in 2022-23, BCS' NYS ELA proficiency rates increased 13% from the prior school year. BCS will continue its current ELA programming coupled with a reading component it begun in 2022-23 which included small group instruction of Close reading and textual analysis for grades 3-5 for the 2023-24 school year.
Academic Goal 2	NYS ELA exam proficiency rates meet or exceed comparable Citywide rates.	NYS ELA exam for grades 3-5.	Not Met	BCS' NYS ELA exam proficiency rates (38.6%) did not meet or exceed Citywide proficiency rates (51.7%) in 2022-23. While BCS did not meet this goal in 2022-23, BCS' NYS ELA proficiency rates increased 13% from

				the prior school year. BCS will continue its current ELA programming coupled with a reading component it begun in 2022-23 which included small group instruction of Close reading and textual analysis for grades 3-5 for the 2023-24 school year.
Academic Goal 3	NYS Math exam proficiency rates meet or exceed Community School District (CSD) rates.	NYS Math exam for grades 3-5.	Met	BCS NYS Math exam proficiency rates (55%) exceeded Community School District 14 (CSD 14) rates (51.7) for the 2022-23 school year.
Academic Goal 4	NYS Math exam proficiency rates meet or exceed comparable Citywide rates.	NYS Math exam for grades 3-5.	Met	BCS NYS Math exam proficiency rates (55%) exceeded Citywide proficiency rates (51.7) for the 2022-23 school year.
Academic Goal 5	NYS ELA exam proficiency rates increase.	NYS ELA exam for grades 3-5.	Met	BCS NYS ELA exam proficiency rates increased 13% (38.6%) from the previous school year (25%).
Academic Goal 6	NYS Math exam proficiency rates increase.	NYS Math exam for grades 3-5.	Met	BCS NYS Math exam proficiency rates significantly increased 35% (55%) from the previous school year (20%).

Academic Goal 7	NYS ELA exam proficiency rates increase for English Language Learners (ELL) will demonstrate positive academic growth for the applicable population.	NYS ELA exam for grades 3-5.	Met	BCS NYS ELA exam proficiency rates for ELL students increased 4% (20%) from the previous school year (16%).
Academic Goal 8	NYS ELA exam proficiency rates increase for the Free/reduced lunch population (FRLPs) will demonstrate positive academic growth for the applicable population.	NYS ELA exam for grades 3-5.	Met	BCS NYS ELA exam proficiency rates for FRLP students increased 23% (38%) from the previous school year (15%).
Academic Goal 9	NYS ELA exam proficiency rates increase for Students with Disabilities (SWDs) will demonstrate positive academic growth for the applicable population.	NYS ELA exam for grades 3-5.	Met	BCS NYS ELA exam proficiency rates for SWD students increased 12% (21%) from the previous school year (9%).
Academic Goal 10	NYS Math exam proficiency rates increase for English Language Learners (ELL) will demonstrate positive academic growth for the applicable population.	NYS Math exam for grades 3-5.	Not Met	BCS NYS Math exam proficiency rates for ELL students remained at 0% from the previous school year.

2. Do have more academic goals to add?

Yes

2022-2023 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	NYS Math exam proficiency rates increase for the Free/reduced lunch population (FRLPs) will demonstrate positive academic growth for the applicable population.	NYS Math exam for grades 3-5.	Met	BCS NYS Math exam proficiency rates for FRLP students significantly increased 41% (55%) from the previous school year (14%).
Academic Goal 12	NYS Math exam proficiency rates increase for Students with Disabilities (SWDs) will demonstrate positive academic growth for the applicable population.	NYS Math exam for grades 3-5.	Met	BCS NYS Math exam proficiency rates for SWD students increased 27% (42%) from the previous school year (15%).
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 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”.

2022-2023 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	The school self reported average daily student attendance rate shall meet or exceed the daily attendance rate for Community School District 14.	Rediker Attendance System and District 14 Data Summary Report 2022	Unable to Assess	BCS' 2022-23 attendance rate was 86%. CSD 14 attendance rates have not been publicly released as of 11/1/23.
Org Goal 2	The school retention rate will exceed the retention rate of CSD14.	Rediker Student Information System and ATS (Automate the Schools)	Unable to Assess	BCS' 2022-23 retention rate was 87%. CSD 14 retention rates have not been publicly released as of 11/1/23.
Org Goal 3	The school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents for English Language Learners.	Rediker Student Information System and NYC DOE ATS System	Met	9% of students who enrolled in the 2023-24 school year were identified as English Language Learners (ELLs). BCS' enrollment for ELLs increased by 2% for the 2023-24 school year. BCS almost doubled the number of ELL students enrolled due to its aggressive enrollment campaign coupled with the board approved lottery preferences/priority

				granted to incoming ELL students.
Org Goal 4	The school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents for students eligible for free and reduced lunch.	Rediker Student Information System and NYC DOE ATS System	Unable to Assess	BCS is still in the process of collecting and updating FRLP status for all students. Currently BCS is at 79% FRLP for the 2023-24 school year. BCS significantly increased its enrollment for 2023-24 so it is expected that this percentage will increase once lunch forms are completed.
Org Goal 5	The school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents for students with disabilities.	Rediker Student Information System and NYC DOE ATS System	Met	15% of students who enrolled in the 2023-24 school year were identified as Students with Disabilities (SWDs). BCS enrolled more SWDs in the 2023-24 school year due to its aggressive enrollment campaign coupled with the board approved lottery preferences/priority granted to incoming student with disabilities (SWDs).
Org Goal 6	The school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents for	Rediker Student Information System and NYC DOE ATS System	Met	The BCS student retention rate for English Language Learners (ELLs) for the 2022-23 school year was 75%.

	English Language Learners.			
Org Goal 7	The school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents for Students with Disabilities.	Rediker Student Information System and NYC DOE ATS System	Met	The BCS student retention rate for Student with Disabilities (SWDs) for the 2022-23 school year was 90%.
Org Goal 8	The school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents for students eligible for free and reduced lunch.	Rediker Student Information System and NYC DOE ATS System	Met	The BCS student retention rate for students eligible for free/reduced lunch (FRLPs) for the 2022-23 school year was 88%.
Org Goal 9	Parents will express satisfaction with the school's program based on the NYCDOE school survey. The school will only have met the goal if at least 50% of parents participate in the survey.	2022-2023 NYC DOE School Survey	Met	BCS families expressed satisfaction with the 5 major categories presented in the NYC DOE 2022-23 school survey. The final response rate was 74.2% with 115 parent responses. Below are the categories and percentage of satisfaction: Inclusive Leadership: 97%, Parent Involvement in School: 97%, Parent-Principal Trust: 96%, Outreach to Parents: 95% and Parent-Teacher Trust- 95%

Org Goal 10	Staff will express satisfaction with the school's program based on the NYCDOE school survey. The school will only have met the goal if at least 50% of teachers participate in the survey.	2022-2023 NYC DOE School Survey	Met	BCS staff expressed satisfaction with 19 categories presented in the NYC DOE 2022-23 school survey. The final response rate was 100% with 17 teacher responses. 86.3% of the staff expressed satisfaction with the 19 categories presented in the 2022-23 NYC DOE school survey. Categories ranged from
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

6. FINANCIAL GOALS

2022-2023 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	Each year the school will have a stable cash flow as evidenced by having 60 days of cash on hand reported in the yearly fiscal audit.	2022-23 Independent Financial Audit.	Not Met	The school had approximately 7 weeks (35 days) of cash-on-hand at the close of the 2022-23 school year. BCS struggled with enrollment in this school year which had a negative bearing on cash flow. BCS conducted a heavy recruitment campaign and was able to enroll approximately 80 new students for the 2023-24 school year, bringing enrollment to the required 204.
Financial Goal 2	Each year the school will operate on a balanced budget.	2022-23 Independent Financial Audit.	Not Met	The school finished the year in a deficit and did not operate on a balanced budget for 2022-23 school year due to being significantly under enrolled. BCS conducted a heavy recruitment campaign and was able to enroll approximately 80 new students for the 2023-24 school year, bringing enrollment to the required 204.

Financial Goal 3	Each year the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded by ATS.	2022-23 Independent Financial Audit.	Not Met	<p>The school did not meet its authorized enrollment as of 10/31/22 due to the significant number of students who left the school.</p> <p>Approximately 80% of the students who left the school either moved to another borough or state. BCS conducted a heavy recruitment campaign and was able to enroll approximately 80 new students for the 2023-24 school year, bringing enrollment to the required 204.</p>
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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, 2023**. 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 protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[BCS Audited Financials 22-23](#)

Filename: BCS_Audited_Financials_22-23.pdf Size: 823.2 kB

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

Completed - Nov 1 2023

[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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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.

[BCS Audited Financials 22-23](#)

Filename: BCS_Audited_Financials_22-23.xlsx Size: 78.4 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. 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. 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.

[BCS Audit Recommendations FY23](#)

Filename: BCS_Audit_Recommendations_FY23.pdf Size: 96.6 kB

[Escrow Statement](#)

Filename: Escrow_Statement.pdf Size: 167.7 kB

Entry 4d - Financial Contact Information

Completed - Nov 1 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial 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	Aarnold@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
	Nina Bahazhevska	nbahazhevska@saxlp.com	212-268-2805	17

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 2023-2024 Budget

Completed - Nov 1 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.

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

[BCS 2023-2024 Budget](#)

Filename: BCS_2023-2024_Budget.xlsx Size: 36.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Nov 1 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[BCS BOT Disclosure of Financial Interest Forms](#)

Filename: BCS_BOT_Disclosure_of_Financial_In_4cQx0NY.pdf Size: 871.0 kB

Entry 7 BOT Membership Table

Completed - Nov 1 2023

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.

Authorizer:

Who is the authorizer of your charter school?

NYCDOE

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Henry Lambert	hlambert@lambertdevelopment.com	Chair	Executive, Finance and Development, Education	Yes	6	07/01/2022	06/30/2024	12
2	Mark David	mjdavid@gmail.com	Secretary	Executive, Finance, Development	Yes	3	07/01/2023	06/30/2025	11
3	Diana Lee	dlee@goalenbock.com	Trustee/Member	Executive, Education	Yes	5	07/01/2022	06/30/2024	10
4	Anthony Betaudier	tonygb8@gmail.com	Trustee/Member	Executive, Education	Yes	6	07/01/2022	06/30/2024	6
5	Feona Change-Huezo	feonach@gmail.com	Trustee/Member	Executive, Education	Yes	1	07/01/2022	06/30/2024	9
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, 2023	5
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

5

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

15

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Nov 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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 1, 2023**.

BCS Board Minutes July 2022-June 2023

Filename: BCS_Board_Minutes_July_2022-June_2023.pdf Size: 2.2 MB

Entry 9 Enrollment & Retention

Completed - Nov 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>In an effort to increase equity and access to economically disadvantaged students this school year, BCS contracted with a school marketing firm to focus on increasing the number of student applications of special populations. This firm is providing advertisements and outreach 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 2022-23 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 continues to employ a, 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 weekly basis beginning in the summer of</p>	<p>For the 2023-24 school year, BCS created a new flyer highlighting its current programming and hired a leafletting company to distribute flyers in the month of June within the surrounding community to get the new information out about the school. BCS also conducted a Vanguard mailing to over 5000 families in five surrounding zip codes highlighting our programming for the 2023-24 school year in late June as well. BCS conducted one workshop per month for interested families beginning in January consisting of an engaging activity, school tour, question & answer session and refreshments. BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach to Day Care Centers, Nursery & Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas commencing in July. This staff member will continue to distribute promotional packages that contain information about the school, programs, open houses and tours. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will also continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.).</p>

	<p>each school year to distribute promotional packages that contain information about the school and its programs as well as representing BCS at site events. The Recruitment Coordinator is also charged with building relationships with surrounding organizations that can assist BCS with enrollment efforts. This individual is also responsible for all of the enrollment events and activities that occur at the school (tours, workshops, parent meetings, etc.).</p>	
English Language Learners	<p>In an effort to increase equity and access to English Language Learners (ELLs) this school year, BCS contracted with a school marketing firm to focus on increasing the number of student applications of special populations. This firm is providing advertisements and outreach 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. 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. For the 2022-23</p>	<p>For the 2023-24 school year, BCS created a new flyer highlighting its current programming and hired a leafletting company to distribute flyers in the month of June within the school community to get the new information out about the school. BCS also conducted a Vanguard mailing to over 5000 families in five surrounding zip codes highlighting our programming for the 2023-24 school year in late June as well. BCS conducted one workshop per month for interested families beginning in January consisting of an engaging activity, school tour, question & answer session and refreshments. All BCS potential new family events are staffed with a faculty member who speaks either Spanish or French based on the audience attending. BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2023-24 school year. BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach to Day Care Centers, Nursery & Pre-Schools and Community Centers</p>

	<p>public lottery, students applying whose applications indicated that the dominant language spoken at home is not English received preference in the school's lottery. BCS also made an effort to further attract English language learners by 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 marketing materials to families in other languages.</p>	<p>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, programs, open houses and tours. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will also continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.).</p>
Students with Disabilities	<p>In an effort to increase equity and access to Students with Disabilities (SWDs) this school year, BCS contracted with a school marketing firm to focus on increasing the number of student applications of special populations. This firm is providing advertisements and outreach 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. For the 2022-23 public lottery, students applying with an Individualized Education Plan (IEP) received preference in the school's lottery. Additionally in an effort to increase the number of Student With Disabilities (SWDs) at Brooklyn Charter School, The BCS Board of Trustees voted to incorporate another non-material change at the April 2021 board meeting to weight</p>	<p>When school is a joyous 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. For the 2023-24 school year, BCS created a new flyer, highlighting its current programming and hired a leafletting company to distribute flyers in the month of June to get the new information out to the community. BCS also conducted a Vanguard mailing to over 5000 families in five surrounding community zip codes highlighting our programming for the 2023-24 school year. BCS conducted one workshop per month beginning in January for interested families consisting of an engaging activity, school tour, question & answer session and refreshments. BCS placed advertisements in local newspapers such as the Daily News which highlighted our special education program to ensure further outreach for this specific student</p>

	seats in future BCS lotteries for all incoming SWD applicants in grades K-5 where 25% of all kindergarten seats and available 1-5 seats will be slated for SWDs.	population. This Recruitment Coordinator will continue to distribute promotional packages that contain information about the school, programs, open houses and tours. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will also continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.).
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
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 over 80% of students considered economically disadvantaged for the 2022-23 school year. When school is a joyous 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. 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 2022-23. BCS provides our families with school supplies, groceries, uniforms and access to free transportation as necessary. BCS also has a mentor program for students in need of social and emotional support throughout the school year. This program matches a staff member (mentor) with a student (mentee) who basically ensures their mentee's physical, mental, emotional and academic needs are recognized and met to the best of the mentor's abilities. BCS also provides assistance during Thanksgiving and Christmas to families that express a need as well.</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 a school Dean that focuses on positive reinforcement and restorative justice. The Dean will continue to support our teachers with our Social and Emotional Learning program with guidance from our School Social Worker during the 2023-24 school year. BCS will continue to offer free breakfast and lunch for all students in 2023-24. BCS will continue to provide our families with school supplies, groceries, uniforms and access to free transportation as necessary. BCS plans to continue its mentor program for students in need of social and emotional support throughout the school year. BCS will continue to provide assistance during Thanksgiving and Christmas to families that express a need as well. BCS will continue to be the school that our students call home.</p>

	<p>Student retention is very strong at BCS as No child at BCS is ever left behind due to personal circumstances.</p>	
English Language Learners	<p>BCS will continue to employ a full-time ELL teacher to ensure that children who qualify for services are receiving them. Our ELL teacher not only worked with ELL students but also their families to ensure that they received school communication via their native languages. The ELL teacher also sat in IEP meetings, Parent-Teacher Conference meetings and any other parent meetings that required translation. There are several BCS staff members that assist with ELL students and their families to ensure that they feel a part of the BCS community throughout the course of the school year to ensure that the student and family feel like members of our school community which ultimately translate to student retention.</p>	<p>For the 2023-24 school year BCS will continue to employ an ELL 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 2023-24. The ELL teacher will continue to sit in IEP meetings, Parent-Teacher Conference meetings and any other parent meetings that require translation. 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. BCS hosted a Summer Boost program in July/August of 2022 which focused on students in rising grades 1-6. Scholars received prescribed Reading and Math instruction in the mornings coupled with an afternoon full of enrichment for five weeks. BCS will continue these initiatives in the 2023-24 school year in order to meet retention targets as families were pleased with student outcomes.</p>
Students with Disabilities	<p>BCS was a fully inclusive school in 2022-23. 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 & language and occupational therapy services as needed based on student Individual Education</p>	<p>BCS will continue to fully operate a fully inclusive school program 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 2023-24 BCS will have one ICT classroom on each grade level. BCS will</p>

	<p>Plans. BCS has several programs in place to assist students with IEPs as well as students who are considered “at-risk.” BCS hosted a Summer Boost program in July/August of 2022 which focused on students in rising grades 1-6. Scholars received prescribed Reading and Math instruction in the mornings coupled with an afternoon full of enrichment for five weeks. BCS will continue these initiatives in the 2023-24 school year in order to meet retention targets as families were pleased with student outcomes.</p>	<p>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” get support services and then move forward with an evaluation if deemed necessary. The school will also employ a full-time social worker and is looking to add a full-time SETSS/AIS teacher and will continue to outsource for occupational therapy and speech & language services in order to satisfy the needs of our students who require services. BCS hosted a Summer Boost program in July/August of 2022 which focused on students in rising grades 1-6. Scholars received prescribed Reading and Math instruction in the mornings coupled with an afternoon full of enrichment. BCS will continue these initiatives in the 2023-24 school year in order to meet retention targets as families were pleased with student outcomes.</p>
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Entry 10 – Teacher and Administrator Attrition

Completed - Nov 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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 who 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. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who 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.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.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

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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 - Nov 1 2023

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 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.

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, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	1

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	13

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	19

Thank you.



Entry 12 Organization Chart

Completed - Nov 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

Organizational Chart 22-23

Filename: Organizational_Chart_22-23.pdf Size: 420.7 kB

Entry 13 School Calendar

Completed - Nov 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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 also 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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

2023-2024 BCS FAMILY CALENDAR of IMPORTANT DATES

Filename: 2023-2024_BCS_FAMILY_CALENDAR_of_I_dMHge50.pdf Size: 135.8 kB

Entry 14 Staff Roster

Completed - Nov 1 2023

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first, before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[BCS FINAL faculty staff roster template-2022-23](#)

Filename: BCS_FINAL_faculty_staff_roster_te_crU03Rz.xlsx **Size:** 19.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete

The Brooklyn Charter School

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023

The Brooklyn Charter School

Audited Financial Statements

June 30, 2023

C O N T E N T S

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Independent Auditor's Report

Board of Trustees
The Brooklyn Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of The Brooklyn Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States ("*Government Auditing Standards*"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Information

The financial statements of the School as of and for the year ended June 30, 2022, were audited by other auditors whose report dated October 21, 2022, expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects with the audited financial statements from which it was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



New York, NY
October 26, 2023

The Brooklyn Charter School

Statement of Financial Position

At June 30, 2023
(With comparative totals at June 30, 2022)

	<u>6/30/23</u>	<u>6/30/22</u>
ASSETS		
Cash and cash equivalents	\$ 272,885	\$ 630,391
Investments	648,586	593,195
Government grants receivable	97,938	294,900
Prepaid expenses and other receivables	45,769	47,655
Government grants receivable - per pupil funding	10,923	-
Fixed assets, net	235,342	308,291
Restricted cash	75,337	75,155
Investments restricted for endowment	<u>530,666</u>	<u>485,346</u>
Total assets	<u>\$ 1,917,446</u>	<u>\$ 2,434,933</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable and accrued expenses	\$ 201,765	\$ 126,742
Accrued payroll and payroll related liabilities	269,235	425,130
Deferred revenue	167,282	16,800
Government grant advances - per pupil funding	<u>-</u>	<u>11,712</u>
Total liabilities	<u>638,282</u>	<u>580,384</u>
Net assets:		
Without donor restrictions	742,458	1,318,803
With donor restrictions	<u>536,706</u>	<u>535,746</u>
Total net assets	<u>1,279,164</u>	<u>1,854,549</u>
Total liabilities and net assets	<u>\$ 1,917,446</u>	<u>\$ 2,434,933</u>

The attached notes and auditor's report are an integral part of these financial statements.

The Brooklyn Charter School

Statement of Activities

For the Year Ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total 06/30/23</u>	<u>Total 06/30/22</u>
PUBLIC SUPPORT AND REVENUE				
Public school district revenue:				
Resident student enrollment	\$ 2,835,988	\$ -	\$ 2,835,988	\$ 2,899,745
Students with special education services	373,575	-	373,575	445,366
Total public school district revenue	<u>3,209,563</u>	<u>-</u>	<u>3,209,563</u>	<u>3,345,111</u>
Government grants	380,025	-	380,025	753,672
Contributions	7,041	142,311	149,352	56,294
Contributed space	1,626,512	-	1,626,512	1,479,673
Interest and dividends	24,741	12,903	37,644	57,270
Other income	56,382	-	56,382	41,270
	<u>2,094,701</u>	<u>155,214</u>	<u>2,249,915</u>	<u>2,388,179</u>
NET ASSETS RELEASED FROM RESTRICTIONS	<u>186,671</u>	<u>(186,671)</u>	<u>-</u>	<u>-</u>
Total public support and revenue	<u>5,490,935</u>	<u>(31,457)</u>	<u>5,459,478</u>	<u>5,733,290</u>
EXPENSES				
Program services				
Instructional support	4,650,802	-	4,650,802	4,728,578
Supporting services				
Management and general	1,447,999	-	1,447,999	1,249,813
Total expenses	<u>6,098,801</u>	<u>-</u>	<u>6,098,801</u>	<u>5,978,391</u>
Change in net assets from operations	<u>(607,866)</u>	<u>(31,457)</u>	<u>(639,323)</u>	<u>(245,101)</u>
Non-operating activity				
Net realized and unrealized gain/(loss) on investments	31,521	32,417	63,938	(273,288)
Change in net assets	<u>(576,345)</u>	<u>960</u>	<u>(575,385)</u>	<u>(518,389)</u>
NET ASSETS, beginning of year	<u>1,318,803</u>	<u>535,746</u>	<u>1,854,549</u>	<u>2,372,938</u>
NET ASSETS, end of year	<u><u>\$ 742,458</u></u>	<u><u>\$ 536,706</u></u>	<u><u>\$ 1,279,164</u></u>	<u><u>\$ 1,854,549</u></u>

The attached notes and auditor's report are an integral part of these financial statements.

The Brooklyn Charter School

Statement of Functional Expenses

For the Year Ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	Program Services	Supporting Services		
	Instructional Support	Management and General	Total Expenses 6/30/23	Total Expenses 6/30/22*
Salaries	\$ 2,382,678	\$ 666,767	\$ 3,049,445	\$ 3,184,990
Payroll taxes and employee benefits	617,572	172,819	790,391	750,306
Total personnel costs	3,000,250	839,586	3,839,836	3,935,296
Professional development	-	27,309	27,309	9,023
Professional fees	120,898	64,453	185,351	117,034
Student and staff recruitment	1,006	25,013	26,019	47,704
Supplies and materials	47,221	25,539	72,760	131,224
Office expense	31,038	8,482	39,520	36,343
Student services	40,879	-	40,879	41,533
Insurance	60,283	16,869	77,152	67,423
Information technology	14,627	8,442	23,069	37,762
Contributed space	1,270,872	355,640	1,626,512	1,479,673
Depreciation	63,728	17,834	81,562	62,038
Other	-	58,832	58,832	13,338
Total other than personnel costs	1,650,552	608,413	2,258,965	2,043,095
Total expenses	\$ 4,650,802	\$ 1,447,999	\$ 6,098,801	\$ 5,978,391

*Reclassified for comparative purposes

The Brooklyn Charter School

Statement of Cash Flows

For the Year Ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	<u>6/30/23</u>	<u>6/30/22</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (575,385)	\$ (518,389)
Adjustments to reconcile change in net assets to net cash used for operating activities		
Net realized and unrealized (gain)/loss on investments	(63,938)	273,288
Depreciation	81,562	62,038
Changes in assets and liabilities:		
Government grants receivable	196,962	(144,437)
Prepaid expenses and other receivables	1,886	(8,307)
Employee loans receivable	(10,923)	2,750
Accounts payable and accrued expenses	75,023	26,679
Accrued payroll and payroll related liabilities	(155,895)	3,710
Deferred revenue	150,482	16,800
Government grant advances - per pupil funding	(11,712)	(36,585)
Net cash flows used for operating activities	<u>(311,938)</u>	<u>(322,453)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of furniture and equipment	(8,613)	(227,600)
Purchase of investments	(36,773)	(403,057)
Proceeds from sales of investments	-	1,195,602
Net cash flows (used for)/provided by investing activities	<u>(45,386)</u>	<u>564,945</u>
Net (decrease)/increase in cash, cash equivalents and restricted cash	(357,324)	242,492
Cash, cash equivalents and restricted cash, <i>beginning of year</i>	<u>705,546</u>	<u>463,054</u>
Cash, cash equivalents and restricted cash, <i>end of year</i>	<u>\$ 348,222</u>	<u>\$ 705,546</u>
Cash, cash equivalents and restricted cash:		
Cash and cash equivalents	\$ 272,885	\$ 630,391
Restricted cash	75,337	75,155
Total cash, cash equivalents and restricted cash	<u>\$ 348,222</u>	<u>\$ 705,546</u>
SUPPLEMENTAL CASH FLOW INFORMATION		
Interest and taxes paid	<u>\$ -</u>	<u>\$ -</u>
Noncash contributions	<u>\$ -</u>	<u>\$ -</u>

The attached notes and auditor's report are an integral part of these financial statements.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 1 - Organization

Brooklyn Charter School (the "School"), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York. The School provides a full range of educational services appropriate for grade levels K, 1, 2, 3, 4 and 5. The School completed the 2022-2023 fiscal year with an average enrollment of approximately 161 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE").

The School has the following program:

- Instructional Support - Instruction provided to all students.

On May 23, 2019, the Board of Regents of the State of New York, for and on behalf of the State Education Department, granted an extension of the provisional charter up through and including June 30, 2025.

The School has been notified by the Internal Revenue Service that it is a not-for-profit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and has not been determined to be a private foundation.

Note 2 - Summary of Significant Accounting Policies

a. Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles in the United States of America ("GAAP").

b. Recently Adopted Accounting Standards

Effective July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The School made an accounting policy election available under the ASU to not recognize the right-of-use ("ROU") assets and lease liabilities with a term of 12 months or less. The School also elected not to reassess at adoption (i) expired or existing contracts to determine whether they contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases. At June 30 2023, the School did not hold any long-term leases that were material to the financial statements.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies - Continued

c. Basis of Presentation

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the School and changes therein are classified and reported as follows:

- *Net Assets Without Donor Restrictions* - Net assets not subject to donor-imposed stipulations and may be expended for any purpose in performing the primary objectives of the School. The board may designate assets without restrictions for specific operational purposes from time to time.
- *Net Assets With Donor Restrictions* - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the School and/or the passage of time. Also, other net assets subject to donor-imposed stipulations should be maintained permanently by the School. Generally, the donors of these assets permit the School to use all, or part of the income earned on any related investments for general or specific purposes.

d. Revenue Recognition

The School follows the requirements of the FASB's Accounting Standards Codification ("ASC") 958-605 for recording contributions, which are recognized at the time they become unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return or release from obligations and are recognized as income once conditions have been substantially met. Conditional pledges that have not been recognized amounted to \$49,128 at June 30, 2023. The pledges are conditional upon achieving certain performance goals and incurring qualifying expenditures.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved, or qualifying expenditures are incurred as well as other conditions under the agreements are met.

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2023 or June 30, 2022.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

e. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of cash flows. Cash maintained in escrow per requirements of the NYCDOE are treated as restricted cash.

f. Investments

Investments are recorded at fair value, which refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Realized and unrealized gains and losses are recognized in the statement of activities.

g. Fixed Assets

Fixed assets are stated at cost or fair value at the date of the gift, if donated. The School capitalizes fixed assets in excess of \$500 that have a useful life of more than one year. Depreciation is computed using the straight-line method over the estimated useful life of each asset, which generally ranges between 5 and 7 years.

h. Contributed Space

The School's operations are located in a facility provided by the NYCDOE at a charge of \$1.00 per annum and utilizes approximately 15,440 square feet. The School recognizes in-kind contribution revenue and a corresponding expense in an amount approximating the estimated fair value at the time of the donation. Fair value is estimated using the average price per square foot of rental listings in the School's service area. The total amount recognized for donated facilities is approximately \$1,626,512 and \$1,479,673 for the years ended June 30, 2023 and June 30, 2022, respectively.

i. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

j. Fair Value Measurement

Accounting standards have established a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data.

The fair value hierarchy is categorized into three levels based on the inputs as follows:

Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 - Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

k. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

Salaries were allocated using time and effort as a basis. The following expenses were allocated using the salary allocation as the basis:

- Payroll taxes and employee benefits
- Office expense
- Insurance
- Information technology
- Contributed space
- Depreciation.

All other expenses have been charged directly to the applicable program or supporting services.

l. Advertising Costs

The cost of advertising is expensed as incurred.

m. Summarized Comparative Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Summary of Significant Accounting Policies – Continued

n. Accounting for Uncertainty of Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2020 and later are subject to examination by applicable taxing authorities.

Note 3 - Investments

The following summarizes the composition of investments, which have all been determined to be Level 1 investments:

	6/30/23	6/30/22
Money market accounts	\$ 21,726	\$ 15,327
Equity mutual funds:		
U.S. large cap	447,776	427,729
EAFE equity	108,959	103,877
Japanese large cap	33,553	28,690
Asia ex-Japan equity	15,019	19,076
European large cap	25,545	19,031
Fixed income mutual funds:		
U.S. fixed income	206,145	192,957
Non-U.S. fixed income	164,577	156,134
Global fixed income	155,952	115,720
Total	<u>\$ 1,179,252</u>	<u>\$ 1,078,541</u>
Investments	\$ 648,586	\$ 593,195
Investments restricted for endowment	530,666	485,346
Total	<u>\$ 1,179,252</u>	<u>\$ 1,078,541</u>

Level 1 securities are valued at the closing price reported on the active market that they are traded on. These methods produce a fair value calculation that may not be indicative of net realizable value or reflective of future values. The use of different methodologies or assumptions to determine the fair value or certain financial instruments could result in different fair value measurements.

Note 4 - Fixed Assets

Fixed assets consist of the following:

	6/30/23	6/30/22
Furniture and equipment	\$ 504,098	\$ 495,485
Less: accumulated depreciation	<u>(268,756)</u>	<u>(187,194)</u>
Total fixed assets, net	<u>\$ 235,342</u>	<u>\$ 308,291</u>

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 5 - Restricted Cash

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 6 - Government Grants (Advances)/Receivables - Per Pupil Funding

	<u>6/30/23</u>	<u>6/30/22</u>
Beginning grant advances	\$ (11,712)	\$ (48,297)
Reversal of prior year advance	11,712	48,297
Funding based on allowable FTE's	3,209,563	3,345,111
Cash receipts	<u>(3,198,640)</u>	<u>(3,356,823)</u>
Ending grant advances	<u>\$ 10,923</u>	<u>\$ (11,712)</u>

Note 7 - Net Assets without Donor Restrictions - Board Designated

During 2021, the board of directors authorized the establishment of a \$250,000 board designated reserve, which was funded utilizing a portion of the fiscal year 2021 surplus and held in investments. An employee incentive plan was developed with the goal of attracting and retaining highly qualified instructional staff. During the year ended June 30, 2023, \$181,602 was appropriated for the approved expenses resulting in an ending balance of \$68,398 in the board designated reserve.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 8 - Net Assets with Donor Restrictions

The following summarizes the activity of net assets with donor restrictions:

	June 30, 2023			
	Beginning Balance 7/1/22	Increases	Released from Restrictions	Ending Balance 6/30/23
Summer boost program	\$ 50,400	\$ 84,000	\$ (134,400)	\$ -
Lavinia Group Partnership	-	48,188	(48,188)	-
Great Minds Fellowship	-	10,123	(4,083)	6,040
Total program	50,400	142,311	(186,671)	6,040
Endowment fund	485,346	45,320	-	530,666
Total	<u>\$ 535,746</u>	<u>\$ 187,631</u>	<u>\$ (186,671)</u>	<u>\$ 536,706</u>

	June 30, 2022			
	Beginning Balance 7/1/21	Increases	Released from Restrictions	Ending Balance 6/30/22
W.E.A.L.T.H.Y. Program	\$ 7,946	\$ -	\$ (7,946)	\$ -
Learning Partners Program	1,228	-	(1,228)	-
Summer Boost Program	-	50,400	-	50,400
Total program	9,174	50,400	(9,174)	50,400
Endowment fund	522,456	(37,110)	-	485,346
Total	<u>\$ 531,630</u>	<u>\$ 13,290</u>	<u>\$ (9,174)</u>	<u>\$ 535,746</u>

Note 9 - Endowment Funds

Included in the investment funds is a contribution from a related entity, Sheltering Arms Children's Service ("SACS"). Pursuant to its plan of dissolution and distribution of assets, which was approved by the Supreme Court of the State of New York, the School was required to establish a donor-restricted endowment in perpetuity.

Interpretation of Relevant Law

The School follows New York Prudent Management of Institutional Funds Act ("NYPMIFA"), which the board of directors has interpreted to require certain amounts to be retained in perpetuity. Absent explicit donor stipulations to the contrary, the fair value of the original gift as of the gift date for all donor-restricted endowment funds will be preserved. However, under certain circumstances, the School has the right to appropriate for expenditure the fair value of the original gift in a manner consistent with the standard of prudence specifically prescribed by NYPMIFA.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 9 - Endowment Funds - Continued

As a result of this interpretation, the School classifies as donor-restricted in perpetuity (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. Absent any specific donor-stipulations, endowment earnings are classified as donor restricted net assets until those amounts are appropriated for expenditure by the School.

Spending Policies

In accordance with NYPMIFA, the following factors are considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the School's mission and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources available;
- (7) The investment policies;
- (8) Where appropriate and circumstances would otherwise warrant alternatives to expenditure of the endowment fund, giving due consideration to the effect that such alternatives may have.

The board made no appropriations from the endowment during the years ended June 30, 2023 and 2022.

Endowment Investment Policies

Endowment assets were pooled with other investments and follow the organization-wide investment policy.

Funds with Deficiencies

From time-to-time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or NYPMIFA requires to be retained as a fund of perpetual duration. There were no such deficiencies at June 30, 2023 and 2022.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 9 - Endowment Funds - Continued

Changes in endowment net assets can be summarized as follows:

	June 30, 2023		
	Endowment Corpus	Endowment Earnings	Total
Endowment net assets, <i>beginning of year</i>	\$ 366,667	\$ 118,679	\$ 485,346
Investment income	-	12,903	12,903
Net realized/unrealized gain	-	32,417	32,417
Endowment net assets, <i>end of year</i>	<u>\$ 366,667</u>	<u>\$ 163,999</u>	<u>\$ 530,666</u>

	June 30, 2022		
	Endowment Corpus	Endowment Earnings	Total
Endowment net assets, <i>beginning of year</i>	\$ 366,667	\$ 155,789	\$ 522,456
Investment income	-	7,093	7,093
Net realized/unrealized loss	-	(44,203)	(44,203)
Endowment net assets, <i>end of year</i>	<u>\$ 366,667</u>	<u>\$ 118,679</u>	<u>\$ 485,346</u>

Note 10 - Retirement Plan

The School sponsors a 401(k) profit sharing plan. Employees at least 21 years old are eligible to participate. The School's contributions are determined annually, on a discretionary basis, which was 4% through the years ended June 30, 2023 and 2022. The total amount of employer contributions was \$33,469 and \$38,673 for the years ended June 30, 2023 and 2022, respectively.

Note 11 - Commitments and Contingencies

On July 1, 2005, the School and the NYCDOE signed a facility shared use agreement for the use of certain dedicated space within a New York City public school. The agreement has been renewed on a year-to-year basis. The NYCDOE provides various operating services to the School including utilities, custodial and maintenance services, and charges a user fee of \$1.00 per annum. See Note 2h.

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

In the normal course of business, the School is involved in proceedings, lawsuits, and other claims. These matters are subject to many uncertainties, and outcomes are not predictable with a high degree of assurance. Consequently, the ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2023 cannot be ascertained. Management believes that the final outcome of these matters will not have a material impact on the financial statements of the School.

The Brooklyn Charter School

Notes to Financial Statements

June 30, 2023

Note 12 - Significant Concentrations

Financial instruments, which potentially subject the School to a concentration of credit risk, consist of cash, money market accounts and investment securities. The School places its temporary cash and money market accounts with financial institutions that management deems to be creditworthy. At year end, and at various times throughout the year, balances were in excess of federally insured amounts. However, the School has not experienced any losses due to bank failure. The market value of investments is subject to fluctuation; however, management believes the investment policy is prudent for the long-term welfare of the School.

The School is dependent upon grants from the NYCDOE to carry out its operations. Revenue from the NYCDOE was 57% and 58% of the School's total public support and revenue for the years ended June 30, 2023 and 2022, respectively.

Note 13 - Liquidity and Availability of Financial Resources

The School maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, the School operates its programs within a board-approved budget and relies primarily on NYC per pupil funding to fund its operations and program activities.

The following reflects the School's financial assets at June 30, 2023 that are available to meet cash needs for general expenditures within one year:

Financial assets

Cash and cash equivalents	\$ 272,885
Investments	648,586
Other receivables	16,959
Government grants receivable	97,938
Total financial assets, end of year	<u>1,036,368</u>

Donor-imposed restrictions or internal designations

Donor - imposed restricted funds	(6,040)
Board designated fund	<u>(68,398)</u>

Total restricted funds	<u>(74,438)</u>
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Financial assets available to meet cash needs for general expenditures within one year

\$ 961,930

Note 14 - Subsequent Events

Subsequent events have been evaluated through October 26, 2023, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

**Report on Internal Control over Financial Reporting and on Compliance and other
Matters Based on an Audit of Financial Statements Performed in Accordance with
*Government Auditing Standards***

Independent Auditor's Report

To the Board of Trustees of
Brooklyn Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 26, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sax CPAs LLP

New York, NY
October 26, 2023

The Brooklyn Charter School

Schedule of Findings and Questioned Costs

June 30, 2023

Current Year:

None

Prior Year:

None

Observations and Recommendations

To the Board of Directors of
Brooklyn Charter School

As a result of our audit of Brooklyn Charter School ("the School") for the year ended June 30, 2023, we want to share observations and provide recommendations for strengthening existing practices and the internal control environment:

Audit Adjustments

The School has the responsibility of maintaining the books and records in accordance with U.S. generally accepted accounting principles including the preparation of audited financial statements. We proposed several adjustments during the audit, which management agreed to, and posted to the books so that the financial statements would be considered free of material error. Adjustments were needed to agree opening net asset and balance sheet accounts to last year's audited financial statements. We recommend having management record the adjustments from this year's audit into the accounting software so that the balances roll forward correctly to next year with accurate opening balances.

Recognition of Grant Expenses


The School receives government grants that are cost-reimbursement based. During our audit, we noted an instance where one of these grants was recorded based on estimated expenses, rather than the actual expenses incurred. We recommend that, prior to the annual closing of the books, that the School compare the revenue recorded in association with these government grants to the actual expenses incurred during the year and ensure that the revenue recognized matches the actual expenses incurred.

Bank Reconciliations

Preparing monthly bank reconciliations is important to detect any discrepancies between the accounting records and the bank besides those due to normal timing differences. Discrepancies can exist for a number of reasons including an error in recording transaction in the books or an error by the bank. Preparing the bank reconciliations on a timely basis allows the accounting department to become aware of and correct any such discrepancies as soon as they arise.

At June 30, 2023, we noted that the bank reconciliations were not performed consistently. We recommend that bank reconciliations be completed within two weeks after receipt of the bank statement and be reviewed by the Head of School with written or digital approval of the reconciliation. These bank reconciliations should tie back to the amounts recorded in the general ledger. All adjustments that are identified as part of the bank reconciliation process should be recorded promptly to ensure that there are not large unreconciled items. In addition, any outstanding checks that have not cleared the bank within six months should be brought to the attention of the Head of School so that a resolution can be made as to whether a new check needs to be issued, voided or bring the issue to the attention of the vendor.

This report is intended solely for the information and use of the audit and finance committee, the board of directors and management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.


New York, NY
October 26, 2023

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051



Primary Account: [REDACTED]
For the Period 9/1/23 to 9/29/23



00025216 DPB 802 161 27323 NNNNNNNNN T 1 0000000000 D1 0000
BROOKLYN CHARTER SCHOOL
545 WILLOUGHBY AVE FL 3
BROOKLYN NY 11206-6815

J.P. Morgan Team



For assistance after business hours, 7 days a week.
We accept operator relay calls
Online access: www.jpmorganonline.com



JPMorgan Business Savings

Savings Account Summary	Instances	Amount	Annual Percentage Yield Earned This Period*
Beginning Balance		75,369.03	0.25%
Deposits & Credits	1	14.95	\$14.95
Ending Balance	1	\$75,383.98	\$140.62

*Annual Percentage Yield Earned is an annualized rate that reflects the relationship between the amount of interest actually earned on the account during this statement period and the average daily balance in this account for the same period.

J.P.Morgan



000003375775789
BROOKLYN CHARTER SCHOOL

Primary Account: 000003375775789
For the Period 9/1/23 to 9/29/23

Transaction Detail

Date	Description	Deposits & Credits	Transfers & Withdrawals	Balance
09/01	Beginning Balance			75,369.03
09/29	Interest Payment	14.95		75,383.98
09/29	Ending Balance			\$75,383.98
Total		\$14.95	(\$0.00)	



Primary Account: 000003375775789

For the Period 9/1/23 to 9/29/23



Important Information About Your Statement

In Case of Errors or Questions About Your Electronic Funds Transfers

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

In Case of Errors or Questions About Non-Electronic Transactions:

Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Deposit Account Agreement or other applicable account agreement that governs your account.

Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC.



Primary Account: 000003375775789
For the Period 9/1/23 to 9/29/23

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**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Henry Lambert

Name of Charter School Education Corporation:

Brooklyn Carter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chairman

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

917-856-2511

Business Address:

171 E. 80 Street, New York, NY 10075

E-mail Address:

hlambert@lambertdevelopment.com

Home Telephone:

917-856-2511

Home Address:

171 E. 80 Street, New York, NY 10075

Henry Lambert

Digitally signed by Henry Lambert
Date: 2023.07.19 17:42:53
-04'00'

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Mark David

Name of Charter School Education Corporation:

Brooklyn Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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Business Telephone:

617 642 9003

Business Address:

10660 5th Avenue, apt 9B, New York, NY 10128

E-mail Address:

mjdavid@gmail.com

Home Telephone:

617 642 9003

Home Address:

1060 5th Avenue, apt 9B, New York, NY 10128



Digitally signed by Mark David
Date: 2023.07.19 13:31:05
-04'00'

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Diana J. Lee

Name of Charter School Education Corporation:

The Brooklyn Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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Business Telephone:

212 907-7320

Business Address:

Golenbock Eiseman Assor Bell & Peskoe LLP/ 711 Third Ave, NY, NY 10017

E-mail Address:

dlee@golenbock.com

Home Telephone:

718 625-4138

Home Address:

154 Luquer Street, Brooklyn, New York 11231



Signature

7/19/2023

Date

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- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Feona Chance-Huezo

Name of Charter School Education Corporation:

Brooklyn Charter

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Parent Representative.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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☒ **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

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Business Telephone:

+19174157187

Business Address:

Brooklyn College Ingersoll Hall 1428

E-mail Address:

Feonach@gmail.com

Home Telephone:

+19174157187

Home Address:

566 Gates Ave Brooklyn NY 11221

 7/23/23

Signature Date

Acceptable signature formats include:

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last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Anthony Betaudier

Name of Charter School Education Corporation:

Brooklyn Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

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. The personal contact information provided below will be redacted.

Business Telephone:

917-642-5982

Business Address:

459 Marion Street, Suite 1, Brooklyn, New York 11233

E-mail Address:

tonygb8@gmail.com

Home Telephone:

347-405-8773

Home Address:

459 Marion Street,, Suite 1, Brooklyn, New York 11233

	July 31, 2023
Signature	Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022

Board Members Present

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

Others Present

Pamptata Sanders
Robert Morales
Ariel Arnold
Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on July 25, 2022.

Topic: BCS Board of Trustees Meeting
Time: July 25, 2022 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 304

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/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on June 21, 2022 were approved with a motion from Diana, seconded by Feona. All voting members (4) were in favor.

School Updates:

School Programing

1. **Summer Boost NYC: Lavinia Group RISE Updates: Mrs. Sanders**
 - a. Full-day summer program from July 5th- August 5th from 8:30 a.m.-5:00 p.m. (Monday-Friday)
 - b. Enrollment:
 - i. Budgeted for 80 students: We currently have 84 students enrolled.

- ii. We are meeting the 70% daily attendance expectations.
 - 1. Currently we have an average about 70 students attending daily for the academic portion of the program.
 - iii. Total projected budget for the program: \$135,350/Total anticipated grant from Bloomberg Philanthropies: \$134,400
- c. Lavinia Curriculum:
 - i. BCS will be looking to incorporate some of the Lavinia Curriculum into our current ELA and Math programs for the 2022-23 school year. Some examples are how writing is approached regarding short/extended responses that require text evidence as well as implementing math story problems into current math lessons.
 - d. In order to receive the last portion of the grant award, there is an accountability portion that needs to be completed. An update will be provided once this information is submitted to the Lavinia Group.
- 2. Questions/concerns from the board concerning programming**
 - a. There was a question asking, "Do the scholars receive homework?" There is no homework assigned for the summer program.
 - b. There was a question about whether we enrolled any scholars outside of BCS in the summer program. We actually had 3 students attend the program who are not current BCS students. One of these students had to be removed from the program after several warnings due to inappropriate and egregious behaviors in the overall program.
 - c. There was a question about the academic program schedule. Scholars begin Reading/Writing (ELA) at 9:00 and work until 10:15 and then get a break. Scholars then move into Math from 10:30-12:00 p.m. The enrichment program begins after lunch which is at 12:45 p.m.
- 3. School Safety and COVID cases since 6/21/22**
 - a. Faculty: 0
 - b. Students: 2 (One 1st and 4th grader-siblings)
 - c. Rapid COVID Test distribution every Friday until the summer boost program is over on 8/5/22.
 - d. The Summer Boost Program conducts weekly random testing (about 8-10 students per week)

Financial Report: Ms. Ariel

- a. Financial report: There is 1.1 million in investment accounts and 1 million in our cash operating account. BCS had to have 60 days of cash-on-hand in the operating account in order for BCS to be in compliance with sound fiscal operations as required in our new renewal document.
- b. Incentive stipend program distribution dates were finalized. Instead of making the incentive stipend payments to faculty in two separate payments, one payment will be processed for the first payroll in September. Ariel will reach out to auditors to determine how to code these payments appropriately.
- c. Ariel and Joanne have a call with the David from the auditing firm to discuss the

possibility of our school's eligibility for the Employee Retention Credit (ERC) due to the pandemic. The school will give an update at the August 2022 board meeting.

- d. The tentative per pupil amount for the 2022-23 school year is \$17,626.
- e. ESSER Total Grant: \$285,213
 - a. We have utilized approximately \$185K as of 6/30/22 since March 2020.
 - i. We have recouped more from this grant than the ARP grant since this was one of the earlier grants given due to the pandemic.
- f. ARP Total Grant: 641,011
 - a. We have utilized approximately 65% of this grant in the 2021-22 school year.
 - i. \$416,657 (this is what has been spent that needs to be recouped)
 - ii. \$218,000 (this is what we have to spend until 9/2024)
- g. Questions/Concerns from the board concerning enrollment
 - a. A question was raised as to whether they have reduced the money for charter schools for the 2022-23 school year. The per-pupil allocation has increased for the 2022-23 school year.
 - b. A question regarding how the recoupment process for federal funds was asked. There is a form called an FS-25 that must be completed by the school which shows proof of how the money was spent. A description of the expenses must be detailed coupled with evidence that the school purchased the goods. Upon receipt and review, it takes approximately 3-4 weeks to receive payment.

Recruitment/Enrollment Updates: Ms. Hunt/Mr. Angel

4. Enrollment Updates

- a. Kindergarten Recruitment Updates:
 - i. Total accepting a seat into the school via lottery at this time: 34 new admits+ 3 holdovers based on age: **37** (Last year: **25** at the 6/25/21 Board Meeting)
- b. Projected enrollment for 2022-23:
 - i. K- 35
 - ii. 1- 20
 - iii. 2- 35
 - iv. 3- 38
 - v. 4- 38
 - vi. 5- 38
 - vii. Total: 204

5. Staffing Considerations for 2022-23:

- a. Projected Staffing:
 - i. Kindergarten (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
 - ii. First Grade (1 class): 1 General Education Teacher/1 SPED Teacher

- iii. Second Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
- iv. Third Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
- v. Fourth Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
- vi. Fifth Grade (2 classes): 2 General Education Teachers/1 SPED Teacher/1 Assistant Teacher
- vii. Specialty/Support Faculty: Music, Dance, Technology, School Social Worker, Upper School Dean, Lower School Dean, Part-time ENL Teacher, Part-time SPED Coordinator
- viii. School Operations: Technology Director, Operations/HR Director, Finance Manager, Manager of Student Services, Program Coordinator, Bus Matrons (3), Recruitment Coordinator Consultant
- ix. Instructional Administration: Literacy Coach, Math Coach, Assistant Principal, Principal
- x. Academic Intervention Services (AIS) Teacher if the budget allows
- b. We had to eliminate one teaching assistant position as two teachers on maternity leave will be returning for the 2022-23 school year.
- c. All teachers are currently returning for the 2022-23 school year.
- d. Current Vacancies:
 - i. 4th grade Teacher
 - ii. Upper School Dean
 - iii. AIS Teacher (if the budget allows)

6. Additional Board Items:

- a. Annual Report Financial Trustee Disclosure Forms- please submit as soon as possible. The annual report is due August 1, 2022.
- b. BCS completed and submitted the requested "Charter School Renewal Prospective" on 7/11/22 which was also sent the BCS board for review. Currently the document is under review by the NYCDOE.
 - i. A question was raised as to why this needed to be completed. This document had not been revised since Omi Escayg was the Principal and much has changed since his departure in 2016. This document was not updated during the renewal process in 2017, hence the need to revise the document for the latest renewal.

7. Public Comment: None

- 8. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until September 12, 2022 (Open Meetings Law must now return back to in-person with Zoom as an extra option)
 - a. Upcoming Board Meeting Dates: July 28, 2022

9. **Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Feona. All voting members (4) were in favor. The meeting was officially adjourned at 6:34 p.m.

Board Members Present

Henry A. Lambert, Chair
Diana Lee
Anthony Betaudier
Mark David

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on **August 23, 2022.**

Topic: BCS Board of Trustees Meeting
Time: August 23, 2022 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

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

Meeting ID: 822 9144 8351

Password: bcs

Meeting ID: 822 9144 8351

Password: 593914

The meeting was called to order at 6:01 pm. The minutes for the meeting held on August 23, 2022 were approved with a motion from Tony, seconded by Diana. All voting members (4) were in favor.

School Programing

1. 2022-23 School Year

- a. **Administration returns:** Tuesday, August 23, 2022
- b. **Instructional/Support Staff returns:** Monday, August 29, 2022
- c. **Students begin:** Wednesday, September 7, 2022

2. Summer Boost NYC: Lavinia Group RISE Updates:

- a. Final reporting for the Lavinia Group RISE summer program is due 9/2/22.
- b. BCS met attendance mandates to receive the full funding for the summer program.
- c. Remaining funds to be recouped for the program: \$67,200
- d. Funds will be released by 9/30/22

3. School Safety for 2022-23 School Year

- a. Protocols that have been eliminated for the new school year:
 - i. Masks are optional in school
 - ii. Daily health screenings are no longer required
 - iii. Weekly random testing will no longer be offered
 - iv. At-home test kits will be provided to all schools from NYS
 - v. Vaccination for faculty is mandated
 - vi. Vaccination for students is not mandated
 - vii. Guidelines for COVID have changed:
 - 1. No longer required to quarantine if exposed
 - 2. If positive with symptoms, must quarantine for 5 days and then may return
 - 3. If positive and asymptomatic, no need to quarantine

4. Financial Report: Ms. Ariel

- a. Financial report: There is 1.1 million in investment accounts and 554K in our cash operating account.
- b. 2021-22 Audit Updates: We are in the beginning stages of our end-of-year audit. It should take 2-3 weeks to finalize any findings.
- c. 2022-23 Budget Updates
 - i. The tentative per pupil amount for the 2022-23 school year is \$17,626.
 - ii. The 2022-23 BCS school budget will be presented at the September 2022 board meeting.

5. Enrollment Updates/Recruitment Updates: Ms. Hunt

- a. Kindergarten Recruitment Updates:
 - i. Total accepting a seat into the school via lottery at this time: 34 new admits+ 3 holdovers based on age: **37**
- b. Admits in other grades: **14**
- c. Projected enrollment for 2022-23:
 - i. K- 35
 - ii. 1- 20
 - iii. 2- 35
 - iv. 3- 38
 - v. 4- 38
 - vi. 5- 38
 - vii. Total: 204
- d. A question by a board member was raised regarding enrollment: Are other charter schools in the same position as us regarding enrollment. Independent charter schools and public schools in oversaturated neighborhoods are experiencing enrollment challenges. These challenges are due to the number of families moving out of NYC coupled with the overwhelming amount of choice available in these respective neighborhoods.

6. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. Kindergarten Teacher
 - ii. Special Education Teachers (2)
 - iii. 5th Grade Math Teacher

7. Additional Board Items/Questions:

- a. What has been the academic damage to students due to COVID? How far behind are they? The majority of our students have either fallen a year to 2 years behind due to COVID. For our 5th graders, the 2021-22 school year was the first year that they experienced a standardized assessment in ELA and Math. Lack of attendance due to COVID had a major impact on student learning in 2021-22.
- b. Have there been any complaints regarding our curriculum and is it culturally responsive? There have been no complaints regarding the school's current curriculum. The Humanities curriculum that we currently utilize is culturally responsive and the reading material introduces various cultures throughout the different modules introduced during the school year.
- c. Do we have any students who have gender accommodating requests? Currently we have one student who has requested to utilize a gender neutral bathroom. A gender neutral bathroom has been identified for use in the nurse's office. This is a single occupant bathroom.

8. Public Comment: None

- 9. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until April 15, 2022 (Open Meetings Law must now return back to in-person with Zoom as an extra option)
 - a. Upcoming Board Meeting Date(s): September 19, 2022
- 1. **Adjournment:** A motion was made to adjourn the meeting by Mark and seconded by Diana. All voting members (4) were in favor. The meeting was officially adjourned at 6:29 p.m.

Board Members Present

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

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt
Pamptata Sanders
Angel Perez
Nuriye Balla

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on **September 19, 2022**.

Topic: BCS Board of Trustees Meeting

Time: September 19, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

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

Meeting ID: 822 9144 8351

Password: bcs

Meeting ID: 822 9144 8351

Password: 593914

The meeting was called to order at 6:02 pm. The minutes for the meeting held on August 23, 2022 were approved with a motion from Diana, seconded by Henry. All voting members (4) were in favor.

1. Enrollment Updates/Recruitment Updates: Ms. Hunt (More details provided in attached PowerPoint presentation).

- a. As of 9/7/22 (First day of school)
 - i. 139 returning students (K-4)
 - ii. 55 new students enrolled with paperwork
 - iii. 191 total students for the 2022-23 school year
- b. As of 9/16/22 (First full week of school)
 - i. 125 actually returned (K-4)
 1. 16 students did not return
 - ii. 40 of the 55 new admits actually showed up

1. 14 kindergarten students did not show up even though they submitted paperwork and were admitted into BCS
2. 1 student in a different grade did not show up even though they submitted paperwork and were admitted into BCS
- iii. 165 actual total students for the 2022-23
- c. Current enrollment for 2022-23:
 - i. K- 23 (35 projected)
 - ii. 1- 13 (20 projected)
 - iii. 2- 29 (35 projected)
 - iv. 3- 32 (38 projected)
 - v. 4- 34 (38 projected)
 - vi. 5- 34 (38 projected)

Actual Total: 165

- d. Aggressive enrollment campaign: Providing modes of transportation to interested families where there is currently no public school bus route. There were several families that applied & accepted a seat at BCS but then declined once transportation was unable to be secured via yellow public school buses. Examples of transportation modes: private van, MetroCard's for adult(s), etc. The revenue received for new students will significantly outweigh the amount we will pay for any transportation costs.
- e. Developing a relationship with neighboring transitional housing shelters for families in need. There are several transitional living shelters within a 5 block radius of the school. BCS will work with these shelters to potentially enroll and support students in need. Mr. Angel and Ms. Shannon (School Social Worker) will visit these shelters to set-up meetings with the Directors to discuss getting our information to the families for potential immediate enrollment.
- f. Visual presence in the school lobby with a designated area for BCS information
- g. Aggressive community outreach (Zip code mailings, Daily News email blasts, distribution of Flyers, Door Hangers, Social Media posts, etc.)
- h. A board resolution will be further discussed and potentially approved at the October 25, 2022 board meeting to fund a student referral fee using funds from our private/board designated fund for the 2022-23 school year.

2. School Programing

a. Summer Boost NYC: Lavinia Group RISE Updates:

- i. Final reporting for the Lavinia Group RISE summer program due 9/2/22
 1. BCS met attendance mandates to receive the full funding for the summer program
- ii. Remaining funds to be recouped for the program: \$67,200
- iii. Funds will be released by 9/30/22

b. 2022-23 Academic Program

- i. NYS Test Scores have not been embargoed and have not been publicly

released to date.

- ii. In-house Reading and Math Assessments have begun in all grades (Fountas & Pinnell student reading levels, iReady diagnostics for Reading and Math and Spelling Inventories)
- iii. Two in-house coaches (Literacy & Math) to assist with teacher development and student learning due to loss of learning connected to COVID.
 - 1. Consistent observations with feedback based on a working observation schedule
 - 2. 6-8 week coaching cycles to work with individual teachers
 - 3. Data trackers have been created to track the progress of each student in real time in order to make informed decisions about their learning.

c. Parent Involvement

- i. Meet the Teachers/Curriculum Night: Scheduled for Thursday, 9/29/22
 - 1. Zoom Event: There will be 2 sessions (5:15 p.m. and 6:15 p.m.)
 - 2. First PTA meeting is in the process of being organized and will occur in October 2022.

2. NYCDOE Updates (Documents to be handed in by 10/3/22)

- a. 2022-23 Board Approved Budget
- b. Quarter 4- Financial Report (April 1- June 30)
- c. School Safety Plan
- d. School Year Calendar
- e. School Organization Chart
- f. Certificate of Liability Insurance
- g. Escrow Agreement
- h. Board of Trustees Roster
- i. Access to Legal Counsel
- j. Current Board of Trustees By-Laws
- k. Family & Student Handbook/Employee Handbook
- l. Discipline Policy
- m. Student Discipline Compliance Checklist
- n. Special Education Compliance Checklist
- o. FOIL Policy

3. Financial Report: Ms. Ariel

- a. Financial report: There is 1 million in investment accounts and 780K in our cash operating account.
- b. 2021-22 Audit Updates: We are in the beginning stages of our end-of-year audit. It should take 2-3 weeks to finalize any findings. Currently there are no significant deficiencies, however a deficit is forecasted due the lack of enrollment in the 2021-22 school year.
- c. 2022-23 Budget Update
 - i. The tentative per pupil amount for the 2022-23 school year is \$17,626.

- ii. Initial budget at 204 students and then a modified budget was prepared for 192 students.
- d. Question/concerns were raised by a few board members regarding enrollment: If our numbers stay where they are, where would be financially as a school? Based on the current enrollment (165), we could potentially be at a \$460K deficit. It was stressed that we cannot lose this significant amount of money and that we need to find it by modifying the current budget to represent the number of students enrolled in the school.

4. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. Part-time Special Education Teachers (1)- we can utilize in-house faculty at this time due to the current budget situation

5. Additional Board Items/Questions:

- a. None

6. Public Comment: None

7. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): October 25, 2022

- 1. **Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Diana. All voting members (4) were in favor. The meeting was officially adjourned at 6:37 p.m.

Board Members Present

Henry A. Lambert, Chair
Feona Huezo
Mark David
Anthony Betaudier

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt
Pamptata Sanders
Anna Toma
Nora Balla

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **October 25, 2022**.

Topic: BCS Board of Trustees Meeting
Time: October 25, 2022 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFiMk0raEFGbGFGQT09>

The meeting was called to order at 6:05 pm. The minutes for the meeting held on September 19, 2022 were approved with a motion from Diana, seconded by Feona. All voting members (5) were in favor.

1. Enrollment Updates:

- a. A board resolution was presented to potentially approve a student referral program.
 - i. A motion was made to utilize the remaining funds from a Board Designated Fund created in the 2021-22 school year to fund a student referral program where if a parent or faculty member refers a student who remains in the school through June 2023 a referral fee of \$1000 will be paid for that student referral. An initial \$500 payment will be given after the first 30 days that the student is enrolled in the school and the remaining \$500 will be paid in June 2023 as long as the student is still enrolled in the school at the close of the year. The motion was made by Henry and seconded by Feona. All five (5) board members voted in favor of the motion and the motion was carried and approved.
 - ii. Current enrollment is 166 students.
 - iii. Since the 9/19/22 board meeting, BCS enrolled a total of 8 students: 2 kindergarteners, one 1st grader, two 2nd graders, one 4th grader, two 5th

graders).

- iv. Since the 9/19/22 board meeting, BCS also lost a total of 7 students: 3 siblings (K, 2 and 4) to a school closer to home, 3 students (two 2nd graders and one 5th graders) who moved out of state and 1 student who went to a school that his brother currently attends.

2. School Programing

a. Summer Boost NYC: Lavinia Group RISE Updates:

- i. Summer program at BCS was a great success:
 - 1. The Lavinia Program was developed by former Success Academy staff members.
 - 2. The students who attended the summer program grew 24% in ELA assessment growth and 14% in math assessment growth in 5 weeks. (There were 94 students enrolled in the summer program and approximately 80-84 students attended daily)
 - 3. Due to this growth the Lavinia group would like to partner with our school during the school year. The cost of the program would cost approximately \$100K. BCS was offered a partial grant due to our growth over the summer to cover half of the program. The program would cover Close Reading and Math Story problems.
 - 4. There were questions from board members addressing the following:
 - a. When would the grant begin and would it start right away. The grant would be given directly from a foundation and the program would start immediately upon the school's commitment.
 - b. Would the grant cover the entire amount? The grant would cover approximate half of the cost of the program.
 - 5. The board agreed to accept the terms of the Lavinia Grant and utilize the difference that the school would pay from the Board Designated Fund.
 - 6. Lavinia is requiring a significant amount of in-house data to determine student growth:
 - a. iReady scores from the Summer 2022 program
 - b. iReady scores from the Fall 2022
 - c. Lavinia will not be utilizing NYS assessments to determine student growth as these assessments are not necessarily indicative of how students are performing currently in ELA and Math.
 - 7. The remaining funds for the summer program were released at the end of September 2022.
- b. Social & Emotional Well Being of Scholars
 - i. Social and Emotional Learning (SEL): Students continue to receive weekly SEL activities. Our school social worker provides weekly lessons that

classroom teachers provide during the week to ensure that our student population is supported as it relates to their social & emotional well-being.

- ii. Mentoring Program Ms. Shannon our school social worker facilitates this program where school faculty volunteer to serve as mentors to some of our students who struggle academically, socially and emotionally. This program requires mentors to develop a relationship by checking in with mentees daily & weekly. Mentors take mentees out for lunch and participate in activities with mentees during the school year. Mentors are also responsible for having an outing with their mentee outside of the school building.
- iii. Boys & Girls Club for 5th grade- this program will enhance reading levels and interest for our students but will also target relative issues and concerns that will positively benefit our youngsters in separate groups (boys & girls)

2. Financial Report

- a. Financial report: There is 1,045,000 in investment accounts and 1,030,000 in our cash operating account.
- b. 2021-22 Audit Updates:
 - i. There were no significant deficiencies reported in the audit.
 - ii. The school ended with a deficit due to the following reasons:
 - 1. We initially budgeted for 180 students and reconciled at the end of the school year with 172 students (135k).
 - 2. The summer boost grant was a restricted grant and we booked the entire amount in the 2021-22 budget when we should have only booked approximately \$70k.
 - 3. There were some expenses initially classified as fixed assets (iReady program and the Rediker system) that were reclassified by the auditors as regular expenses (11K).
 - 4. Depreciation (\$62K) was included in our final audit number which contributed to the deficit.
 - 5. There was a motion made to approve the 2021-22 independent school audit by Henry and seconded by Mark. All five (5) board members voted in favor of the motion and the motion was carried and approved.
 - iii. In order to ensure that the school does not fall into a deficit in the 2022-23 school year the following will happen:
 - 1. More detailed minutes will be presented relating to finance activity being reported out;
 - 2. The finance committee (Henry and Mark) will review a more detailed finance report bi-monthly;
 - 3. BCS accountants will further review our current budget and review bi-monthly reports moving forward;

4. Updates will be made to the budget in real time as enrollment and expenses fluctuate through the course of the school year.
- c. 2022-23 Budget Update
 - i. Budget considerations in order to align the budget to the current enrollment numbers:
 1. Eliminate staff positions as the school cannot operate as if it still has a current enrollment of 192 students for a total savings of approximately \$172K;
 2. Reduce the following lines for a total savings of approximately \$47K:
 - a. Staff Hospitality (11K)
 - b. Student Hospitality (10K)
 - c. PPE supplies (2500)
 - d. Classroom Supplies (8000)
 - e. Textbooks/Curriculum (3000)
 - f. Substitute Line (5000)
 - g. Decrease HRA by 8K based on an average of the last 2 years
 3. Increase revenue lines for a total of approximately \$36K
 - a. Interest income by 5000 based on an average of the last 2 years
 - b. MISC (Summit Program by 5K and 10K for Fundraising)
 - c. IDEA funding based on last year's numbers: 30K from 14K
 4. There was a motion made to approve an amended budget for the 2022-23 school year to reflect the current enrollment of 165 by Henry and seconded by Feona. All five (5) board members voted in favor of the motion and the motion was carried and approved.
 5. There was a motion made to approve the remaining funds necessary to pay for the Lavinia Group Curriculum from the school's endowment if necessary by Mark and seconded by Feona. All five (5) board members voted in favor of the motion and the motion was carried and approved.
- 3. Staffing Considerations for 2022-23:**
 - a. Staffing Needs:
 - i. None at this time
- 4. Additional Board Items/Questions:**
 - a. The BCS School Safety Plan was discussed and made public. The school community will have the opportunity to review the plan and public comments will be accepted until 11/25/22.
- 5. Public Comment: None**
- 6. Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
 - a. Upcoming Board Meeting Date(s): November 30, 2022

7. Vote to move into Executive Session to discuss budget concerns and personnel matters. Henry made the motion and Mark seconded the motion. All 5 (five) board members were in favor and the motion carried.
1. **Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Henry. All voting members (5) were in favor. The meeting was officially adjourned at 6:46 p.m.

Board Members Present

Henry A. Lambert, Chair

Feona Huezo

Mark David

Anthony Betaudier

Others Present

Robert Morales

Ariel Arnold

Joanne Hunt

Pamptata Sanders

Anna Toma

Nora Balla

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **November 30, 2022**.

Topic: BCS Board of Trustees Meeting

Time: October 25, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFGbMk0raEFGbGFGQT09>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on October 25, 2022 were approved with a motion from Tony, seconded by Mark. All voting members (4) were in favor.

1. Enrollment Updates:

- a. Current enrollment is **165** students.
- b. BCS Potential Partnerships with Day Care Centers in the area:
 - i. BCS is working with DeStephano Headstart to recognize an informal partnership where BCS has access to families of students entering kindergarten in the fall of 2023.
 - ii. BCS students participated in a Thanksgiving Parade for parents on 11/23/22
 - iii. BCS was given direct access to families regarding information about the school for the 2023-24 school year.
 - iv. BCS is also working with Our Leaders of Tomorrow which is an independent Day Care to establish a more formal partnership where BCS will offer the organization a referral fee based on the number of students the school acquires from their daycare. Henry requested to be present at the initial meeting with the Day Care to discuss the potential partnership. (A board resolution regarding this potential partnership will be discussed

at the December 2022 board meeting.)

- c. Henry requested a report detailing how our advertisement dollars are translating to Kindergarten enrollment and retention. In this report, the following question must be addressed from each sitting family:
 - i. How each family heard/found out about BCS?
- d. The idea of utilizing a vacant storefront in the area to increase enrollment was presented because this was done once in the past and proved to be effective.
 - i. We will discuss with Ms. Desiree (Student Services Coordinator) the logistics as she was a part of the process in the past (where, how, the cost, etc.;
 - ii. Scout areas in the neighborhood where BCS can set up shop to continue this type of work.
- e. Parent focus groups was another suggestion to discuss what helped them make their choice to enroll at BCS. Mr. Angel to meet with focus groups to discuss with families what was the “hook” that made them choose BCS.
- f. **BCS Advertising**
 - i. Intersection Links: BCS will meet with the advertising firm to get a quote on the cost of having digital ads placed at different intersections in Brooklyn during peak hours in the morning and afternoon to attract potential families;
 - ii. Bus ads/Bus Shelters: BCS will conduct further research regarding the cost of the placing ads in bus shelters and on public buses as well as any pros and cons to this form of advertisement;
 - iii. Increased social media exposure: Our social media platform has increased due to bi-weekly posts and stories on Instagram and Tik Tok;
 - iv. 1st BCS Daycare Fair- a Zoom meeting of neighborhood daycares to learn about our program- Mr. Angel will be hosting this fair in January as enrollment season begins.
- g. **Updated Enrollment Materials**
 - i. BCS is currently updating, revising and creating new tri-folds, postcards and door hangers for the school
- h. **Monthly Events beginning in January 2023**
 - i. 3rd Wednesday of each month Activity (For Interested families): Mr. Angel will host an event with interested families in the evening to engage potential students and their guardians.
 - ii. Tours/Visits through the Charter Center will occur every Monday/Wednesday by request through a shared portal with the NYC Charter Center;
 - iii. Recanvassing local daycares, local businesses, laundromats, etc. to increase BCS visibility in the surrounding neighborhood.
 - iv. Weekend street team: A team of BCS staff will canvas the neighborhood during enrollment season (January-March) to inundate the area with BCS flyers, tri-fold and information.

i. **Revamped BCS Website**

- i. BCS is currently working with our website consultant Matt Vaughn to conduct a visual overhaul of our website since it has not been updated within the last 5 years

2. **School Programing**

a. **Lavinia Group:**

- i. Close Reading Program: BCS applied for a grant through the Heckscher Foundation to pay for half of this program which is what was utilized during our Summer School program which yielded 24% growth in a 5-week period. Based on our summer school results, we were offered this grant to see how much growth our students can make utilizing the program in a 3 month period. The program includes an in-house consultant, 25 Institute seats for teachers/administrators as well as the curriculum. The program is geared to allow BCS administrators to continue the program after this partnership/grant is over at the end of the school year.
- ii. The Close Reading program is a prescribed 45 minute lesson that teaches students to delve deep into fiction and non-fiction text in order to obtain a deeper meaning of the text. Teachers have access to the guides and plan in a deliberate way in order to establish best practices when instructing a close reading lesson.

b. **NYS Test Scores:**

- i. **2021-22 Test scores were finally publicly released via individual schools.** These scores will be used as a baseline for growth for the 2022-23 school year.
 - 1. ELA (Grades 3-5): 25% of students scored at a Level 3 & 4
 - 2. Math (Grades 3-5): 20% of students scored at a Level 3 & 4
 - 3. Science (Grade 4): 65% of students scored at a Level 3 & 4
- ii. At this time, BCS did not have the District 14 scores but did have the scores for P.S. 23 with whom we share a building. Their results were as follows:
 - 1. ELA (Grades 3-5): 16% of students scored at a Level 3 & 4
 - 2. Math (Grades 3-5): 16% of students scored at a Level 3 & 4
- iii. We will share the District 14 scores and other comparable scores at the December 2022 board meeting. We will also share a breakdown of the scores by grade at the next meeting.
- iv. Mark also asked for a recap of the NYS scores from 2020-21. While these scores were not publicly released due to the fact that many students opted out of testing or did not show up for the tests, NYS determined that these scores could not be utilized as a comparable measure against the 2021-22 scores. We will provide a breakdown of how many students took the test in each grade and what the proficiency rates were via grade and overall.

2. Financial Report

- a. Financial Snapshot: Through October, the school has recognized \$1,307,782.26 in per pupil revenues. We are projecting to recognize \$3,474,376 in revenue by year end. This projection is based on an enrollment of 165 GENED students and 22 SPED students. These numbers are aligned with our budget. We are still awaiting our Title and IDEA allocations for the year, so these revenue streams are based on our estimates. We have incurred \$1,022,249 in expenses through October 31st, which is about \$20K more than anticipated. This is mostly due to Summer Boost program expenses made in July and August. The school also made its first Employee Incentive stipend payout via the Board Designated Fund. Projections for personnel expenses have been updated based on the current staffing plan. We are currently projecting a minimal surplus of \$9,400 by year end if expenses and revenue remain consistent throughout the year. As of 11/17/22, BCS has \$1,876,827.50 in the bank, \$792,715 in cash accounts and \$1,084,113 in investment accounts, and \$75,212 in the escrow account. The projected days of cash on hand to meet operating costs is currently at 121. The projected year end income is \$5,633,277 and the projected year end expenses are \$5,623,908.
- b. A question was raised as to how much has been paid out towards the student referral program and the total so far is \$2000.
- c. The 1st employee incentive installment was paid out in September 2022 for a total of \$77,100. The 2nd employee incentive installment was paid out in November 2022 for a total of \$40,000.
- d. Henry raised a question about the accountants reviewing the current school budget and giving feedback as necessary. The budget information was sent to the accountants (Nina and David) on October 25th and we did not receive a response. Ms. Ariel did follow-up with the accountants on 11/30/22 and Nina replied that she would review the budget within the next week (the week of 12/5/22).

3. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

4. Additional Board Items/Questions:

- a. None

5. Public Comment: None

6. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): December 20, 2022

7. Adjournment: A motion was made to adjourn the meeting by Feona and seconded by Tony. All voting members (4) were in favor. The meeting was officially adjourned at 6:40 p.m.

Board Members Present

Henry A. Lambert, Chair

Mark David

Diana Lee

Others Present

Robert Morales

Ariel Arnold

Joanne Hunt

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **December 20, 2022**.

Topic: BCS Board of Trustees Meeting

Time: December 20, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

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

The meeting was called to order at 6:03 pm. The minutes for the meeting held on November 30, 2022 were approved with a motion from Diana, seconded by Mark. All voting members (3) were in favor.

1. Enrollment Updates:

a. Current student enrollment: 165

b. 2022-23 Enrollment Report:

i. Advertising trends: (Where & how did applicants find out about BCS during the last enrollment season?)

1. Mr. Angel presented the information regarding enrollment trends for the 2022-23 enrollment season. Attached to this email is the presentation that was shared with the board. In sum, the majority of families who declined from attending BCS found out about the school via Social Media (54 families). For attending students, the majority of families found out about the school via family referrals and a google/on-line searches.

ii. BCS Focus Groups: Based on current enrollment (K & 1 students), what made each family choose BCS?

1. Based on Mr. Angel's focus groups and direct calls to families, the breakdown in why new families chose BCS was due to the following: Academics (28), Safe and Nurturing School (24), Afterschool (23), Great faculty/staff (20), Dance/Music Program (18), Bus Service (16), Location (10), Family-Oriented School (13), Women in Leadership (3), Principal of Color (2).

iii. What did we learn from this data?

1. Residency played a big part in declined applicants- BCS also found that the majority of families that applied and lived beyond the school's catchman/yellow bus service area declined a seat at the school. Moving into the new enrollment season, recruitment efforts will be more focused on families within the school neighborhood and families among the school bus routes. While all students accepted will be given the same opportunity to attend the school, advertisement efforts will center on the neighborhood and school bus routes.
2. How did we spend advertisement dollars for the 2022-23?
 - a. Daily News: \$5100
 - b. Google Ads: \$2904
 - c. Facebook Ads: \$2138
 - d. Brooklyn Family Online Advertisement: \$1300
 - e. 4 Imprint: \$1312
 - f. School Mint: \$1225
 - g. Advertisement total: **\$13,979**
 - i. After board discussion and the data provided above, BCS will focus its advertisement dollars on Google/Facebook ads and reduce the dollars spent via the Daily News and Brooklyn Family.

c. Enrollment season to begin January 2023

- i. Potential Partnership (Our Leaders of Tomorrow)
 1. Management from Our Leaders of Tomorrow visited BCS on 12/14/22 and took a tour of the school and met with Mr. Angel and Ms. Hunt regarding a potential partnership. Both parties agreed that we would work with each other to support enrollment and details regarding the logistics of the partnership will be worked out in the coming weeks.
- ii. Storefront Information from 2012-13
 1. BCS rented a storefront on Marcy Avenue around the corner from the school in summer of 2012 because the school building was closed due to asbestos abatement. Mr. Mahari and Ms. Desiree were stationed in the storefront but did extensive footwork in the neighborhood to get information about the school out to the community (the community pool, libraries, local businesses, train stations, etc.). The school ended with a total of 56 kindergarten students that school year and retained 44 of those kindergarten students (we lost a total of 12 students) into the 2013-14 school year.
 2. BCS will host pop-up informational tables in the summer of 2023 in areas that have heavy foot-traffic (the community pool, the

Marcy/Myrtle Train Station, the B44 Limited Bus Stop by Home Depot, etc.) BCS will also look into potentially renting another space in the neighborhood in the summer if we find the need to expand our space for enrollment possibilities.

3. Mr. Angel discussed have an event each month for potential new families with a theme. A more structured calendar will be put together for the enrollment season.
4. Diana stressed that for all events we must have food and school giveaways.

2. School Programing: Presentation of NYS Testing Data

2021-22 NYS ELA Test Data

Grade	Total Tested	Level 1		Level 2		Level 3		Level 4		Proficient (Levels 3 & 4)	
		#	%	#	%	#	%	#	%	#	%
3	31/31	6	19%	14	45%	11	35%	0	0%	11	35%
4	32/35	14	44%	11	34%	7	22%	0	0%	7	22%
5	34/35	11	32%	17	50%	5	15%	1	3%	6	18%
Total	97/101	31	32%	42	43%	23	24%	1	1%	24	25%

2021-22 NYS Math Test Data

Grade	Total Tested	Level 1		Level 2		Level 3		Level 4		Proficient (Levels 3 & 4)	
		#	%	#	%	#	%	#	%	#	%
3	29/30	15	52%	6	21%	7	24%	1	3%	8	28%
4	31/35	15	48%	7	23%	9	29%	0	0%	9	29%
5	32/35	23	72%	8	25%	1	3%	0	0%	1	3%
Total	97/100	53	57%	21	23%	17	19%	1	1%	18	20%

2020-21 NYS ELA Test Data

Grade	Total Tested	Level 1		Level 2		Level 3		Level 4		Proficient (Levels 3 & 4)	
		#	%	#	%	#	%	#	%	#	%
3	12/35	4	33%	5	42%	3	25%	0	0%	3	25%
4	22/40	5	23%	9	41%	5	23%	3	14%	8	36%
5	18/49	8	44%	5	28%	2	11%	3	17%	5	28%
Total	52/124	17	33%	19	37%	10	20%	1	10%	18	30%

2020-21 NYS Math Test Data

Grade	Total Tested	Level 1		Level 2		Level 3		Level 4		Proficient (Levels 3 & 4)	
		#	%	#	%	#	%	#	%	#	%
3	11/35	9	9%	1	9%	1	9%	0	0%	1	9%
4	19/40	7	37%	8	42%	4	21%	0	0%	4	21%
5	16/49	10	63%	4	25%	1	6%	1	6%	2	13%
Total	46/124	31	32%	42	43%	23	24%	1	1%	6	14%

1. It was noted that for the 2021-22 school year, almost half of the 5th graders were taking a NY state test for the first time due to COVID, as the NYS assessments were cancelled for the 2019-20 school year (when they were 3rd graders) and only half of the students took the exam in the 2020-21 academic school year (when they were 4th graders).
2. The test scores from the 2020-21 school year were not publicly released or utilized for comparisons with the State and comparable districts due to COVID and the inconsistencies with attendance and remote/hybrid learning with students within that school year. Less than half of the students in grades 3-5 took the NYS ELA and Math assessments in the 2020-21 school year.

1. Financial Report

- a. Financial Snapshot: Through November 2022, the school has recognized \$1,535,495.79 in per pupil revenues. We are projecting to recognize \$3,474,376 in revenue by year end. This projection is based on an enrollment of 165 GENED students and 22 SPED students. These numbers are aligned with our budget. We received our IDEA funding for the year which was \$5,300 higher than what we projected. We have received the remaining Summer Boost grant which was \$84,000. We have incurred \$1,465,398 in expenses through November 30th. The school has made two Employee Incentive stipend payouts via the Board Designated Fund totaling \$117,100. The Board Designated Fund has \$132,900 remaining to be used for any future expenses the Board may deem necessary. The projected year end surplus will be given in January's meeting when I present the updated financial report with auditor recommendations. As of 12/20/22, BCS has \$2,158,670 in the bank, \$1,009,168 in cash accounts, \$1,074,515 in investment accounts, and \$75,228 in the escrow account. The projected days of cash on hand to meet operating costs is currently at 121.
- b. Mark asked about the investment accounts and what the gains/losses are daily based on the current economic market. The investment accounts have averaged a gain/loss anywhere between \$20-50K since the last board meeting. Ms. Ariel checks the accounts on a daily basis to monitor this information.
- c. The accountants reviewed the initial financial package and financial snapshot that Ms. Ariel created. It was sent to the firm on November 30th and reviewed by Nina from the accounting firm on 12/6/22. It was reported that the format of

the presentation was informative and valuable for assisting the board members with the understanding of the financial health of the organization. Nina added that the financial snapshot could include balance sheet highlights, she also gave suggestions regarding presenting the budget versus actuals and cash analysis reporting. Nina also suggested updating the board regarding the board designated fund and what has been spent from it thus far and what is remaining.

2. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

3. Additional Board Items/Questions:

- a. The BCS School Safety Plan needs to be officially adopted by the BCS school board. A motion was made by Mark and seconded by Diana. All voting members (3) were in favor. The BCS School Safety Plan was officially adopted on 12/20/22.

4. Public Comment: None

5. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): January 24, 2023 at 6:00 p.m.

6. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (3) were in favor. The meeting was officially adjourned at 6:37 p.m.

Board Members Present

Henry A. Lambert, Chair

Mark David

Feona Huezo

Others Present

Robert Morales

Ariel Arnold

Joanne Hunt

Nora Balla

Pamptata Sanders

Anna Toma

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **January 24, 2023**.

Topic: BCS Board of Trustees Meeting

Time: January 24, 2023 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFGbMk0raEFGbGFGQT09>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on December 20, 2022 were approved with a motion from Feona, seconded by Mark. All voting members (3) were in favor.

1. Enrollment Updates:

Current student enrollment: 165

a. Enrollment season (January 2023 updates)

i. Partnership (Our Children the Leaders of Tomorrow, Inc.)

1. Day Care visit on 1/11/23

- a. Partnership flyer- BCS created and presented a flyer that highlights the continuum between the daycare and BCS. It discusses what we have in common as far as curriculum and programming.

2. Upcoming/Past BCS Events for Potential New Families: Below are the events that we have scheduled for our new potential families. This is a way to engage our potential new families and get to know them as they get to know the school.

- a. Slime Night (1/18/23)
- b. Baba-O's Drum House (2/15/23)
- c. Art Gala (3/15/23)
- d. House Warming Party (4/19/23)

3. BCS In-person Tours: BCS hosts tours all day on Monday
 - a. Every Monday/Wednesday/Thursday as necessary
 - b. Tuesday and Friday by appointment
- b. Feona asked how can the school board further support the school with enrollment. She mentioned that she currently works with high school students/Brooklyn College and that they may also be some way that they can support BCS. Feona requested a QR code that includes all of our enrollment material (flyers, events, the school application, the school website, etc.) in order to support the school as a board member. Ms. Hunt will get that to all board members before the next board meeting in February 2023.

1. School Programing

- a. Lavinia Group Curriculum Updates
 - i. Close Reading/Test Preparation: Reported by Mrs. Sanders- This is going to be a game-changer for the school (For administrators, teachers and students alike). The Test Prep Institute that is being utilized was developed by a former Success Academy administrator. The way in which they go about test prep is very analytical and requires deep thinking on both the teachers and students. It is hard work that required professional development for administrators and teachers. BCS had to adjust current schedules to accommodate the program. The Lavinia consultant made suggestions to our schedule in order to instruct test prep to fidelity. An example of how the program approaches test prep is that each group of students works on one passage at a time for the week. They are then given a mastery text to determine whether they have mastered the skills for the particular week. The teachers coach the students on how to understand each passage (the main idea) and each question. The skills taught can be applied to any type of passage. Reported by Ms. Toma: The idea is not to focus on a particular passage (because you will never see it again) but instead to focus on the process of attacking it. The most important connection that each student makes to a passage is finding and understanding the main idea. Once students understand the main idea of the whole passage, they can then attack the multiple choice questions by investing in each question and finding evidence in the text to support their choices or claims for the short responses. Test prep will occur 4 times per week for a total of 90 minutes for at least 7-8 weeks. The purpose is to have students work towards independence. Teachers work to see that the skills taught are transferrable to other passages.
 1. Feona asked the following question- Are they looking at our assessment data. How often do they do the assessments? The way in which we plan for the program is based on current assessment data. Initially our consultant looked at our 2021-22 NYS ELA test scores, fall i-Ready reading data and F & P

assessments to determine the initial needs of our students. An ELA pre-assessment was then completed by all students in order to further determine the test prep groups that students will participate in. Students are assessed weekly to determine mastery. Data is basically what will drive all of the decisions that BCS will make while implementing and continuing this program.

- ii. Math Story Problems: Reported by Mrs. Sanders- This is another Lavinia component that BCS will implement in grades K-2. This program teaches students how to work through math word problems. Students must show their understanding of the word problems, explain & illustrate their thought process and come up with an answer at the end of the process. Students in grades 3-5 have been utilizing this process in order to prepare them for the NYS Math test.

2. Financial Report

- a. Through November, the school has recognized \$1,763,209.31 in per pupil revenues. We are projecting to recognize \$3,304,105 in revenue by year end. This projection is based on an enrollment of 165 GENED students and 19 SPED students. Our SPED numbers have decreased as we have lost a few students due to their new mandates within their IEPs, general population has remained consistent since our last meeting. We are still awaiting our final Title allocations. We've received a \$48K grant from The Heckscher Foundation to cover 50% of the Lavinia Group contract. We have incurred \$1,888,925 in expenses through December 31st. Approximately \$123,000 of those expenses are related to the Summer Boost program and were covered by the \$134,400 grant we received. Additionally, about \$118,000 of those expenses were paid via the Board Designated Fund. The forecasted end of year surplus is \$2,100. As of 01/20/23, BCS has \$1,999,402.48 in the bank, \$1,102,587 in cash accounts, \$746,330 in investment accounts, and \$75,243 in the escrow account. The projected days of cash on hand to meet operating costs is currently at 122.
- b. Feona asked a question regarding our ESSR/ARP Funding- Ariel responded that we will list what we have spent so far. To date we have not expensed for any of these funds but will begin to recoup for the 2022-23 school year in the next few weeks.
- c. Ms. Ariel will also begin to look for additional grants that BCS may qualify for future revenue.

3. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

4. Additional Board Items/Questions:

- a. None

5. Public Comment: None

6. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
 - a. Upcoming Board Meeting Date(s): February 28, 2023 at 6:00 p.m.
7. **Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Mark. All voting members (3) were in favor. The meeting was officially adjourned at 6:40 p.m.

Board Members Present

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

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt
Nora Balla
Pamptata Sanders
Anna Toma

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **February 28, 2023**.

Topic: BCS Board of Trustees Meeting
Time: February 28, 2023 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 322

Join Zoom Meeting

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

The meeting was called to order at 6:03 pm. The minutes for the meeting held on January 24, 2022 were approved with a motion from Feona, seconded by Mark. All voting members (4) were in favor.

1. Enrollment Updates:

Current student enrollment: 165

a. Enrollment season (February 2023 updates)

- i. Vaccine mandate was lifted on 2/10/23 (This will assist with increasing our presence in the community and our enrollment efforts.

- 1. Welcome Back Parent Event: March 8, 2023

- ii. Upcoming/Past BCS Events for Potential New Families: Below are the events that we have scheduled for our new potential families.

- a. Art Meets STEAM (3/15/23)

- b. House Warming Party for new families (4/19/23)

iii. BCS 2023 Marketing Campaign

- 1. Daily News advertising: BCS was featured in the Daily News Charter School Circular which ran on 2/24/23.

- 2. We are in the process of creating a BCS Informational Pamphlet

- a. Henry wants to ensure that we include the ELA curriculum in the pamphlet since it truly offers a balanced literacy

approach to reading (A deliberate and prescribed phonics component and a component to address all of the other facets of reading and reading comprehension).

2. School Programming

a. Lavinia Group Updates

i. Summer Boost 2022 Final Data Report

1. Mrs. Sanders shared the growth report from Lavinia Group from the 2022 5-week Summer Boost program. Overall, students (a total of 62 who tested) grew 24 percentage points in ELA and 15 percentage points in math as measured by a pre-test and post-test. Additionally, the percent of students scoring Proficient increased by 19 percentage points in ELA and 21 percentage points in Math by the end of the program.
2. Henry asked a few questions: what do we do regarding students who are not proficient? Do we retain them? If you are a parent and your child is not proficient, what happens? How do these students get into middle school? For students who are not proficient in reading, we offer daily small group remediation, small guided reading groups and daily i-Ready practice in reading for at least thirty minutes. Post pandemic, BCS has not retained students due the number of students who have fallen behind in reading. BCS is meeting students where they are and closing the gap through the small reading/remediation groups that we currently have in place. BCS communicates with parents regularly to inform them of their child's progress and how they are progressing/regressing during the course of the school year. BCS also offers resources to families as to how they can support their children at home to assist them with making growth with their reading. BCS students continue to be accepted into competitive middle schools. The majority of our students get accepted and attend either Launch Charter School or Unity Prep Charter School in Brooklyn. Since we have a relationship with both of these schools, we are able to communicate with them regarding incoming individual student needs to ensure that they continue to receive support in middle school if there continues to be deficiencies.
3. Diana asked what the difference is between Basic Proficiency and Proficiency. Basic proficiency is a student who can read at the basic level of their current grade which includes age-appropriate text, understands the words, can answer simple questions about the information presented in the written text and can read with enough fluency to get through the material and answer the questions. Students who are proficient can do all of the above as well as make reasonable inferences and make text connections

from the material that they read. They are able to comprehend a deeper sense of written material.

4. Feona raised a point and wanted to ensure that now we are in the regular school year, that all students have the opportunity to receive the Lavinia Curriculum. At this time grades 3-5 participate in close reading/test prep and grades K-5 participate in the math story problems component of the Lavinia Group curriculum.

ii. Summer Boost 2023

1. BCS was encouraged to apply for the Bloomberg Philanthropies Summer Boost 2023 grant based on our 2022 Summer Boost growth/results. It requires no more than 20 students in a class and 80% daily attendance of total summer enrollment.

iii. Close Reading/Test Preparation Updates

1. Ms. Toma shared the process of close reading/test prep groups in order to inform the board of how the program operates. Ms. Toma reported that we are seven weeks into the close reading program. Students are being taught a strategic plan to attack multiple choice and short written responses by identifying the genre, finding the main idea, recording that information to better understand the text and ending with a transferable takeaway. Students then work through model questions with the teacher and then practice the strategies independently while the teacher observes each student work through the process. During the process, teachers meet with students to assist them with areas of struggle or congratulate them on their work. Students then work independently in order for teachers to assess whether students have successfully mastered the transferable takeaway for the day.
2. Ms. Toma shared data from each class in grades 3-5 in order for the school board to get an understanding of the different data points that BCS uses for reading in order to create the reading groups for instruction during close reading. Feona made a suggestion to remove student names in the future from this type of shared data.
3. Henry asked what other schools utilize the Lavinia Curriculum? Did we choose this curriculum over any others? While we do not know which specific schools utilize the curriculum, we do know that the training that we received was among a plethora of other schools in NYC and around the country. The Lavinia Curriculum was developed by a group of former Success Academy administrators and teachers. BCS chose to use this curriculum based on our Summer Boost 2022 gains in ELA and Math.

3. Financial Report

- a. Through January 2023, the school has recognized \$2,002,440 in per pupil revenues. We are projecting to recognize \$3,304,105 in per pupil revenue by year end. This projection is based on an enrollment of 165 GENED students and 19 SPED students. We received our final Title allocations and they align with our budgeted amounts. We have forecasted to receive \$4,459,000 in federal funding. In addition, we have requested the reimbursement of \$67,381 from expenses we coded under the ARP funds. This leaves us with \$137,618 in ARP funds to expense and reimburse through the end of the school year. We have incurred \$2,213,709 in expenses through January 31st. The forecasted end of year deficit is approximately \$48,000. Contributing to this is the deficit is the purchase of the Lavinia curriculum that wasn't initially included in the budget but approved by the board in October 2022. As of, February 28th we have \$1,095,999.86 in investment accounts, \$722,767 in cash accounts, and \$75,274 in the escrow account.

1. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

2. Additional Board Items/Questions:

- a. None

3. Public Comment: None

4. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): March 28, 2023 at 6:00 p.m.

5. Adjournment: A motion was made to adjourn the meeting by Mark and seconded by Feona. All voting members (4) were in favor. The meeting was officially adjourned at 6:42 p.m.

Board Members Present

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

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt
Nora Balla
Angel Perez
Anna Toma

The meeting was held in a public space at the school (Room 324) as well as via a ZOOM conference call on **March 28, 2023**.

Topic: BCS Board of Trustees Meeting
Time: March 28, 2023 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 322

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFGbGFGQT09>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on February 28, 2023 were approved with a motion from Diana, seconded by Feona. All voting members (4) were in favor.

1. Enrollment Updates:

- a. Current student enrollment: 165
- b. Enrollment season: (March 2023 updates)- Ms. Hunt
 - i. Welcome Back Parent Meeting (3/8/23)
 1. Over 85 parents and students came to the event (56 parents signed the attendance sheet). Families met in the cafeteria to learn about the BCS programs, Title funding and then had an opportunity to visit classrooms on the 3rd floor.
 - ii. Art Meets Steam Event (3/15/23)-7 potential student families participated and 1 current parent spoke of behalf of the school. Guests participated in a Science Technology Engineering/Art project. Guests built a circuit/robot, added markers to certain areas of the robot and then created an art piece by allowing the robot to free flow over paper. The current parent spoke about her son's experience at BCS and why she chose the school.
 - iii. Housewarming Party for new families (4/19/23) this event will welcome

new families that have accepted a seat at BCS and have completed paperwork.

- iv. BCS Marketing Pamphlet- Ms. Hunt is almost finished with the pamphlet. This marketing tool is to include what sets BCS apart from other schools. It will include what scholars learn within each grade as well as all of the components that make BCS unique.

- 1. Diana requested that we include our busing opportunities to several neighborhoods in Brooklyn and to highlight the neighborhoods in the pamphlet.
 - 2. Henry spoke on his concern about the oversaturation of schools in the Bedford-Stuyvesant area and understands how this makes enrollment a challenge. He wanted to know if there was a platform where we can raise our concerns about lifting the charter school cap and placing new schools in communities where there is a need. Henry iterated the importance of educating our parents about this and needing their help in getting families to commit to BCS.

- c. 2023-24 Enrollment Update- Mr. Angel

- i. We have followed all of our three bus routes and have found 35 daycares among the routes in order to have more reach to new potential families.
 - ii. Due to the vaccine mandate being lifted, we are in a much better space with the consistency and flow of interested families coming into the building.
 - iii. BCS has an admissions team. Last year there was a one-page application and it was more inquiry based. While families can still complete an application in this manner and still be entered into the lottery, there is another step where families can complete an additional packet which requires more information (creating an account with a login/password and submitting documents associated with potential enrollment if accepted into the school via)
 - 1. We have 49 physical kindergarten applications.
 - 2. We have 25 physical applications for grades 1-5.
 - 3. 97 families have received an email blast reminding them about the upcoming lottery
 - 4. The minute an application comes into the school, communication is made with the family within 24 hours.
 - 5. Feona asked "How can we ensure they will enroll in September? We had the numbers last year, but by September, many did not show up. Angel replied as mentioned previously that the application is different this year in the sense that there is a 2nd part that requires more information and more families have completed this portion with the hopes that they are admitted via the lottery. Angel has also had several conversations with families who have applied and committed to the school as long as they get

a spot from the lottery.

- iv. We have 20 leads through social media
- v. There have been several daycare directors/liaisons coming into the school to visit BCS.
- vi. The 2023 summer program will also be a great billboard for the school as we did get families from the 2022 Summer Boost program to apply and accept a seat at BCS.
- vii. Angel stressed that being that we lose approximately 30-35 5th graders, we must bring in at least 40 new students, more specifically in the lower grades. Building the lower grades (K-2) is the lifeline of the school.
- d. Diana urged us to stay in constant communication with families. Sometimes when you “bug” them, it is appreciated. It is that human aspect of communication that can be the difference in a family choosing BCS over another school. Angel reassured the board that he overly communicates with families for this exact reason.

2. School Programming

- a. Summer Boost 2023- BCS applied for the program March 17th and that two revisions have had to be completed thus far. We are confident that we will receive the funding for a 2023 Summer Program based on the growth that was made in the 2022 summer program as we were urged to apply again this year.
- b. BCS Homecoming Week- Week of May 15th- BCS is planning a week of ultimate school culture events by instituting our 1st annual homecoming week. This week will consist of:
 - i. Color Wars (A school-wide competition between grade groups)
 - ii. BCS Fest (A showcase of our Performing Arts program) - students will perform music and dance selections for the school community.
 - iii. Sneaker Ball Fundraiser (An event for the entire school community, where we come together to fellowship at a nominal cost with a DJ, and light refreshments).
 - 1. BCS will invite parents/guardians, students, faculty, BCS alumni, Board Members, new families, business owners in the area, politicians, etc.
 - iv. Diana asked if we do any alumni events. Pre-COVID we did alumni events, however, Post-COVID, we have not. Our homecoming week will be a great opportunity to create events for our alumni to take part in.

3. Financial Report:

- a. Financial Snapshot through February 2023: Through February, the school has recognized \$2,241,670 in per pupil revenues. We are projecting to recognize \$3,264,192 in per pupil revenue by year end. This projection is based on an enrollment of 165 GENED students and 17 SPED students. We have forecasted to receive \$468,335 in federal funding. We have incurred \$3,204,709 in expenses through February 28th. The forecasted end of year deficit is approximately

\$52,740. BCS spends about \$320,000-\$375,000 a month on operating expenses. As of, March 17th we have \$1,741,401 of cash in the bank. Of that balance there is \$1,098,636 in investment accounts, \$567,487 in cash accounts, and \$75,275 in the escrow account. Cash will be increased by \$89,250 as we received a portion of Title and ARP funds. We currently have 105 of days on cash on hand which can cover 3 months of expenses.

- b. NYC Marathon Fundraising Opportunity (2023-24): Ms. Shannon applied for 5 slots in the NYC Marathon via BCS as a non-profit in order to raise funds for the school's 2023-24 school budget. BCS received the 5 slots for the marathon. Each slot requires a minimum of \$3500, netting the school a minimum of \$15000 in additional revenue for the 2023-24 school year.
- c. Neighborhood School Grants (Walentas Family Foundation & Two Trees Co): BCS has an opportunity to apply for a grant up to \$25000. The foundation is looking to fund homegrown programs within schools. Some examples are (Classroom instruction support, Curriculum development, enrichment clubs, Experiential Education, Professional Development, Restorative Justice, Mentoring & Guidance, etc.) We are brainstorming ideas at this time. The application is due 4/30/23.

1. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

2. Additional Board Items/Questions:

- a. Tony commented on the school's social media presence/accounts and stated that they were "inspiring."

3. Public Comment: None

4. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): April 27, 2023 at 6:00 p.m.

5. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Tony. All voting members (4) were in favor. The meeting was officially adjourned at 6:40 p.m.

Board Members Present

Henry A. Lambert, Chair
Tony Betaudier
Mark David

Others Present

Pamptata Sanders
Robert Morales
Ariel Arnold
Joanne Hunt
Nora Balla

Topic: BCS Board of Trustees Meeting
Time: April 27, 2023 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 322

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

The meeting was called to order at 6:01 pm. The minutes for the meeting held on March 28, 2023 were approved with a motion from Mark, seconded by Tony. All voting members (3) were in favor.

Enrollment season: (April 2023 updates)

- a. 2023-24 Enrollment Update
 - i. The BCS lottery was held on April 3, 2023.
 - ii. Kindergarten Applications in Rediker: 40 (26 acceptances, 4 retentions = 30 students)
 - 1. 10 undecided and 4 declines
 - iii. 1-5 Applications in Rediker: 29 (10 acceptances, 1 retention = 11 students)
 - 1. 15 undecided and 4 declines
 - iv. Total Potential New Students as of 4/27/23 is **41**
 - v. BCS revised the way in which families were communicated with regarding applications. Families were invited into the building, received verbal, text and email confirmations regarding interest, acceptances and declines. Of the 41 families who have accepted a seat, there has been confirmation from all families regarding a seat and placement. While this number may change, BCS is more confident in the enrollment numbers for the 2023-24 school year.
 - vi. Board Member Questions/Concerns from board members:

1. Mark stated that we seemed to have more applications last year versus this year. BCS had more inquiries last year versus applications. The application process was slightly different this year as families were able to apply via the BCS Website, the Charter School Common Application (School Mint), in-person (paper applications) and via fax machine.
2. Henry asked how are we able to predict what the future will look like regarding the acceptances for the 2023-24 school year. In total transparency, the school cannot predict these numbers as families have the right to change their minds at any given time. Also given the climate in New York regarding families moving out of the city due to rising living costs and the potential of Zombie charters re-opening in Bed-Stuy, these circumstances can potentially affect our student acceptances for the 2023-24 school year.
3. Henry also asked what we are doing regarding returning students'. In other words, do we know how many students we have returning in grades K-4? Joanne's response: We normally send out a survey in May to get an idea of who will be returning for the following school year. The survey will go out to families before the next board meeting and Joanne will report out on this information.
4. Mark brought up the following point: If we currently have 165 and we are losing 32 5th graders, that leaves us with 135 students with the potential of 41 new students which will yield us approximately 174 students if they all return. So how can we ensure that we will get to the 185 enrollment goal? Joanne's response: While it is not a reality that we will not have some attrition, we are not far from our goal. We have shifted our enrollment efforts to include in-person tours and visits to the school, new-parent events, consistent communication via email, text, phone, etc. which has given us a better indication of who is really interested in attending BCS in the fall. The experience has become extremely personal for new families. We still have the remainder of May/June and the summer to recruit as applications are still accepted during these time frames. The bottom line is that we must hit our 185 enrollment goal in order to operate with at least a break-even budget.
5. Henry also asked, how many acceptances have we received from our Day Care partnerships? Joanne did not have that information and report out on this at the May 2023 board meeting.

- b. Housewarming Party for new families (4/19/23)
 - i. Total Attendees: 17 (New students: 9) these are guaranteed students that will be attending BCS in the fall of 2023.
- c. Upcoming New Family Events
 - i. May Registration Month: Paperwork to completed and handed in during weekly registration events. There will be a morning session (10 a.m.-1 p.m.) and an afternoon/evening session (4:00-7:00 p.m.) each week in the month of May for families to come in to complete/drop off paperwork. Registration is always available during regular school hours (7:30 a.m. - 6:00 p.m.) Monday-Friday.

School Programming

- a. NYS ELA Test (April 19th & April 20th): Opt-outs- 8
 - a. There were some changes to the format of the ELA test. Written responses and the extended written response were recorded in separate booklets versus in the actual ELA test booklet where the reading passages are located, which is how it was done in the past. This process of answering written responses was new for students.
 - b. Test results will be made available at some point during the summer.
- b. NYS Math Test (May 3rd & May 4th)
 - a. At this time we have 5 student's opting out and we anticipate that 2 more students will opt out, but families have until the morning of the test to opt their child out. We will report the final number of opt-outs at the May board meeting.
 - b. Students have been preparing for the NYS State Test by meeting in small groups based on ability to ensure that we are meeting them where they are.
- c. Summer Boost 2023 Update
 - a. Application was app roved to operate a 5-week program from 7/5/23 - 8/4/23 for 1/3 of our student population.
 - i. We applied for additional funding for 90 students and were asked to re-submit a budget based on these numbers. We will report out at the May meeting as to whether we received the additional funding.
- d. BCS Homecoming Week:
 - a. Sneaker Ball Fundraiser (Math 19th) - BCS is hosting its first school fundraiser (\$20 for adults, \$10 for students/alumni and \$15 for faculty). Joanne will send an invitation to board members who would like to attend or donate to the event. BCS is looking to make this an annual event.
- e. Re-establishment of a Functioning PTA

- a. Parent Meeting on 4/26/23: Total attendees: 14 families
 - i. 10 interested parents in serving on the PTA- we will begin the work in May 2023 for the 2023-24 school year.

2. Financial Report:

- a. Financial Snapshot through March 2023: Through March, the school has recognized \$2,479,442.19 in per pupil revenues. We are projecting to recognize \$3,264,192 in per pupil revenue by year end. This end of year per pupil projection is based on our current enrollment of 165 GENED students and 17 SPED students. We are also forecasted to receive \$468,335 in federal funding. We have incurred \$2,894,034.04 in expenses through March 31st. The forecasted end of year deficit is approximately \$117,808. BCS spends about \$320,000-\$375,000 a month on operating expenses. As of, April 27th we have \$1,803,916 of cash in the bank. Of that balance there is \$1,131,668.79 in investment accounts, \$672,248 in cash accounts, and \$75,290 in the escrow account. We currently have 112 of days on cash on hand which can cover 3 months of expenses.
 - i. BCS' SPED numbers decreased due to students being declassified for services. While this is great news for students as it shows that they are no longer in need of SPED services, once they are declassified for services, we no longer receive the SPED money for them. This is a partial reason for the current deficit.
 - ii. The Board also approved the utilization of the Lavinia Curriculum in the winter of 2022 in order to boost our instruction in ELA which was not in the initial 2022-23 school budget which has also contributed to our current deficit.
- b. Board Questions/Comments:
 - i. Henry stated that based on our current numbers of 165 GenED students and 17 Sped students, that we would need approximately a total of 180-182 students in order to have a break-even budget. Ariel confirmed.
- c. Unclaimed Funds from the NYS (We have applied for the funds and are waiting for more information.) The potential funds are from the Office of the State Comptroller Bureau of State Accounts and CDW LLC (a technology company).
- d. Neighborhood School Grants (Walentas Family Foundation & Two Trees Management Co) due April 30th (Applying to support our Student/Teacher Mentor Program: Approximately \$25,000). We will be notified as to whether we received the grant in June 2023.
- e. 990 Form was emailed to the finance committee for review and approval.

1. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

2. Additional Board Items/Questions:

- a. BCS has Playground Concerns (Lack of daily clean-up/weeds are growing out of control, drug paraphernalia & empty liquor bottles are visible to students daily- we clean up what we can but it is a terrible problem.
 - i. We have contacted the Parks Department, the Local 79th Precinct, 311 and our local City Councilmember Osse') regarding our concerns. We will have an update at the May board meeting.
- b. 2023-24 BCS School Safety Plan Draft is in the process of being created. A draft will be presented in May 2023, for review/revisions and public comment in order for the final approval to occur at the June 2023 board meeting.

3. Public Comment: None

4. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

- a. Upcoming Board Meeting Date(s): May 23, 2023 at 6:00 p.m.

5. Adjournment: A motion was made to adjourn the meeting by Mark and seconded by Henry. All voting members (3) were in favor. The meeting was officially adjourned at 6:35 p.m.

Board Members Present

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

Others Present

Robert Morales
Ariel Arnold
Joanne Hunt
Nora Balla
Anna Toma

Topic: BCS Board of Trustees Meeting
Time: May 23, 2023 6:00 PM Eastern Time (US and Canada)
Place: ZOOM and 545 Willoughby Avenue, Room 322

Join Zoom Meeting

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

The meeting was called to order at 6:03 pm. The minutes for the meeting held on April 27, 2023 were approved with a motion from Mark, seconded by Henry. All voting members (3) were in favor.

Enrollment season: (May 2023 updates)

- a. 2023-24 Enrollment Update
 - i. Current student retention: 75 returning/3 not-returning (All are moving to another state) and 2 undecided (They are contemplating moving to another state). Families have until May 31st to complete the email survey. We will also reach out to families that have not responded to ensure that we have the most accurate count of students coming back in the fall of 2023.
 - ii. Kindergarten students acceptances via the partnership program
 - 1. We have 1 student attending from each of the 2 partner daycares that we have partnered with. There are 4 undecided from one day care and 5 undecided from the other daycare at this time.
 - iii. Diana received an inquiry from a charter school advocate who inquired about assisting BCS with enrollment. Diana connected Henry, the board chair to have a discussion with him regarding his ideas. Henry had 2 meetings, one of which included Joanne. The school is considering shifting its hours by extending the school day in order to accommodate

working families. A presentation of ideas for the extended day will happen at the June 2023 board meeting.

- iv. Board Member Questions/Comments/Concerns from board members:
 - 1. Henry stated that the partnerships do seem to be very special because we should be enrolling more children from these daycares. It was explained that although we have a partnership and are given access to these families before other schools, it does not guarantee that the child will attend BCS.
 - 2. Message to faculty and public on the call from Joanne- this extended day does not affect the current instructional model which will stay in place. We are not compromising our academics, school culture and school spirit. We must do something radical in order to ensure that our enrollment increases for the 2023-24 school year. If we do not, we will continue to go financially backwards and this could potentially lead to the demise of the school if enrollment does not increase.

School Programming

- a. NYS Math Test (May 3rd & May 4th)- 10 opt-outs (NYS ELA Test Opt-outs-8)
- b. Summer Boost 2023 Update
 - a. Received extra funding for more students based on parent responses to the program. Funding is secured based on summer attendance. Our attendance must be at 70% each day in order to receive total funding.
 - b. P.S. 23/BCS School building is slated to be closed for the summer due to mandatory building closure for a boiler conversion
 - i. Options
 - 1. Utilizing another NYCDOE space
 - 2. Renting a space from a private facility
 - 3. Catholic schools
 - 4. Churches
- c. Questions/Comments/Concerns from the board
 - i. Diana asked if the school space had to be in Bed-Stuy and since we budgeted for buses, the space did not have to be in the immediate area. Diana has a connection to a church in Brooklyn Heights and will inquire about the space. The maximum amount of student that we are budgeted for is 90 with approximately 20 staff members. BCS would need at least 5 classrooms in order to operate.
 - ii. Henry asked if there are any other schools open that can be utilized in the summer. Pam explained that there are DOE buildings open that are utilized as “hub” schools which basically

means that there are more than one program operating in the building which is not the most conducive setting.

- iii. Henry stated that we must have this program since we have over 70 families already committed. He stated that if we need to look into spending money to pay for a space, we can spend upwards of 50-100K. Mrs. Sanders said that she would inquire about the empty charter school space that she was referred to. Joanne stated that while we look at this as an option, we should simultaneously continue to work with the DOE to see what space they are offering to us.

c. BCS Homecoming Week:

a. Sneaker Ball Fundraiser Update(May 19th)

- i. BCS had over 200 adults and children attend this event in the school gymnasium and cafeteria.

- 2. Financial Snapshot through April 2023: Through April, the school has recognized \$2,717,213.66 in per pupil revenues. We are projecting to recognize \$3,264,192 in per pupil revenue by year end. This end of year per pupil projection is based on our current enrollment of 165 GENED students and 17 SPED students. We have also forecasted to receive \$468,335 in federal funding. We have incurred \$3,191,119.13 in expenses through April 30th. The forecasted end of year deficit is approximately \$208,000. Contributing to the deficit are the Summer Boost expenses. These expenses have to be included in this budget because the funding we received to cover the expenses is included in this budget. BCS spends about \$330,000-\$375,000 a month on operating expenses. As of, May 23rd we have \$1,631,450 of cash in the bank. Of that balance there is \$1,136,712 in investment accounts, \$494,738 in cash accounts, and \$76,000 in the escrow account. We currently have 100 of days on cash on hand which can cover 3 months of expenses

- i. Ariel offered further clarity to our deficit at the beginning of the financial report. BCS' SPED numbers decreased due to students being declassified for services. While this is great news for students as it shows that they are no longer in need of SPED services, once they are declassified for services, we no longer receive the SPED money for them. This is a partial reason for the current deficit. BCS initially had 25 students that fell in the >60 category of sped services. Throughout the course of the year, students were declassified which led to the >60 category number to drop to 17.59. This represents about \$141K which is contributing to the current deficit.
- ii. Mark asked if we agree with the declassification of the students or is there a case that can be made for them. Joanne explained that that all SPED students have a re-evaluation meeting at some point during the course of the school year that includes the Committee of Special

Education (NYCDOE), the parent and the school. The decision to declassify or shift services is solely based on student progress. This is something that we cannot predict and something that we do not have the final say in. We will object to a declassification if we strongly disagree, but that does not happen often as the decisions for declassifying a student are based on their academic progress from multiple sources. So while declassification is great for the student it does not help our current budget situation.

- b. Sneaker Ball Fundraiser- BCS raised a little over \$5000 from ticket sales and donations.
- c. Board Questions/Comments/Concerns:
 - 1. Henry wanted to get a general understanding of our current actuals in the bank. Ariel confirmed that we have approximately 1.6 million in the bank including investment accounts, cash & escrow accounts.

1. Staffing Considerations for 2022-23:

- a. Staffing Needs:
 - i. None at this time

2. Additional Board Items/Questions:

- a. Update to Playground Concerns (Lack of daily clean-up/weeds are growing out of control, drug paraphernalia & empty liquor bottles are visible to students daily)
- b. 2023-24 BCS School Safety Plan Draft information- Board members received a copy of the draft plan for review. It will be discussed at the next board meeting. The parent body will have an opportunity to review the draft plan and provide comment at the May 31, 2023 PTA meeting.

3. Public Comment: None

4. Date & Location of next meeting: 171 East 80th Street, New York and Zoom.

- a. Upcoming Board Meeting Date(s): June 5, 2023 at 6:00 p.m.

5. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (4) were in favor. The meeting was officially adjourned at 6:42 p.m.

Board Members Present

Henry A. Lambert, Chair

Diana Lee

Mark David

Feona Huezo

Tony Betaudier

Others Present

Joanne Hunt

Eric Grannis

Topic: BCS Board of Trustees Meeting

Time: June 5, 2023 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 171 East 80th Street, New York

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFGbMk0raEFGbGFGQT09>

The meeting was called to order at 6:05 pm.

1. School Program for 2023-24:

- a. There is a need for a shift in school programming: Due to declining enrollment BCS is exploring an extended and more flexible school day to accommodate working parents.
- b. BCS will also begin a more aggressive recruiting and advertising strategy to draw attention to this potential program coupled with all of the other attractive features of this school.
- c. Potential BCS Flexible Program hours:
 - i. In an effort to increase enrollment, BCS is in the process of revising its drop-off and pick-up hours for parents. Below are the ideas that were presented regarding the program:
 1. Drop-off of scholars would be as early as 7:00 a.m. Pick-up would be as late as 7:00 p.m.
 2. Core instruction would not be affected and would continue to be from 8:30 a.m. - 4:00 p.m.
 3. Instructional activities/enrichment activities will occur from 7:00-8:00 a.m. and then from 4:00-7:00 p.m. Examples of the instructional activities are:
 - a. Enrichment activities that we already offer;
 - b. Reading, audio books, Learning/playing Board Games, educational activities, tutoring where appropriate;

4. The extension of the school day would not alter the character, spirit or curriculum at BCS.

5. Financial risk

a. BCS will need to spend additional funds for the following in order to implement this program:

i. Additional personnel for longer hours of employment for the extended day

ii. Advertising and PR relations

iii. Other expenses

1. Licensing for audiobooks in Overdrive

2. Board games for school and giving to students

d. Board Member Questions/Comments/Concerns

i. Tony/Feona had several questions regarding the program and wanted an understanding of why Eric was getting involved and what purpose he would serve at the school. Eric discussed his background and his 20+ years of experience with charter schools. He believes that this may really increase enrollment due to the nature of the flexibility for drop-off and pick-up for families. Tony reminded the board that BCS used to have an extended day program many years ago that included chess, dance, drama, karate, etc. that was very successful. At that time, BCS had a strong enrollment of 240 students. Tony and Feona felt that going back to a model such as this and also incorporating some new activities would be very intriguing to parents, current and new.

ii. Diana had questions regarding the structure of the program and the importance of including activities such as art, music and dance. Diana explained that she has a close friend who has a doctorate in afterschool programming and that she would like us to meet with her to discuss the structure of our program to ensure that it is effective and developmentally appropriate. Eric respectfully disagreed with Diana regarding the activities that she was presenting and they had a side debate regarding what should be included in the extended day program.

iii. Since there were several questions/comments/concerns regarding the structure of the program, the board felt that it would be best to continue this conversation with a more thorough presentation of the tentative structure of the program at either the July or August 2023 board meeting.

iv. All board members agreed that the extended day is a necessary step for BCS at this time for the 2023-24 school year.

v.

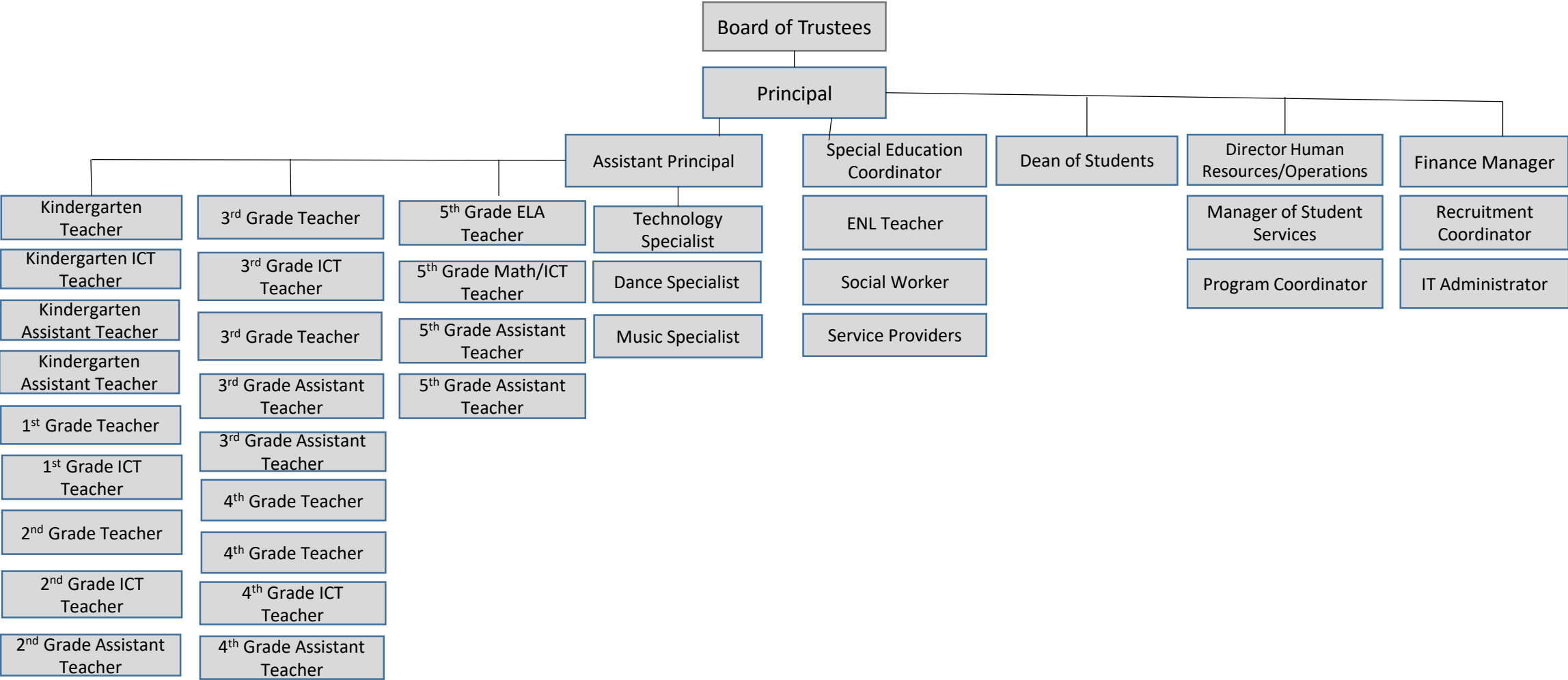
2. Public Comment: None

3. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.

a. Upcoming Board Meeting Date(s): July 18, 2023 at 6:00 p.m.

4. Adjournment: A motion was made to adjourn the meeting by Henry and seconded by Tony. All voting members (5) were in favor. The meeting was officially adjourned at 7:25 p.m.

The Brooklyn Charter School
Organizational Chart 2022-2023





THE BROOKLYN CHARTER SCHOOL

2023-2024 School Year

Tentative Major Dates Calendar with 180 Instructional Days

**This calendar is subject to change.*

Date	Day (s) of the Week	Event
July 5 th	Wednesday	BCS Summer Boost Program begins
August 4 th	Friday	BCS Summer Boost Program ends
September 5 th	Monday	Labor Day (No School, building closed)
September 6 th	Wednesday	Scholar's first day of school
September 25 th	Monday	Yom Kippur (Full In-Person Day for Students) Building Open
October 9 th	Monday	SCHOOL CLOSED- Indigenous Peoples' Day
November 7 th	Tuesday	Election Day (Full In-Person Day for Students) Building Open
November 22 nd -24 th	Wednesday-Friday	SCHOOL CLOSED- Thanksgiving Break
December 25 th - January 1 st	Monday-Monday	SCHOOL CLOSED- Winter Recess
January 2 nd	Tuesday	Students return from Winter Recess
January 15 th	Monday	SCHOOL CLOSED- Martin Luther King Jr. Day
February 19 th – 23 rd	Monday- Friday	SCHOOL CLOSED- Mid-Winter Recess
March 29 th	Friday	SCHOOL CLOSED- Good Friday
April 1 st	Monday	SCHOOL CLOSED- Easter Monday
April 10 th	Wednesday	EID AL FITR (Full In-Person Day for Students) Building Open
April 10 th - 11 th	Wednesday-Thursday	NYS ELA Test (Grades 3-5)
April 22 nd -April 26 th	Monday-Friday	SCHOOL CLOSED- Spring Recess
May 8 th - 9 th	Wednesday-Thursday	NYS Math Test (Grades 3-5)
May 27 th	Monday	SCHOOL CLOSED- Memorial Day
June 6 th	Thursday	Anniversary Day: No School for Students: Professional Development Day for Faculty
June 7 th	Friday	NYCDOE Clerical Day: No School for Students: Clerical Day for Faculty
June 17 th	Monday	SCHOOL CLOSED- EID-al-Adha
June 19 th	Wednesday	SCHOOL CLOSED- Juneteenth
June 21 st	Monday	Last Day for students/Final Report Cards emailed to Families

This is a tentative calendar of IMPORTANT DATES for the 2023-24 school year. This calendar is subject to change.

A more detailed calendar with information regarding in-house assessment dates (I-Ready, interim assessments, etc.), distribution of report cards, parent-teacher conferences, spirit days, BCS Success Assemblies, Field Days, Fifth Grade Senior events & Graduation, Kindergarten Celebration, etc.) will be distributed at the beginning of the school year.

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

September 2023: 18
October 2023: 21
November 2023: 19
December 2023: 16
January 2024: 21
February 2024: 16
March 2024: 20
April 2024: 16
May 2024: 22
June 2024: 11