

# Application: The Brooklyn Charter School

Joanne Hunt - jhunt@brooklyncharter.org  
2023-2024 Annual Report

## Summary

**ID:** 0000000098

**Status:** Annual Report Submission

## Entry 1 – School Information and Cover Page

**Completed** - Jun 27 2024

### [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 2023-2024 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, 2024**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

BROOKLYN CHARTER SCHOOL (THE) 800000044900

**b. Unofficial or Popular School Name**

BCS

**c. CHARTER AUTHORIZER (As of June 30th, 2024)**

Please select the correct authorizer as of June 30, 2024 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](http://www.brooklyncharter.org)

**i. Total Approved Charter Enrollment for 2023-2024 School Year**

240

**j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment**

196

**k. Grades Served**

Grades served during the 2023-2024 school year (exclude Pre-K program students):

**Responses Selected:**

Kindergarten
1
2
3
4
5

**I. Charter Management Organization/Educational Management Organization**

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

No

**FACILITIES INFORMATION**

**m. FACILITIES: Owned, rented, leased to educate students**

Will the school maintain or operate multiple sites in 2024-2025?

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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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		<a href="mailto:jhunt@brooklyncharter.org">jhunt@brooklyncharter.org</a>
Operational Leader	Robert Morales	Director of Operations	718-302-2085	646-325-5207	<a href="mailto:rmorales@brooklyncharter.org">rmorales@brooklyncharter.org</a>
Compliance Contact	Joanne Hunt	Principal	718-302-2085		<a href="mailto:jhunt@brooklyncharter.org">jhunt@brooklyncharter.org</a>
Complaint Contact	Robert Morales	Director of Operations	718-302-2085		<a href="mailto:rmorales@brooklyncharter.org">rmorales@brooklyncharter.org</a>
DASA Coordinator	Shannon Cullen				
Phone Contact for After Hours Emergencies	Joanne Hunt	Principal	718-302-2085	917-754-3176	<a href="mailto:jhunt@brooklyncharter.org">jhunt@brooklyncharter.org</a>

**m1b. Is site 1 in public space or in private space?**

Public Space

**m1c. Is site 1 in a co-located or not in a co-located facility?**

**Responses Selected:**

Co-Located with a District School

**m1d. 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					

**n. List of owned, rented, leased facilities not used to educate students and the purpose of each.**

Separate by semi-colon (;)

Not applicable

**o1. Total Number of School Calendar Days**

180

**o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)**

January 2024	131
February 2024	100
March 2024	125
April 2024	97
May 2024	137
June 2024	69
July 2023	69
August 2023	0
September 2023	112
October 2023	131
November 2023	119
December 2023	100

**CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR**

**p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school’s board of trustees’ bylaws, enrollment policy, discipline policy, or complaint policy.**

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

Does the school have any material or non-material revisions approved or pending?

No

## ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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	<a href="mailto:jhunt@brooklyncharter.org">jhunt@brooklyncharter.org</a>

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 7 (Employee Fingerprint Requirements Attestation):

Our E-Signatures (not digital 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 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

### Responses Selected:

Yes

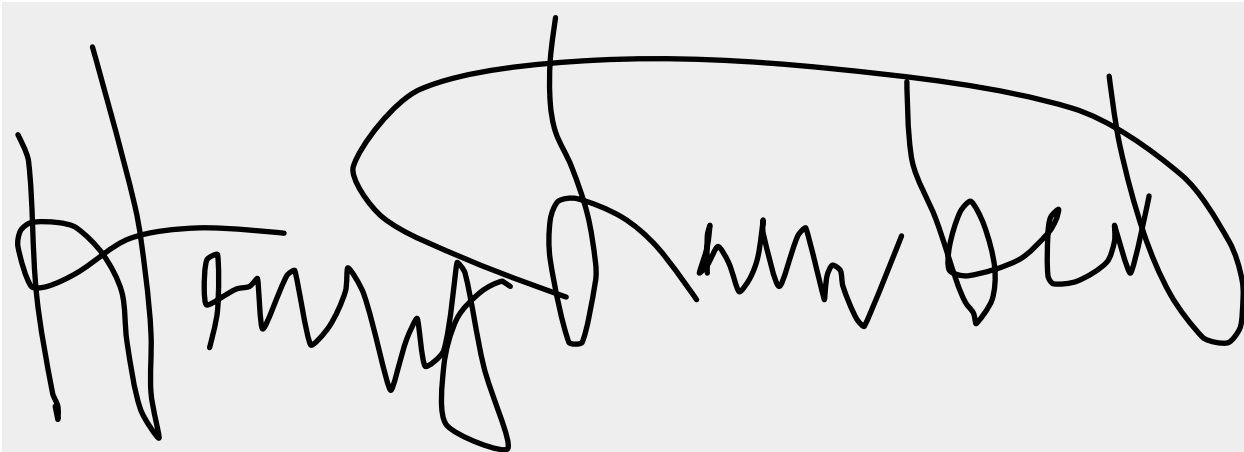
**Signature, Head of Charter School**

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to be "John Smith".

**Signature, President of the Board of Trustees**

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to be "John Smith".

**Date**

Jun 27 2024



Thank you.

**Entry 2 – Links to Critical Documents on School Website**

## Instructions

### Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);<sup>[1]</sup>
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;<sup>[2]</sup> (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

<sup>[1]</sup> 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., Repost when financials have been submitted in November.)

<sup>[2]</sup> SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

## Entry 2 – Links to Critical Documents on School Website

School Name: The Brooklyn Charter School

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**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
2. Board meeting notices, agendas and documents	<a href="https://brooklyncharter.org/about/board-of-directors/">https://brooklyncharter.org/about/board-of-directors/</a>
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://brooklyncharter.org/wp-content/uploads/2020/07/Dignity-For-All-Students.pdf">https://brooklyncharter.org/wp-content/uploads/2020/07/Dignity-For-All-Students.pdf</a>
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://brooklyncharter.org/wp-content/uploads/2021/08/Brooklyn-Charter-Discipline-Code.pdf">https://brooklyncharter.org/wp-content/uploads/2021/08/Brooklyn-Charter-Discipline-Code.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
6. Authorizer-approved FOIL Policy	<a href="https://brooklyncharter.org/wp-content/uploads/2020/08/FOIL_BCS.pdf">https://brooklyncharter.org/wp-content/uploads/2020/08/FOIL_BCS.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://brooklyncharter.org/wp-content/uploads/2020/08/FOIL_BCS.pdf">https://brooklyncharter.org/wp-content/uploads/2020/08/FOIL_BCS.pdf</a>

Thank you.



## Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

### 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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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 2023-2024 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 Financial Disclosure Forms2023-24](#)

Filename: BCS\_Financial\_Disclosure\_Forms2023-24.pdf Size: 834.5 kB

## Entry 4 – Board of Trustees Membership Table

Completed - Jul 30 2024

### 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 4 – Board of Trustees Membership 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

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**1. 2023-2024 Board Member Information (Enter info for each BOT member)**

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
1	Henry Lambert	<a href="mailto:hlambert@lambertdevelopment.com">hlambert@lambertdevelopment.com</a>	Chair	Executive, Finance, Education, Development	Yes	7	07/01/2024	06/30/2024	12
2	Mark David	<a href="mailto:mj david@gmail.com">mj david@gmail.com</a>	Secretary	Executive, Finance, Development	Yes	3	07/01/2023	06/30/2025	11
3	Diana Lee	<a href="mailto:dlee@golenbock.com">dlee@golenbock.com</a>	Trustee/Member	Executive, Education, Development	Yes	6	07/1/2024	06/30/2026	11
4	Feona Chance Huevo	<a href="mailto:feonach@gmail.com">feonach@gmail.com</a>	Trustee/Member	Executive, Education	Yes	2	07/01/2024	06/30/2026	11
5	Anthony Betaudier	<a href="mailto:tonygb8@gmail.com">tonygb8@gmail.com</a>	Trustee/Member	Executive, Finance, Education	Yes	7	07/01/2024	06/30/2024	8
6									
7									
8									

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

No

**2. Number of board meetings conducted in 2023-2024**

12

**3. Number of board meetings scheduled for the 2024-2025 school year**

12

**4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total number of Voting Members on June 30, 2024	5
b. Total number of Voting Members added during the 2023-2024 school year	0
c. Total number of Voting Members who left the board during 2023-2024 school year	0
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	15

**5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)**

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minutes set by the board in bylaws, resolution, or minutes	N/A
e. Board members attending 8 or fewer meetings during 2023-2024	1

Thank you.

## Entry 5 – Board Meeting Minutes

Completed - Jul 30 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

**[BCSBoardMinutes2023-24](#)**

Filename: BCSBoardMinutes2023-24.pdf Size: 2.2 MB

## Entry 6 – Enrollment & Retention

Completed - Jul 30 2024

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

**Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

**\*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 6 – Enrollment and Retention of Special Populations**

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>A non-material change to the BCS charter in 2017-18 allowed BCS to increase equity and access to various student populations by adding 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 with Disabilities (SWD's). For the 2023-24 public lottery, students applying with an Individualized Education Plan (IEP) received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS utilized our recruitment coordinator to reach out to the community on a bi-monthly basis beginning in November to advertise within the community by visiting day care programs to speak with parents about BCS and our Special Education program as well as distribute applications. BCS placed advertisements in local newspapers such as the Daily News which highlighted our special education program to ensure further outreach to this student population. These applications were also made accessible on the school's website for easy access.</p>	<p>For the 2024-25 school year, BCS will continue its outreach utilizing our Recruitment Coordinator who will be devoted to outreach bi-monthly to Day Care Centers, Nursery &amp; Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.).</p>

English Language Learners	<p>A non-material change to the BCS charter in 2017-18 allowed BCS to increase equity and access to various student populations by adding 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 English Language Learners (ELL's). For the 2023-24 public lottery, students deemed English Language Learners received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS also made an effort to attract English language learners sending its Recruitment Coordinator to advertise within the community by visiting day care programs to speak with parents about BCS and our ELL program as well as distribute applications. Applications for the school were created in English with a translation in Spanish, to attract families within the community whose primary language was not English. These applications were also made accessible on the school's website.</p>	<p>For the 2024-25 school year, BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach bi-monthly to Day Care Centers, Nursery &amp; Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.). BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2024-25 school year.</p>
Economically Disadvantaged	<p>A non-material change to the BCS charter in 2017-18 allowed BCS to increase equity and access to various student populations by adding 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</p>	<p>For the 2024-25 school year, BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach bi-monthly to Day Care Centers, Nursery &amp; Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute</p>

Charter School Board of Trustees elected to give annual lottery preferences to students eligible for the Free/Reduced Lunch Program (FRLP's). For the 2023-24 public lottery, students deemed economically disadvantaged received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS also continued its annual outreach to Day Care Centers, Nursery & Pre-K Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick, East New York, Crown Heights and Clinton-Hill/Fort Greene. BCS created a position in 2018-19 titled, "Recruitment Coordinator" which is still an integral part of our recruitment program to date. This knowledgeable bilingual staff member continues to be responsible for reaching out within the community on a bi-monthly basis beginning in the summer of each school year to distribute promotional packages that contain information about the school and its programs, open houses and tours, as well as, hard copies of the application. These applications are also made accessible on the school's website for easy access.

promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.). BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2024-25 school year.



**Good Faith Efforts To Meet Retention Targets**

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>BCS was a fully inclusive school in 2023-24. BCS has one ICT classroom on each grade level. BCS also had a Special Education Coordinator and full-time social worker. BCS outsourced for speech and occupational therapy services on an as needed basis based on Individual Education Plans.</p> <p>BCS will continue to fully operate as a fully inclusive school as all of our students with IEP's are either in a general education classroom or an Integrated Collaborative Teaching (ICT) classroom, depending on what their IEP requires. In 2024-25 BCS will have one ICT classroom on each grade level. BCS will continue to employ a Special Education Compliance Coordinator and will have a Teacher-SPED Coordinator on-site. The Teacher-SPED Coordinator will be responsible for ensuring that the school's Response to Intervention (RTI) program is operating effectively so that children who are "at-risk" get support services and then move forward with an evaluation if deemed necessary.</p> <p>The school will also continue to employ a full-time social worker and a SETSS teacher for the 2024-25 school year. BCS will outsource occupational and speech services in order to satisfy the needs of our students who require these services.</p> <p>BCS operated a Summer Boost program in July of 2022 and 2023 which focused on the academic improvement of students in grades</p>	<p>BCS will maintain an ICT classroom for each grade. BCS will continue to offer the supports for our SWDs by providing the following programs/resources: a SETSS/Intervention Teacher, a Summer Boost Program, an Extended Day Program, our Social and Emotional Learning program for all students, parent workshops to inform families of our curriculum and instruction and offer resources to aid in academic support coupled with parent engagement events with school faculty in order to bring the school community together monthly.</p>

	<p>K-5 who were significantly below grade level in ELA and Math. Groups will continue to be small, prescribed and focused on data collected in SY 2020-21 along with initial data from 2021-22 to drive the selection and instruction for these students. BCS will continue these initiatives in the summer of 2024 in order to meet retention targets as families were pleased with the summer programming and student outcomes. Besides the retention efforts described for 2023-24, BCS began a free extended day program in September Of 2023. This program was created to support our working families with early drop-off and late pick-up. BCS will continue these initiatives in the 2024-25 school year in order to meet retention targets as families were pleased with student outcomes.</p>	
<p>English Language Learners</p>	<p>BCS continued to employ a full-time ELL teacher to ensure that children who qualified for services were receiving them. Our ELL teacher worked with ELL student's in-person at the school and hosted a Saturday ENL program introducing &amp; exposing our students to basic American culture. Students experienced trips to the grocery store, local restaurants, the local fire department and the library. Students also participated in art activities highlighting the seasons, colors, holidays, etc. to extend their knowledge base of basic things. Besides the retention efforts described for 2023-24, BCS began a free extended day program in September Of 2023. This program was created to support our working families with early drop-off and late</p>	<p>BCS will maintain the position of a full-time ELL teacher. All information to ELL families will be consistently translated in their home languages to ensure that our families are kept in the loop of all school information and happenings. Spanish speaking members of the school staff and the parent community will participate at all community outreach events and information sessions to ensure that native Spanish speakers can fully understand the BCS program. BCS will provide additional support to ELL families to ensure that they are comfortable with the academic and emotional/social growth of their children (workshops, one-on-one meetings, etc.). BCS will continue to operate as a school that students enjoy coming to everyday especially since we intend to continue the BCS</p>

	<p>pick-up. BCS will continue these initiatives in the 2024-25 school year in order to meet retention targets as families were pleased with student outcomes.</p> <p>For the 2024-25 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 continue to drive our work for 2024-25. BCS will also continue to translate important information and school documents in most of the first languages that our families speak so that they are informed as to what is happening within the school in order to feel like they truly belong to the school community.</p>	<p>extended day program and summer boost program for the following school year.</p>
<p>Economically Disadvantaged</p>	<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 85% of students considered economically disadvantaged for the 2023-24 school year. 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 2023-24. The school hosted several grade level parent workshops during the school year so that families were able to meet teachers and faculty in order to become familiar with the school's curriculum and offerings. The school continued to employ a Dean of Students that focused on positive reinforcement and restorative</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. BCS also began a free extended day program in September Of 2023. This program was created to support our working families with early drop-off and late pick-up. BCS will continue these initiatives in the 2024-25 school year in order to meet retention targets as families were pleased with the extended day programming and student outcomes. The school will continue to employ a Dean of Students that focuses on positive reinforcement and restorative justice. The Dean and School Social Worker will continue to support our teachers with our Social and Emotional Learning program for the 2024-25 school year. BCS will continue to operate as a school that</p>

justice. The School Social Worker and our Dean of Students were also integral in supporting our teachers with our Social and Emotional Learning program during the 2023-24 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. Besides the retention efforts described for 2023-24, BCS began a free extended day program in September of 2023. This program was created to support our working families with early drop-off and late pick-up. BCS will continue these initiatives in the 2024-25 school year in order to meet retention targets as families were pleased with student outcomes.

students enjoy coming to everyday especially since we intend to continue the BCS extended day program and summer boost program for the following school year.

## **Entry 7 – Employee Fingerprint Requirements Attestation**

Completed - Jul 9 2024

## **Entry 7 – Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> 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.

<sup>[1]</sup> 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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](#).

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 8 – Organization Chart**

Completed - Jul 22 2024

### **Instructions**

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

Upload the 2023-2024 **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 23-24**

Filename: Organizational\_Chart\_23-24\_e54jtJo.pdf Size: 422.2 kB

## **Entry 9 – School Calendar**

Completed - Jul 22 2024

### **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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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.

**Sample Calendar:**

**12 Month Calendar 2021-2022**  
**184 Instructional Days**

**July**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January (20)**

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**August**

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**February (15)**

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

**September (18)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**March (23)**

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**October (20)**

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**April (15)**

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**November (18)**

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**May (21)**

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**December (17)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**June (17)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Report - August 23rd
  Early Dismissal Days
  Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students)
  Regents and School-level Exams

September 8, 2021 All Grade Levels Report
  June 24, 2022 - Last Day of School

[BCS Annual Reporting Calendar 2023-2024](#)

Filename: BCS\_Annual\_Reporting\_Calendar\_2023-2024.pdf Size: 253.3 kB

# Entry 10 – Faculty/Staff Roster Template

Completed - Aug 1 2024

## [INSTRUCTIONS](#)

### Required of Regents, NYCDOE, and Buffalo BOE-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 2023-2024 school year).

**Use of the 2023-2024 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 <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
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 <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
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	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

## [BCS FINAL faculty-staff-roster-template-2023-24](#)

Filename: BCS\_FINAL\_faculty-staff-roster-te\_3FrkbBC.xlsx Size: 70.5 kB

# Entry 11 – Progress Toward Goals

Incomplete

## Instructions

### SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.



**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 11:59 PM on November 1, 2024.**

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

## **Entry 11 – 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, 2024.

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#### **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, 2024.**

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**2023-2024 Progress Toward Attainment of Academic Goals**

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

**2. Do have more academic goals to add?**

(No response)

**2023-2024 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
Academic Goal 52				
Academic Goal 53				
Academic Goal 54				
Academic Goal 55				
Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

**4. ORGANIZATION GOALS**

**For the 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”.**

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**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				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**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				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

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

**Thank you.**

## Entry 12 – Audited Financial Statements

Incomplete

### 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 11:59 PM on November 1, 2024**. **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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 12b – Audited Financial Report Template (BOR)

Incomplete

### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

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

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

## Entry 12c – Additional Financial Documents

Incomplete

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

## Entry 12d – Financial Contact Information

Incomplete

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.



# 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

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

## 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 13 – Fiscal Year 2024-2025 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 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 no later than 11:59 PM on November 1, 2024.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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.**

## Optional Additional Documents to Upload (BOR)

Incomplete

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

**Trustee Name:**

Mark David

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**Name of Charter School Education Corporation:**

Brooklyn Charter School

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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**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

*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:**

617 642-9003

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**Business Address:**

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**E-mail Address:**

mjdavid@gmail.com

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**Home Telephone:**

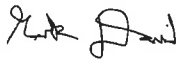
617 642-9003

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**Home Address:**

6608 Holly Springs Road, Raleigh, NC 27606

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Digitally signed by Mark-Davids-  
MacBook-Pro.local

Date: 2024.07.10 19:04:43 -04'00' July 10th, 2024

---

**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:**

HENRY A LAMBERT

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**Name of Charter School Education Corporation:**

BROOKLYN CHARTER SCHOOL

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

BOARD 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**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

*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

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**E-mail Address:**

hlambert@lambertdevelopment.com

---

**Home Telephone:**

N/A

---

**Home Address:**

171 E. 80 STREET, NEW YORK, NY 10075

---

**Henry A Lambert**

Digitally signed by Henry A Lambert

Date: 2024.07.09 17:28:29 -04'00' JULY 9, 2024

---

**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

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**Name of Charter School Education Corporation:**

The Brooklyn Charter School

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

*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:**

212 907-7326

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**Business Address:**

711 Third Avenue, New York, New York 10017

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**E-mail Address:**

dlee@golenbock.com

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**Home Telephone:**

718 625-4138

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**Home Address:**

154 Luquer Street, Brooklyn, New York 11231

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7/11/2024

**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:**

Feona Chance-Huezo

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**Name of Charter School Education Corporation:**

The Brooklyn Charter School

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

**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:**

917-415-7187

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**Business Address:**

Brooklyn College Ingersoll Hall 1428

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**E-mail Address:**

Feonach@gmail.com

---

**Home Telephone:**

917-415-7187

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**Home Address:**

566 Gates Avenue, Brooklyn New York 11221

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*Feona Chance Huezo (jhu)*

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July 31, 2024

**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:**

Anthony Betaudier

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**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.).  
Member, Former 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**.

**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**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

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**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

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*Anthony Betaudier (JK)*

---

July 31, 2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

### **Board Members Present**

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

### **Others Present**

Joanne Hunt  
Pamptata Sanders  
Robert Morales  
Ariel Arnold  
Angel Perez

Topic: BCS Board of Trustees Meeting  
Time: July 18, 2023 7:30 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 324/Zoom

Join Zoom Meeting

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

The meeting was called to order at 7:43 pm. The minutes for the meeting held on May 23, 2023 and June 5, 2023 were approved with a motion from Diana, seconded by Mark with the request from Diana that wording be changed in the June minutes regarding the ideas for the activities of the extended day program for 2023-24. All voting members (5) were in favor.

**Reading and Adoption of minutes:** May 23, 2023 and June 5, 2023

### **Enrollment Updates**

1. Enrollment: (July 2023 updates)
  - a. 2023-24 Enrollment Update
    - i. 2023-24 Student retention
      1. 165 students enrolled for the 2022-23 school year
        - a. (32) 5<sup>th</sup> graders have graduated from BCS
        - b. (6) Students not returning at the moment (4 moving out of state, 2 going to new schools). (5) Students are not sure if they will be returning for the 2023-24 school year. This leaves us with a beginning number of 122 students for 2023-24.
      2. Current enrollment by grade with paperwork and pending enrollment by grade based on acceptances:
        - i. Kindergarten: 21 (17 new students/4 holdovers)

1. 26 acceptances pending paperwork
- ii. Grade 1: 23 (18 returning/2 holdovers/3 new students) 11 acceptances pending paperwork
- iii. Grade 2: 18 (13 returning/1 holdover/4 new students) 6 acceptances pending paperwork
- iv. Grade 3: 27 (24 returning/3 new students) 4 acceptances pending paperwork
- v. Grade 4: 33 (29 returning/4 new students) 0 applications pending
- vi. Grade 5: 30 (30 returning) 4 acceptances pending paperwork

b. Based on this information we are currently at 152 students (We have enrolled 31 new students from the initial round of applications). We have 51 pending acceptances awaiting paperwork.

## 2. School Program for 2023-24:

- a. Flexible program will look as follows:
  - i. Drop-off of scholars would be as early as 7:00 a.m. Pick-up would be as late as 7:00 p.m.
    1. Core instruction would not be affected and would continue to be from 8:30 a.m. - 4:00 p.m.
    2. Enrichment activities will occur from 7:00-8:00 a.m. and then from 4:00-7:00 p.m. Some of the activities that will occur in the extended day program are homework help, art, physical education, board games and audio books.
- b. Advertisement/Marketing for the Extended Day program:
  - i. 10,000 New flyers were printed and a firm was hired to distribute the flyers during a specific time period in June/July 2023
  - ii. Over 5000 mailers went out through Vanguard to hit 5-6 postal zip codes within the school community
- c. Summer Boost Updates: Mrs. Sanders
  - i. The Summer Boost program is going well at Williamsburg Charter High School (WCHS). It has worked to the school's advantage to be located at another charter school site versus a NYC DOE shared space. WCHS is not charging us rent, however we are responsible to contribute to the cost of security, custodial staff and any personnel associated with food services. BCS made a \$2000 donation to the school for our utilization of the space.
  - ii. Families have been reassured that children are safe and they have NO contact with any of the high school students during the Summer Boost school day.

- iii. There are 3 weeks left for the program and one of the main expenses has been transportation since we are not located at our actual school building. We are currently utilizing 2 van companies for the summer program (4 vans in total)
- iv. Summer Boost began with 110 students on register. We currently have approximately 89 students participating in the program and in order to obtain 100% of the grant from Bloomberg Philanthropies, we must maintain 70% daily attendance of the 89 students which we currently are.
- v. Board questions/comments:
  - 1. Diana asked if the amount of the grant going to have to be subsidized by the school? Pam explained that we will need additional funding for transportation, staff salaries because there was a lot that needed to be done in order to prepare for the program in another location.
  - 2. Diana asked what is the estimated projection of the subsidized cost to the school. The amount reported was approximately \$20000.

### **3. Finance Report**

- a. Through June, the school has recognized \$3,198,643.69. This end of year per pupil projection is based on our current enrollment of 165 GENED students and 17 SPED students. We have forecasted to receive \$468,335 in federal funding however, we've received \$503,715. We have incurred \$4,269,720 in expenses through June 30th. The forecasted end of year deficit is approximately \$215,000. This amount may increase or decrease based on remaining expenses left to enter in the system. All payroll accruals and accrued expenses have been entered and are recognized in the financials. BCS spends about \$330,000-\$375,000 a month on operating expenses. As of July 18th we have \$1,846,560.80 of cash in the bank. Of that balance there is \$1,199,249 in investment accounts, \$647,311 in cash accounts, and \$76,000 in the escrow account. We currently have 98 of days on cash on hand which can cover 3 months of expenses.
- a. Henry reiterated that we are not alone and that many public/charter schools are struggling to meet enrollment and discussed that one of the principle causes is that people have the left the city because it is no longer affordable as reported in several news outlets.

### **4. Additional Board Items**

- a. 2023-24 BCS School Safety Plan Adoption
  - i. Joanne will resend the document for review by the board for adoption at the August 2023 board meeting.
- b. Disclosure of Financial Interest forms for the 2022-23 Annual Report

- i. **Joanne will resend the form to board members to ensure completion by the annual report due date of 8/1/23.**

**5. Public Comment: None**

- 6. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom.**
  - a. **Upcoming Board Meeting Date(s): August 30, 2023 at 6:00 p.m.**

- 7. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (5) were in favor. The meeting was officially adjourned at 8:14 p.m.**

- iii. There are 3 weeks left for the program and one of the main expenses has been transportation since we are not located at our actual school building. We are currently utilizing 2 van companies for the summer program (4 vans in total)
- iv. Summer Boost began with 110 students on register. We currently have approximately 89 students participating in the program and in order to obtain 100% of the grant from Bloomberg Philanthropies, we must maintain 70% daily attendance of the 89 students which we currently are.
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- i. Joanne will resend the form to board members to ensure completion by the annual report due date of 8/1/23.

**5. Public Comment: None**

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

- a. Upcoming Board Meeting Date(s): August 30, 2023 at 6:00 p.m.

**7. Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (5) were in favor. The meeting was officially adjourned at 8:14 p.m.



**Board Members Present**

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

**Others Present**

Joanne Hunt  
Pamptata Sanders  
Robert Morales  
Ariel Arnold  
Angel Perez

Topic: BCS Board of Trustees Meeting  
Time: July 18, 2023 7:30 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 324/Zoom

Join Zoom Meeting

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

The meeting was called to order at 7:43 pm. The minutes for the meeting held on May 23, 2023 and June 5, 2023 were approved with a motion from Diana, seconded by Mark with the request from Diana that wording be changed in the June minutes regarding the ideas for the activities of the extended day program for 2023-24. All voting members (5) were in favor.

**Reading and Adoption of minutes: May 23, 2023 and June 5, 2023**

**Enrollment Updates**

1. Enrollment: (July 2023 updates)
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    - i. 2023-24 Student retention
      1. 165 students enrolled for the 2022-23 school year
        - a. (32) 5<sup>th</sup> graders have graduated from BCS
        - b. (6) Students not returning at the moment (4 moving out of state, 2 going to new schools). (5) Students are not sure if they will be returning for the 2023-24 school year. This leaves us with a beginning number of 122 students for 2023-24.
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1. 26 acceptances pending paperwork
- ii. Grade 1: 23 (18 returning/2 holdovers/3 new students) 11 acceptances pending paperwork
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- v. Grade 4: 33 (29 returning/4 new students) 0 applications pending
- vi. Grade 5: 30 (30 returning) 4 acceptances pending paperwork

b. Based on this information we are currently at 152 students (We have enrolled 31 new students from the initial round of applications). We have 51 pending acceptances awaiting paperwork.

## **2. School Program for 2023-24:**

- a. Flexible program will look as follows:
  - i. Drop-off of scholars would be as early as 7:00 a.m. Pick-up would be as late as 7:00 p.m.
    1. Core instruction would not be affected and would continue to be from 8:30 a.m. - 4:00 p.m.
    2. Enrichment activities will occur from 7:00-8:00 a.m. and then from 4:00-7:00 p.m. Some of the activities that will occur in the extended day program are homework help, art, physical education, board games and audio books.
- b. Advertisement/Marketing for the Extended Day program:
  - i. 10,000 New flyers were printed and a firm was hired to distribute the flyers during a specific time period in June/July 2023
  - ii. Over 5000 mailers went out through Vanguard to hit 5-6 postal zip codes within the school community
- c. Summer Boost Updates: Mrs. Sanders
  - i. The Summer Boost program is going well at Williamsburg Charter High School (WCHS). It has worked to the school's advantage to be located at another charter school site versus a NYC DOE shared space. WCHS is not charging us rent, however we are responsible to contribute to the cost of security, custodial staff and any personnel associated with food services. BCS made a \$2000 donation to the school for our utilization of the space.
  - ii. Families have been reassured that children are safe and they have NO contact with any of the high school students during the Summer Boost school day.

### **Board Members Present**

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

### **Others Present**

Joanne Hunt  
Robert Morales  
Ariel Arnold

Topic: BCS Board of Trustees Meeting  
Time: August 29, 2023 6:30 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 324/Zoom

### **Join Zoom Meeting**

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

The meeting was called to order at 6:37 pm. The minutes for the meeting held on July 18, 2023 were approved with a motion from Diana. All voting members (5) were in favor.

### **Reading and Adoption of minutes: July 18, 2023**

### **Enrollment Updates**

1. Enrollment: (August 2023 updates)
  - a. 2023-24 Enrollment Update
    - i. 2023-24 Student retention (Currently 10 students not returning)
      1. Current enrollment by grade with paperwork and pending enrollment by grade based on acceptances:
        - i. Kindergarten: 26 (22 new students/4 holdovers)
          1. 10 acceptances pending paperwork
        - ii. Grade 1: 27 (18 returning/1 holdovers/8 new students)
        - iii. Grade 2: 18 (13 returning/5 new students) 4 acceptances pending paperwork
        - iv. Grade 3: 27 (24 returning/3 new students) 6 acceptances pending paperwork
        - v. Grade 4: 35 (29 returning/6 new students) 2 applications pending
        - vi. Grade 5: 30 (30 returning) 4 acceptances pending paperwork

- vii. Currently 163 on register with 26 pending paperwork
    - b. Based on this information we will potentially have 189 students enrolled with 26 pending paperwork.
- 2. Enrollment Strategies: As of August 30<sup>th</sup>, this is the number of applicants we have received based on each strategy:
  - a. Family Referrals: 14
  - b. BCS Outdoor Signage: 10
  - c. Google Search Engine: 12
  - d. Mailer: 3
  - e. Flyer: 1
- 3. Board Questions/Comments
  - a. Diana asked for clarity on Eric Grannis' role with enrollment and the after school program. Henry clarified that he has assisted us with our enrollment efforts and that we would like to eventually bring him on board as a consultant

## **2. School Program for 2023-24:**

- a. Update on Flexible program (7 a.m. – 7 p.m.):
  - i. Based on a survey sent out to all families, 76 students have replied with an interest in the program.
  - ii. Supper will be served at no cost to students or the school. BCS applied through the School Food Meal Program and was approved. Supper is slated to begin on 9/27/23. BCS will provide light snacks and beverages until supper begins on the 27<sup>th</sup>.
  - iii. The breakdown for the program as far as staffing:
    - 1. 1 Administrator
    - 2. 1 Program Coordinator
    - 3. 1 Program Aide
    - 4. 2 Specialists/Teachers per day
    - 5. 8 Counselors
      - a. Anticipated Budget: \$130,000 for personnel and approximately \$5,000 for materials. Total: \$135,000
  - iv. Activities: We are still building out the program
    - 1. BCS is currently offering: Homework help, Recreational Activities & STEAM activities (Science, Technology, Engineering, Art and Math) and Friday clubs.
    - 2. Board Questions/Comments
      - a. Diana mentioned that the activities offered need to be more specialized if we want this to be an enrichment

program versus an academic program (Karate, Chess, Music, etc.) The program will consider all of these activities as we build out the program. Diana requested that we send her information regarding what we are looking for regarding specialists in the event that she can assist us with potential specialists for the program.

3. Extended Day Considerations:

- a. Capping the Program- BCS staff requested that we place a cap on the number of students who attend the program. The reason is that if we don't place a cap on the program, it will not be sustainable financially or personnel wise. The members of the BCS board agreed that a cap should be set to ensure a quality program.
- b. There will be about 12 that the program will not operate. It will not operate on the days that the school has late evening events (Parent-Teacher Conferences, Curriculum Night as well as Friday's before an extended holiday break. The program will operate for approximately 168 days out of 180 days.

b. Summer Boost Updates:

- i. The Summer Boost program will receive the full funding of \$163,000 because BCS was able to maintain 70% attendance with an average of 88 student on register.
- ii. The program went over budget by approximately \$32,000. The overage was due to transportation expenses and personnel needs based on the relocation of the program.

**3. Finance Report**

- a. As of August 30th we have \$1,846,076 of cash in the bank. Of that balance there is \$1,170,276 in investment accounts, \$600,447 in cash accounts, and \$75,353 in the escrow account. We currently have 109 of days of on cash on hand which can cover 3 months of expenses.
- a. 2023-24 BCS School Budget
  - i. The 2023-24 FTE per student is \$18,340 and \$19,049 for students receiving SPED services over 60%.
  - ii. The proposed budget represents a total enrollment of 204 students and includes the following:
    1. A 6% staff salary increase (3% in September and an additional 3% in January if we make our enrollment in November 2023);
    2. The overage of summer school expenses (\$32,000). These expenses will be offset by ARP funds;

3. The estimated cost of running the new extended day program through June 2024 with 100 students at a zero cost to families (\$135,000)
4. It does not include approximately \$20,000 spent on marketing and advertisement via Eric Grannis (Flyers, Mailers, the increase in Google Ads)
5. Budgeting at the 204 will net us a surplus of approximately \$16,000.
6. We are aiming to enroll upwards of 214 students if possible to give us a surplus of approximately \$200,000.

**4. Additional Board Items**

- a. 2023-24 BCS School Safety Plan Adoption
  - i. A motion was made by Diana to adopt the 2023-24 school safety plan and seconded by Feona. All voting members (4) voted in favor of the motion. The BCS 2023-24 School Safety Plan was approved by the BCS Board of Trustees.

**5. Public Comment: None**

6. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom.
  - a. Upcoming Board Meeting Date(s): September 26, 2023 at 6:00 p.m.
7. **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 7:16 p.m.

### **Board Members Present**

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

### **Others Present**

Joanne Hunt  
Robert Morales  
Ariel Arnold  
Anna Toma

Topic: BCS Board of Trustees Meeting  
Time: September 26, 2023 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 322/Zoom

### **Join Zoom Meeting**

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

The meeting was called to order at 6:07 pm. The minutes for the meeting held on August 29, 2023 were approved with a motion from Diana, seconded by Mark. All voting members (5) were in favor.

### **Enrollment: (September 2023 updates)**

- 2023-24 Enrollment Update (Current numbers for each grade are presented below. The numbers in parentheses represents the new students to each grade)
  - Kindergarten: 36 (32)
  - Grade 1: 27 (9)
  - Grade 2: 22 (11)
  - Grade 3: 37 (11)
  - Grade 4: 40 (9)
  - Grade 5: 35 (5)
    - Total 197 (77)
  - Of the 165 students, we lost a total of 16 BCS students. 32 students graduated from the 5<sup>th</sup> grade giving us an 87% student retention rate. Below is a representation of where the 16 students went:
    - 9 students moved out of NYC
    - 1 moved to another borough
    - 6 are attending new schools in NYC
  - 15 students enrolled with paperwork but did not show up (31 from last year)

- Kindergarten: 7
- Grade 1: 2
- Grade 2: 2
- Grade 3: 2
- Grade 4: 1
- Grade 5: 1

Below are the enrollment strategies that we utilized in order to increase our enrollment. The number next to the strategy represents how many students we enrolled based on the strategy:

- AP: 18 students
- Family Referral Plan: 15 students
- BCS Outdoor Signage: 13 students
- Google Search Engine: 12 students
- Siblings: 12 students
- Flyer: 3 students
- Mailer: 2 students
- Former Parent: 2 students
- Former Student: 2 students
- P.S. 23: 2 students
- Shelter Referral: 1 student

#### Board Questions/Comments

- Diana asked what happens if we don't meet the 204 enrollment number required by the school's charter. Joanne will have an answer for the next board meeting.
- Henry wanted to know how many other schools in Brooklyn are open from 7:00 a.m. – 7:00 p.m. Joanne will conduct the research and report out at the next board meeting.
- Henry mentioned that we are working on getting an article written about our extended day program in the NY Times and NY Post. Joanne has been in contact with the reporters from both newspapers and they are working together to determine the best timing for an article to go out about the program.

#### School Programming

- Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)
  - Current enrollment: 88 students
    - 7:00 - 8:00 a.m.: Approximate number of students: 20-25 (not including bus students)
    - 4:00-6:00 p.m.: 87 students enrolled (Average 75-80 students per day)
    - 6:00 - 6:45 p.m.: Approximate number of students: 10-15 students
  - Supper will be served at no cost to the school beginning tomorrow, 9/27/23



### **ELA/Math Curriculum Update**

- Unofficial release of NYS Test Scores- Ms. Hunt discussed the unofficial NYS ELA and Math test scores for the school. BCS grew 13% in ELA and 35% in Math based on last year's scores.
- BCS Literacy/Math Curriculum: Ms. Toma gave a very detailed report about the school's academic program. See attachment. The bottom line is that BCS has been teaching Literacy with a Phonics component for the last 6 years. Initially BCS utilized the TC model for teaching literacy until 2017 when it adopted the Great Minds Wit & Wisdom Curriculum. BCS has coupled this curriculum with Wilsons' Foundations which is a phonics based program for grades K-3. BCS also adopted the Lavinia Group Close Reading Curriculum to assist 3<sup>rd</sup>-5<sup>th</sup> graders with analyzing text passages for deeper meaning in order to have a better sense of comprehension and answering specific types of questions (multiple choice/short responses/extended responses) when reading non-fiction, fiction and poetry texts. BCS consistently inventories its teaching resources to ensure that the materials presented support the needs of all learners.
- Feona asked if the Lavinia Curriculum was the one that we received a grant for last school year and if we will have to continue to pay for the curriculum once the grant is no longer available. Ms. Toma replied that we received another grant which covers half of the cost for the Lavinia consultant & curriculum. This school year, Ms. Toma is being trained to be the point person for the curriculum so that all we would need to purchase next year are the materials since a majority of the current cost is for the Lavinia In-house consultant.

### **Financial Report: Ms. Ariel**

- As of September 20, 2023 we have \$1.6 million of cash in the bank. Of that balance there is \$1,180,000 in investment accounts, \$408,000 in cash accounts, and \$75,353 in the escrow account. We currently have 97of days of on cash on hand which can cover 3 months of expenses.
- 2023-24 BCS Budget Approval
  - Ariel shared the original 2023-24 budget with the board from the September 2023 board meeting. A revised budget was created based on the personnel shifts that occurred since the previous board meeting.
    - Henry requested that the revised 2023-24 BCS school budget be circulated via email for board members to review in order to vote at the next board meeting.
    - Ariel also shared that we do a lot of spending on big ticket items relating to curriculum, technology, classroom supplies and teaching resources. The spending will become steadier since the major purchases necessary have been made in late August, September and early October.

- Diana had a question about the Surplus/Deficit Line w/o fundraising which showed a negative number of \$231,465. She wanted to know why this was appearing as a negative number. Ariel explained that the number reflects a deficit because all of the fundraising dollars have not been received to date. Ariel broke down all of the expected fundraising/donation receivables which are guaranteed funding to BCS at this time.
- Audit Update
  - The audit is still in the process of being completed. The audit must be completed and uploaded into the NYS Charter School portal by November 1<sup>st</sup>.

#### **Personnel Updates**

- The Assistant Principal resigned as of September 1, 2023 for personal reasons. The administrative structure will shift slightly to include an Academic Director for Literacy and an Academic Director for Math. BCS will not be replacing the Assistant Principal position at this time.
- BCS is still interviewing candidates for the 2<sup>nd</sup> grade ICT and 4<sup>th</sup> Grade Gen Ed Teacher position and is looking to have teachers in place no later than the end of October.

**Additional Board Items: None**

**Public Comment: None**

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

- a. Upcoming Board Meeting Date(s): October 26, 2023 at 6:00 p.m.

**Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Tony. All voting members (5) were in favor. The meeting was officially adjourned at 7:47 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huezo

### **Others Present**

Joanne Hunt  
Ariel Arnold

Topic: BCS Board of Trustees Meeting  
Time: October 26, 2023 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 322/Zoom

### **Join Zoom Meeting**

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

The meeting was called to order at 6:06 pm. The minutes for the meeting held on September 26, 2023 were approved with a motion from Mark, seconded by Feona. All voting members (3) were in favor.

### **Enrollment Updates**

Enrollment: (October 2023 updates)

- 2023-24 Enrollment Update
  - Kindergarten: 41 (37)- 5 Students enrolled since our September 2023 meeting
  - Grade 1: 27 (9)
  - Grade 2: 22 (11)
  - Grade 3: 38 (12)- 1 Student enrolled since our September 2023 meeting
  - Grade 4: 39 (9)- Lost 1 student (Moved to Florida)
  - Grade 5: 35 (5)
    - Total 202 (83)- Added 5 new students and lost 1 student

### **Board Questions/Comments**

Henry wanted to know how many other schools in Brooklyn are open from 7:00 a.m. – 7:00 p.m. Joanne will conduct the research and report out at the next board meeting. Joanne did not find any other public/charter schools in Brooklyn that operates a 7:00 a.m.- 7:00 p.m. program the same way that BCS is operating this school year.

### **School Programming**

- Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)
  - Current enrollment: 88 students

- 7:00 - 8:00 a.m.: Approximate number of students: 20-25 (not including bus students)
- 4:00-6:00 p.m.: Approximate number of students: 87
- 6:00-7:00 p.m.: Approximate number of students: 15-20
- We discussed incorporating the ideas shared at a meeting with Henry, Diana and Jane into the program. Once we review the current after school budget, we will look at hiring teacher specialists to offer specialty classes to our afterschool scholars based on interest and choice. Joanne will speak to Diana about this prior to the next board meeting.

### **Board Questions/Comments**

Feona asked if we have an established PTA for this school year and how we can utilize the PTA in supporting our pre/after school program. BCS established a PTA Executive Board in June 2023 and the first meeting with them is scheduled for November 8, 2023.

### **Financial Report**

- Final 2022-23 Audit Report
  - Audit Findings: BCS had a clean unmodified budget for the 2022-23 school year. There were no material findings or issues regarding compliance.
    - There was an operating deficit of \$575,355 including gains/losses.
    - 76% of each dollar goes to program activities.
    - Grants- In 2022-23 BCS did not earn the revenue that was initially recognized in the 2022-23 school budget. BCS should have backed the revenue out of the budget prior to the close of the fiscal school year.
    - Bank reconciliations need to be completed on a more consistent basis to ensure that all transactions are accurate/correct.
  - Actionable items based on Auditor recommendations that will be put in place:
    - By the 3<sup>rd</sup> Monday of each month, Ms. Ariel will prepare and send the most current monthly financials for the BCS finance committee to review (Mark and Henry) prior to each board meeting.
    - ARP Grant expenses will be identified now to ensure that the funds will be spent prior the close of the fiscal year (6/30/24).
      - There is currently \$112,606 that has been identified for the 2023-24 school budget of the remainder of the ARP Grant. The total remainder of the grant is \$131,715. The identified expenses are:
        - Remainder of Lavinia Contract: \$39286
        - New chairs/desks: \$9380
        - iReady: \$8900
        - Teacher Toolbox: \$2040
        - Eureka Math Squared: \$1800
        - Edulastic: \$2000

- % of Academic Director of Literacy salary: \$25000
  - % of Academic Director of Math salary: \$25000
  - SAX LLC will send Joanne a proposal for accounting support relating to strategic planning/budgeting and fundraising.
- 2023-24 BCS Amended budget
  - An amended budget reflecting 201 students has been prepared and reviewed for accuracy based on current programming and anticipated revenue.
    - Based on the additional revenue that had to be backed out of the 2022-23 school year budget, an additional \$295,475 was added to the BCS 2023-24 school budget (\$131715-ARP Grant and \$163760-Summer Boost Grant). With the addition of this revenue, BCS will be in a potential surplus of approximately \$240,000 with 201 students enrolled.
  - Summit after School program: A full budget review will be conducted to ensure the cost of the program is as accurate as possible since it is a new program in the school.
- October 2023 Cash Balances
  - As of October 26, 2023 we have \$1.9 million of cash in the bank. Of that balance there is \$1,126,898 in investment accounts, \$720,730,000 in cash accounts, and \$75,383 in the escrow account.
- **Board Questions/Comments**
- Henry requested a breakdown of the Before/After School budget as well as job descriptions for each position held within the program by the next board meeting.

#### **Personnel Updates**

- Hiring update:
  - 2 positions were filled in October 2023 (BCS is currently fully staffed)
    - 4<sup>th</sup> Grade Teacher: 10/18/23
    - 2<sup>nd</sup> grade ICT: 10/26/23

**Additional Board Items: None**

**Public Comment: None**

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

- a. Upcoming Board Meeting Date(s): November 26, 2023 at 6:00 p.m.

**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 6:28 p.m.

### **Board Members Present**

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

### **Others Present**

Joanne Hunt  
Ariel Arnold

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

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 October 26, 2023 were approved with a motion from Tony, seconded by Diana. All voting members (4) were in favor.

### **Enrollment Updates**

Enrollment: (November 2023 updates)

- 2023-24 Enrollment Update
  - Kindergarten: 41 (37)- 5 Students enrolled since our September 2023 meeting
  - Grade 1: 27 (9)
  - Grade 2: 22 (11)
  - Grade 3: 38 (12)- 1 Student enrolled since our September 2023 meeting
  - Grade 4: 39 (9)- Lost 1 student (Moved to Florida)
  - Grade 5: 35 (6)
    - Total 202 (84)
- Enrollment season begins in January 2024
  - We are currently creating a revised plan of action with all parties involved in the application/enrollment process (EG, Ms. Hunt, Mr. Angel). The plan will include a review of past marketing practices/trends to determine what BCS will continue to implement in the 2024 enrollment season process.

### **Board Questions/Comments**

Henry wanted to know how many students are general education and special education students that were admitted for the 2023-24 school year and how much funding do we receive

for these students. Currently the current per pupil rate is \$18,340 and for general education students. We currently have 202 general education students. For students who receive >60% of sped services, the additional revenue per student is an additional \$19,039. We currently have 17 students who are eligible for this additional revenue and 11 student who are in the process of being evaluated or whose IEPs are misaligned and need to be aligned to the programming at BCS.

Diana asked about the breakdown of how many new students are participating the extended day program. Joanne will address this during the programming portion of the agenda. Diana also had a question regarding EG and his current work with us.

### **School Programming**

- Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)
  - Current enrollment: 90 students
    - 7:00 - 8:00 a.m.: Approximate number of students: 15-20 (not including bus students)
    - 4:00-6:00 p.m.: Approximate number of students: 79-82 daily
    - 6:00-7:00 p.m.: Approximate number of students: 5-12
  - The Specialty classes offered in our afterschool program are currently Dance, Science, Art and Team Sports. We are looking to potentially add a Lego Robotics and Yoga class beginning in January 2024.
  - BCS held its 2<sup>nd</sup> Parent Engagement Event on November 15<sup>th</sup> (Autumn Delights/Handmade Highlights). Parents donated desserts for the event. During this event, parents, students and BCS staff participated in 8-10 creative art activities ranging from origami to water color painting. Families donated desserts for the event. It was evening of fun and fellowship with over 100 participants present from 5:30-7:30 p.m. The next parent engagement event is scheduled for 12/15/23 and it will be a holiday movie screening.
  - The BCS Title 1 November Parent Information Session was held prior to the Parent Engagement event.

### **Board Questions/Comments**

To answer Diana's question about how many new students attend the extended day program: Of the 90 students enrolled in the program, 30 students are new to BCS and 17 of these students are kindergarten students. Most kindergarten students are coming from daycare centers that normally have operating hours anywhere between 7:00-7:00 programs so our extended day program appears to be a necessity for your kindergarten families.

### **Education Report**

NYS Testing will be computer based for grade 5 (ELA, Math and Science) - We are currently preparing the school for this new mandate for testing. It requires setting up all computer devices with the portal for testing as well as training students on how to take the different tests

on the computer. Students are currently practicing how their typing skills in technology and will also be conducting the majority of their test prep on the computer as well. The school will give an update on the progress of this process at the January 2024 board meeting.

- Grades 4 & 5 will be computer based in 2024-25
- Grades 3-5 will be fully computer based 2025-26

Literacy Update/Concerns (BCS Admin conducted an analysis of all new enrollees in grades 2-5. Data was compiled using iReady Reading diagnostics administered in the beginning of the school year as well as 2022-23 NYS ELA test scores for current grade 4 & 5 students.

- 2<sup>nd</sup> Grade: 11 new students
- 3<sup>rd</sup> Grade: 12 new students
- 4<sup>th</sup> Grade: 9 new students
- 5<sup>th</sup> Grade: 6 new students
- SPED: 2022-23 versus 2023-24 (In 2022-23 BCS enrolled 5 students with IEPs. In 2023-24 BCS enrolled 14 students with IEPs, tripling the number enrolled from the previous year.
- 82% of these new students are at least 2 grade levels below their current grade level.

<b>Grade</b>	<b># of New Students</b>	<b># on Grade Level</b>	<b># at least 2 grade levels or more below</b>
2	11	1	10 @ kindergarten grade level in reading
3	12	2	10
4	9	2	7
5	6	2	4
<b>Total</b>	<b>38</b>	<b>7 (18%)</b>	<b>31 (82%)</b>

Action Plan/Ideas moving forward to address literacy in meeting with Academic Directors and teachers.

- Small group phonics remediation during the school day (Immediate)



- Small group comprehension remediation during the school day (January 2024)
- Lavinia Close Reading Test Prep (January 2024)
- Many of these current 2<sup>nd</sup>/3<sup>rd</sup> students had Kindergarten/1<sup>st</sup> grade during COVID which was most likely a remote learning situation. Many of these students are lacking basic foundational skills which we are currently addressing very deliberate small instructional groups.
- BCS will begin a test prep program during the school day to ensure that all student may participate because we have a large number of students who take the school bus home at the end of the day.
- 202 total students/84 are new so the culture of the school has shifted. There have been increased behavioral issues due to the influx of students
- There is an attendance issue as well. We have students that are chronically absent. We have sent letter tq families with report cards warning them of possible retention of their child in their current grade if attendance does not improve. Students are required to have 90% attendance for the school year (no more than 18 unexcused absences).

### **Board Questions/Comments**

Henry is concerned with the influx of new students who have been enrolled this school year who are several grade levels behind as well as students who have significant deficiencies. He is concerned about the growth that the school has made in reading (25%→38%) will be compromised and that our 2024 NYS ELA test scores could be severely impacted. Joanne stated that the Literacy program will be heavily monitored and the school will give monthly updates at the board meetings regarding literacy progress/regress. Henry wanted to add that he has read in the NY Times that we are not the only school that is experiencing this concern and that it is a citywide issue as well. Diana wanted to know how the small groups work and Joanne gave an example. In the 3<sup>rd</sup> grade there are 5 teachers that work with students on phonics and word work. One teacher has the accelerated group (4<sup>th</sup> grade), a regular 3<sup>rd</sup> grade group, another teacher has the 2<sup>nd</sup> grade level group, another teacher has a 1<sup>st</sup> grade level group and the 5<sup>th</sup> teacher has the kindergarten/intervention group. The groups work for ½ an hour 4 days a week on intensive phone awareness/phonics/word work. Administrators also work with these groups. Essentially the entire grade is broken up in order to address their current needs. Feona asked what the letters to parents regarding chronic absenteeism. The letters were warning letters to get them on board regarding the attendance.

### **Financial Report**

- October 2023 Financial Report- will share with the entire October 2023 report with board members after the meeting.
  - 2023-24 School budget had to be adjusted due to the 2023 Summer Boost revenue and expenses, bringing our anticipated surplus at the close of the year in June 2024 to a little over 99K.

- To date, BCS has received approximately 1.2 million in per pupil revenue. The current reimbursement rate for general education students is \$18340. BCS is billing for 202 General Ed students. The additional SPED funding for students receiving greater than 60% in Sped services is \$19039. We are currently billing for approximately 15 students in this category and this number will increase slightly as we have students going through the evaluation process who may be eligible for SPED services greater than 60%.
- We are at the close of the COVID Federal Grant money. Below is a breakdown of where we stand with this funding:
  - We are waiting for approximately \$55K from the ESSR II grant (\$285K total grant)
  - We must still spend approximately 100K of ARP funds by September 2024. BCS has already tagged the expenses that may be utilized under this government grant. This will be the end of all COVID relief grants.
  - We are waiting for 20% of our 2023-24 Title grant funds (Approximately \$52K). We have a total of around \$107K due to us from these grants.
  - After paying for entrance fees of approximately \$3500, BCS raised a total of \$19,833 from the 6 people who ran the NYC marathon for BCS. We would love to do this fundraiser again next year.

### **Board Questions/Comments**

The board was extremely happy to hear about the money raised from the marathon fundraiser.

### **Personnel Updates:**

- Current Kindergarten teacher relocating in January 2024 who has been with us for approximately 5 years.
  - BCS has hired an experienced Kindergarten teacher to replace her who will begin on 12/11/23 to get acclimated to the classroom prior to the departure of our current Kindergarten teacher.
- Potential BCS Consultant
  - Henry and Joanne are working out the scope of work for a BCS consultant to continue working with the BCS Head of School and BCS staff. The general scope of work will continue to focus on Marketing and Enrollment for the 2024-25 school year as well as assistance/support with strategies pertaining to the Pre/After School extended day program and strategies to address learning deficiencies of students.
  - Diana will assist with the consultation contract once the information for the scope of work is completed and sent to her. The potential compensation for this contract will be approximately \$20k.
  - We are in the process of determining how the payments will work which will be memorialized in a consultant agreement.

**Board Questions/Comments**

Diana wanted to know where we find our candidates. We utilize Indeed and have been able to find good teachers. We also advertise in NYC colleges and universities, on our website and through the NYC Charter School Center.

Diana stated that we must have a scope of work with expectations of payment within the consultant agreement.

Tony wanted to know what happened with Angel. Angel is still working with us as our Recruitment Coordinator. While EG has assisted with the recruitment plan, Angel executes the plan.

**Additional Board Items: None**

**Public Comment: None**

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

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

**Adjournment: 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 6:37 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Mark David

### **Others Present**

Joanne Hunt  
Ariel Arnold

Topic: BCS Board of Trustees Meeting  
Time: December 18, 2023 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 322/Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFMk0raEFGbGFGQT09>

The meeting was called to order at 6:05 pm. The minutes for the meeting held on November 28, 2023 were approved with a motion from Diana, seconded by Mark. All voting members (3) were in favor.

### **Enrollment Updates (December 2023)**

- Kindergarten: **39** (37)-we lost 2 kindergarten students (1 moved back to Cuba, the other Kindergarten was voluntarily removed by parent.)
- Grade 1: 27 (9)
- Grade 2: 22 (11)
- Grade 3: 38 (12)
- Grade 4: 39 (9)
- Grade 5: 35 (6)
  - Total **200** (84)

### **Enrollment season begins in January 2024**

We are gathering the applications received in the summer of Pre-K students who will become eligible for kindergarten in September 2024 for personal contact:

Applications received as of 12/1/23:

Kindergarten

Applications received prior to 12/1/23 and before 8/28/23 -: **19**

Applications received between 12/1/23 and 12/18/23: **20**

Applications received as of 12/1/23 for Grades 1-5: **7**

**Total Kindergarten Applications as of 12/18/23: 39**

In comparison to last enrollment season, as of March 2023, we had a total of **49** applications.

We will convene in early January to create a timeline of events for Enrollment Season based on the success of 2023-24 enrollment data utilizing the following:

- School Tours
- Google Ads
- Advertisements (Mailers/Flyers, etc.)

### **Board Questions/Comments**

Diana asked if we know the reasons why families have chosen our school. Joanne responded that we do not ask that specific question when they apply, however Mr. Angel and his team will follow-up with all of our new families for the 2023-24 school year and report out and we will report out this the information by the February 2024 board meeting.

### **School Programming**

Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)

Current enrollment: BCS is holding steady with 90 students

7:00 – 7:30 a.m.: Approximate number of students: 15-20 (not including bus students)

4:00-6:00 p.m.: Approximate number of students: 79-82

6:00-7:00 p.m.: Approximate number of students: 5-12

Current Programming:

- Current Teaching Specialists: Music (**Dance**), Science, Art, Team Sports
  - Dance was a specialty from September- November.
  - The music specialty class began in December and will run through March
  - Lego Robotics will begin the first week in January 2024 and will occur 2 times per week
  - We are still working on solidifying a yoga instructor for the program

Parent Engagement

- December 13: Parent Engagement Event (Movie Night: Home Alone 2) - We had approximately 140 people attend the event.
  -

### **Board Questions/Comments**

Henry asked if there were any problems that have developed with the program. Joanne answered that the program is running well for the most part. The program has been mimicking what we were already doing from 4-6 p.m. in last year's program. We are continuing to build our program based on student interests. On a scale of 1-10, we can rate our program between

a 6 and 7. There is always room for improvement. We have had some behavioral challenges where we have had to suspend students from the program for one or two days based on the infraction. Overall, students seem satisfied with what is being offered and we have maintained healthy attendance (about 75-85 students daily) through December 2023. Henry requested something in writing that provides a concrete report on the program offerings.

### **Education Report**

NYS Computer based testing for grade 5 Update:

5<sup>th</sup> graders will be taking their ELA, Math and Science on their computers.

Questar NYS CTB Readiness Checklist:

The following requirements have been fulfilled to date:

- Network is up to par (BCS has access and is able to operate on all platforms for testing).
- G Suite Admin Console (All Chromebooks are licensed and managed by the school allowing the ability to host the platform on current Chromebooks.
- Final Test (January 16- January 26)- we must navigate through the sample test to ensure the following:
  - Testing/observing for acceptable speed
  - Items rendered correctly and can be answered (Items/answers do not blend off the screen)
  - Available tools work appropriately (ruler, highlighter, protractor, notes, etc.)
  - The test can be submitted upon completion via the Review Screen.

Literacy Concerns & Future Planning

- Academic Deans will present a prescribed concrete plan for students who are severely below grade level in literacy & math at the January 2024 Board Meeting.

### **Board Questions/Comments**

Mark asked if the afterschool test prep program will now be done via the computer this year. Joanne answered that the test prep program will now occur during the regular school day so that all students may participate. 5<sup>th</sup> graders will be practicing for their state tests via the computers and 3<sup>rd</sup> and 4<sup>th</sup> grade will practice on paper. After the actual state tests, 4<sup>th</sup> grade will begin practicing on computers in order to begin getting them prepared for the next school year.

## **Financial Report**

- November 2023 Financial Report
  - Through November 2023, the school has recognized \$1,550,995.72 in per pupil revenues. We are projecting to recognize \$4,149,608 in per pupil revenue by year end. Our upcoming per pupil payment will be \$733K, it should be coming by next week the latest. The end of year per pupil projection is based on our current enrollment of 200 GENED students and 9.305 students in the 20-60% range and 17.589 in the >60% category SPED students.
  - We've received the remaining of the Title funds from the previous year and are awaiting the 20% of this years' fund as well as the final ESSER II allocation. We are also still awaiting the final ESSER II balance and the first 20% of this school year's Title funding.
  - We have incurred \$1,508,787 in expenses through November 30<sup>th</sup>.
  - As of, December 18<sup>th</sup> we have \$1,307,130 of cash in the bank.

## **Board Questions/Comments**

Diana asked if the projected surplus still around 99K? Being that we lost 2 students in December 2023, it will be slightly lower than the 99K. We will not lose the entire FTE since the students attended from September-December.

## **Personnel Updates:**

New Kindergarten teacher started on 12/11/23 and is working with the current Kindergarten teacher to ensure a seamless transition in January 2024.

BCS Consultant- We are currently working on the scope of work & consultant contract- Joanne sent a draft to Diana and Diana made the appropriate revisions. Diana sent the revised documents to Henry and Joanne for review.

## **Board Questions/Comments**

### **Additional Board Items:**

NYS Open Meetings Law was reinstated as if August 2023. In-person meetings were required with some exceptions for Zoom attendance. In order for board members to attend remotely, their location must be made public. Our legal counsel, Diana Lee, will review the verbiage and will let the board know how we are required to proceed. Diana will get back to Joanne before the next board meeting in January 2024 in order to appropriately inform the board how we need to proceed moving forward.

**Public Comment: None**

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

a. Upcoming Board Meeting Date(s): January 29, 2023 at 6:00 p.m.

**Adjournment: 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 6:31 p.m.



### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Tony Betaudier  
Feona Chance-Huezo  
Mark David (Zoom)

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Nora Balla

Topic: BCS Board of Trustees Meeting  
Time: January 29, 2024 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 328/Zoom

The meeting was called to order at 6:06 pm. The minutes for the meeting held on December 18, 2023 were approved with a motion from Tony, seconded by Diana. All voting members (4) were in favor.

### **Enrollment Updates (January 2024)**

- Kindergarten: 39
- Grade 1: 27 (We will eventually be losing a 1<sup>st</sup> grader due to a change in SPED services)
- Grade 2: 21 (Lost 1 student who was displaced in the shelter system)
- Grade 3: 38
- Grade 4: 39
- Grade 5: 35
  - Total: **199**
    - We have 2 pending kindergarten applications

### **Enrollment season 2024 updates:**

Applications received as of 1/28/24: 57

- There was a correction that needed to be addressed from what was reported during the December 2023 board meeting. While we received a total of 39 applications as of that meeting, there were some applications that were duplicates and a few that were not eligible for kindergarten in 2024-25 as the students were too young.

The correct total of applications through 1/28/24 is listed below:

Kindergarten: 36

Grade 1: 10

Grade 2: 5

Grade 3: 1

Grade 4: 1

Grade 5: 4

Total: 57 applications

### **Marketing & Advertisement plan**

- School Tours: Continue to occur weekly for new families
- Google Ads: BCS will increase the dollar amount of google ads in March 2024
- Advertisements (Mailers/Flyers, etc.)
  - Daily News/Caribbean Times- BCS will place an ad in the Daily News Charter School Spotlight in February 2024 and will run 2 ads in the Caribbean Times in February/March 2024.
- Mr. Angel is working on “Why BCS,” to get an understanding as to why families chose BCS over other schools for the 2023-24 school year. A survey has gone out to all new families and Mr. Angel has been reaching out to these families as well via the phone to gather this data. BCS plans to have a report out to the board by the February 2024 board meeting.
- New Parent Events:
  - January 24, 2024: Drumming with Baba-O- We had approximately 4 potential new families attend this event.
  - February 28, 2024: Black History Showcase- Current and new families have been invited to this event which will highlight local organizations that BCS works with as well as some of our very own students who will be performing for this showcase.

### **Board Questions/Comments**

Henry requested that Angel be in-person for board meetings moving forward when he is responsible for reporting out anything regarding enrollment. Henry also wanted a breakdown of the marketing and advertising that was done for the 2023-24 enrollment season in order to determine what worked best and what we should continue to implement for the 2024-25 school year enrollment season.

### **School Programming**

Update on Afterschool Program (7:00 a.m. - 7:00 p.m.)

Current enrollment: BCS is holding steady with 90 students.

7:00 – 7:30 a.m.: Approximate number of students: 15-20 (not including bus students)

4:00-6:00 p.m.: Approximate number of students: 79-82

6:00-7:00 p.m.: Approximate number of students: 5-12

### **Current Programming:**

- Current Teaching Specialists: Music, Technology, Art, Team Sports

### **Parent Engagement**

- December 13: Parent Engagement Event (Movie Night: Home Alone 2) - We had approximately 140 parents/students/staff attend the event.
- January 31: Wildin' Out: Just Kidding (Game Show Night for families)- BCS will reenact a television game show for families and students consisting of BCS trivia and other fun activities.

### **Board Questions/Comments**

Diana asked if we had a functioning Parent-Teacher Association. Joanne explained that there is an established Executive PTA board with two Co-Presidents and a treasurer. The issue is getting everyone together to begin doing the work. Joanne has had two Executive Board Zoom meetings and only one of the parents has been able to attend both. Joanne is going to attempt to get these members together on the weekend since weekdays have been difficult.

### **Education Report**

#### **NYS Computer based testing for grade 5 Update:**

5<sup>th</sup> graders completed a Computer-Based Testing Simulation for each subject during the week of 1/22/24:

- 1/24/24: English Language Arts
- 1/25/24: Mathematics
- 1/26/24: Science

The CBT simulations were all successful. The internet was working appropriately. The internet speed was acceptable. Students were able to login without issue. Available tools worked appropriately (ruler, highlighter, protractor, notes, etc.) Students were able to answer the questions rendered and the test was able to be submitted upon completion via the Review Screen.

### **Literacy Concerns & Future Planning**

The Academic Deans (Ms. Toma and Ms. Balla) presented a very thorough breakdown of the current ELA and Math data based on several data points that BCS collects (See attached presentation: Closing the Achievement Gap). A prescribed concrete plan for students who are severely below grade level in literacy & math was presented regarding the current state of BCS

students. One concern that was brought to the board was the difficulty in securing a speech pathologist for the school. While we do not have the numbers to hire a full-time speech pathologist, the NYC DOE has been working with us to help us contract a part-time provider. Families have been given vouchers by the NYCDOE to obtain the services outside of school while we look to secure an in-house provider.

### **ACR Reporting: Suspension Updates**

There has been an uptick in suspensions this school year. We have a total of 17 suspensions so far. The majority occurring in kindergarten with a total of 11 suspensions between 3 students. The break down for the other grades are as follows:

Grade 1: 0

Grade 2: 3 (2 returning students)

Grade 3: 1 (1 returning students)

Grade 4: 1 (1 new student)

Grade 5; 1 (1 new student)

14/17 suspensions are from new students to BCS

3/17 suspensions are from returning BCS students

### **Board Questions/Comments**

Henry was very impressed with the Academic Dean presentation, the data points presented and the action plan in place to assist with the learning loss and deficit of the new students that have been admitted to the school this year. There was a question about hiring an in-house speech pathologist since it has been difficult to secure one from an outside agency. The board recognizes that the new students have had to acclimate to the BCS school culture and is hopeful that the new students will turn it around as the school year continues.

### **Financial Report**

- December 2023 Financial Report
  - Through December 2023, the school has recognized \$1,898,726.84 in per pupil revenues. We are projecting to recognize \$4,116,360 in per pupil revenue by year end. The 5<sup>th</sup> per pupil payment has been submitted based on an enrollment of 199 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the >60% category range. Funds are expected to come in by March 1<sup>st</sup> in the amount of \$738,730.61. In regards to federal funding we have expensed and received all of our ESSER II funds which was in the amount of \$285,213. We have about \$120,000 of ARP funding remaining to tag expenses through the end of the grant term of September 30, 2024.
  - We have incurred \$2,007,517.56 in expenses through December 31<sup>st</sup>. Being that

we have not met our projected enrollment number of 215 FTE, we will not be giving staff the additional 3% salary increase. With this change the personnel budget lines have been amended for the remainder of the school year. This decrease in expenses has yielded a larger projected surplus of \$172,000.

- Employee Retention Credit (ERC)
  - BCS submitted paperwork to the Internal Revenue Service via Alliant Group to potentially be credited funds related to the pandemic based on student programming lost due during the pandemic. The deadline to submit this information was 1/31/24 and BCS is currently awaiting more information regarding the paperwork submitted.
- E-Rate funding to upgrade BCS internet network
  - Due to Computer Based Testing (CBT), BCS will need to upgrade its current internet network. While the network is operating securely with one grade testing, adding another grade in 2024-25 and then another grade in 2025-26, BCS will need to upgrade its network to ensure a smooth testing situation.
  - The Technology Manager (Mr. Cesar) has completed the necessary research regarding E-rate and has secured a service agreement between BCS and E-Rate Advantage LLC., in order to begin the project in the summer of 2024.
  - Diana made a motion that the E-rate Consulting Agreement from E-Rate Advantage LLC., be approved in order to begin the internet upgrade in the summer of 2024 and Henry seconded the motion. The motion passed unanimously by all voting members (4).
- BCS Fundraising Update:
  - BCS families sold a total of a little over \$10000 in popcorn sales, yielding BCS a net profit of approximately \$5000. BCS will conduct another fundraiser in the spring of 2024 with the goal of raising another \$10000.

### **Board Questions/Comments**

The board was encouraged with the estimated surplus for the end of the year.

### **Personnel Updates:**

Review of BCS Consultant Agreement- The draft of the agreement was circulated to all board members for review prior to today's board meeting.

### **Board Questions/Comments**

Mark brought up one item in the contract that seemed to limit the consultant to only enrollment and wanted to make sure that this was the intent of the agreement. It was clarified from Henry that the consultant would assist in general areas and that we were "not" limiting the assistance from the consultant. The term "not" was added into one of the lines to clarify

this. Tony asked specifically whether the consultant was helpful and whether we needed this consultant for another school year. Tony asked if the consultant has he brought value to the organization? Joanne felt that the consultant did bring value in assisting the school with its advertising & marketing plan for 2023-24, created flyers/mailers for distribution, assisted with the some of the summer school programming and most importantly introduced the idea of an extended morning and afternoon program. His assistance which was done pro-bono for the 2023-24 school year helped BCS enroll a total of 84 new students.

- Diana made a motion to approve the Consultant agreement and Feona seconded the motion. The motion passed unanimously by all voting members (4).

#### **Additional Board Items:**

NYS Open Meetings Law was reinstated as of August 2023. In-person meetings were required with the exception of Zoom attendance in extenuating circumstances and advanced public notice. BCS was not in compliance with having an in-person quorum for the August 2023, September 2023, October 2023, November 2023 and December 2023 board meetings. Due to this, there were items that needed to be ratified due to not having a physical quorum at the above stated board meetings:

- **July 2023 Board minutes:** Henry made a motion to approve the July 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **August 2023 Board minutes:** Henry made a motion to approve the August 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **September 2023 Board minutes:** Henry made a motion to approve the September 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **October 2023 Board minutes:** Henry made a motion to approve the October 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **November 2023:** Henry made a motion to approve the November 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **December 2023:** Henry made a motion to approve the December 2023 board minutes and Mark seconded the motion. The motion passed unanimously by all voting members (4).
- **2023-24 BCS School Safety Plan:** Feona made a motion to approve the 2023-24 BCS School Safety Plan and Tony seconded the motion. The motion passed unanimously by all voting members (4).
- **2023-24 School Budget:** Tony made a motion to approve the 2023-24 BCS School Budget and Feona seconded the motion. The motion passed unanimously by all

voting members (4).

- **2023-24 Amended School Budget:** Diana made a motion to approve the 2023-24 BCS Amended School Budget and Tony seconded the motion. The motion passed unanimously by all voting members (4).
- **2022-23 Audited Financials:** Tony made a motion to approve the 2022-23 Audited Financials and Diana seconded the motion. The motion passed unanimously by all voting members (4).

**Public Comment: None**

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

- a. Upcoming Board Meeting Date(s): February 26, 2023 at 6:00 p.m.

**Adjournment: 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 7:05 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Tony Betaudier  
Feona Chance-Huezo  
Mark David (Zoom)

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Nora Balla  
Angel Perez

Topic: BCS Board of Trustees Meeting  
Time: February 26, 2024 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 328/Zoom

The meeting was called to order at 6:04 pm. The minutes for the meeting held on January 29, 2024 were approved with a motion from Diana, seconded by Mark. All voting members (4) were in favor.

### **Enrollment Updates (February 2024)**

- Kindergarten: 39
- Grade 1: 27
- Grade 2: 21
- Grade 3: 38 (Lost a 3<sup>rd</sup> grader because a parent needed a space for a 1<sup>st</sup> grader & Pre-K student)
- Grade 4: 39
- Grade 5: 35
  - Total: **199**
    - We enrolled a new 3<sup>rd</sup> grader

### **Enrollment season 2024 updates:**

#### **Marketing & Advertisement plan**

Data breakdown of 2023-24 enrollment was presented (Google Ads, Mailings, Flyers, Banners, referrals, etc.). BCS had a total of 89 new admits. Below are the number/percentage of students in parentheses and how each family found out about BCS.

- Google Ads (18)- 20%
- Angel Perez (17)- 19%
- Referrals (16)- 18%



- Outdoor Signage (14)- 16%
- Siblings (12)- 14%
- Flyer (3)- 4%
- Mailer (2)- 2%
- PS 23 (2)- 2%
- Former Student (2)- 2%
- Former Parent (1)- 1%
- Social Media (1)- 1%

#### Enrollment Plan moving forward

- Recruitment Coordinator Report: (AP)
  - New Family Event scheduled for March 20, 2024 (Information and Tour).
  - Table at Sumner Projects on 3/11/24 to give out information to potential interested families.
  - DeStephano Tour (BCS Community Partner) scheduled for 3/20/24.
- Meeting with Consultant on 2/29/24 to discuss:
  - Advertising/Marketing- Joanne will be meeting with Eric via Zoom to discuss the next phase of enrollment.
  - Website updates- Joanne will be meeting with Matt to discuss the increase in Google ads as well as any updates that need to be made to the website at this time.

#### Applications received as of 2/26/24: **72** applications to the website

- Kindergarten: 45
- Grade 1: 12
- Grade 2: 5
- Grade 3-5: 10
- Total: **72** applications

#### Why BCS? Parent survey update

- Angel reported out the results received so far regarding the “Why BCS” parent survey. For context, BCS sent a survey to all new families requesting information on why they chose BCS for their child. Of the responses received so far, below is a percentage breakdown of why families chose BCS:
  - Academic Program: 30%
  - A sibling or family member attends the school: 20%
  - Early Drop-off/Late Pick-up: 20%
  - BCS Arts Program (Music & Dance): 20%
  - Yellow Bus Transportation: 10%

## Parent Engagement Event/New Parent Event

- 2/28/24: Black History Showcase

### **Board Questions/Comments**

Diana asked if we were going to create a new flyer/mailer for the 2024-25 enrollment season. Joanne responded that we have over 500 mailers still available for use for the new enrollment season and that there was no need to create a new one. Henry expressed that he thought more families would have applied due to the extended morning/afternoon program. Joanne explained that the advertising for the extended program did not begin until the summer of 2023. We believe that we will have more applicants for the 2024-25 school year that apply because of the extended program because advertisement has been continuous.

### **School Programming**

The Summer Boost application for 2024 has been announced from Bloomberg Philanthropies. Application deadline: March 15, 2024. Ms. Hunt will complete the application for the school.

Summit Afterschool Program (7:00 a.m. - 7:00 p.m.)

- Current enrollment: 90 students
- Programming:
  - Current Teaching Specialists: Lego Robotics, Music, Science, Art, Team Sports

### **Board Questions/Comments**

Feona asked if we have done anything to survey the wants of the students and the needs of our community in Summit. We have not had students complete a survey and will do so moving forward to capture student interests.

### **Education Report**

As of 1/31/24, 2<sup>nd</sup> Quarter Report Card Promotion-In-Doubt Notifications: 78 total promotion-in-doubt notifications in grades K-5. 63 of these notifications went to students in grades 1-5.

Promotion-in-doubt notifications by grade:

- Grade 1: 15 (5 new students: 4 academic/1 attendance)
- Grade 2: 8 (6 new students: 5 academic/1 attendance)
- Grade 3: 22 (12 new students: 11 academic/1 attendance)
- Grade 4: 7 (4 new students: 4 academic)
- Grade 5: 11 (4 new students: 4 academic)
  - 31 /63 students are new students. Of these 31 students, 28 are academic concerns or academic & attendance concerns. 44% of our new admits are potential holdover concerns.

## Literacy & Math Updates

- Students in grades 3-5 will be taking a mock NYS ELA exam on 3/11-3/12.
- The Academic Deans (Ms. Toma and Ms. Balla) presented an update of the current ELA and Math data based on several data points that BCS collects (See attached updated presentation: Closing the Achievement Gap).

## Board Questions/Comments

Feona asked if we were meeting the needs of the community. Joanne explained that we have created multiple pathways to address the students that are currently struggling. From small homogenous groups to address specific deficiencies daily, to the multiple tiered supports (MTSS) that have been developed for individual students as well as newly opened cases for evaluations of students who have gone through the MTSS cycle. BCS staff is constantly reviewing literacy and math data to make decisions for next steps. Diana asked if these statistics are public. Joanne explained that only the NYS official testing data is made public and not in-house BCS school data.

## Financial Report

- January 2024 Financial Report
  - Through January 31, 2024 the school has recognized \$2,265,466.25 in per pupil revenues. We are projecting to recognize \$4,129,555.96 in per pupil revenue by year end. Enrollment is currently based on 199 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the > than 60% category range. We have about \$120,000 of ARP funding remaining to tag expenses through the end of the grant term of September 30, 2024. We have incurred \$2,343,228.35 in expenses through January 31st. The current year-end projection is a surplus of \$157,400. The school has \$879,368.52 of cash in the bank. Of that, \$75,446.40 is in the escrow account. 1,279,228.51 is being held in investment accounts for a total of 2,158,597.03 currently in the bank.

## Board Questions/Comments

The board was encouraged with the estimated surplus for the end of the school year.

## Additional Board Items: None

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

- a. Upcoming Board Meeting Date(s): March 25, 2024 at 6:00 p.m.

**Adjournment: Adjournment:** A motion was made to adjourn the meeting by Tony and seconded by Feona. All voting members (4) were in favor. The meeting was officially adjourned at 7:00 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Tony Betaudier  
Feona Chance-Huezo  
Mark David (Zoom)

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Nora Balla  
Angel Perez

Topic: BCS Board of Trustees Meeting  
Time: March 25, 2024 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 328/Zoom

The meeting was called to order at 6:07 pm. The minutes for the meeting held on February 26, 2024 were approved with a motion from Diana, seconded by Tony. All voting members (4) were in favor.

### **Current Enrollment Updates (February 2024)**

- Kindergarten: 38 (Lost 1 student)
- Grade 1: 27
- Grade 2: 21
- Grade 3: 38 (Lost 2 students)
- Grade 4: 39
- Grade 5: 35
  - Total: **196**

### **Enrollment season 2024 updates:**

- Recruitment Coordinator Report: (Angel Perez)
  - New Family Event scheduled for March 20, 2024 (Information and Tour).
  - Table at Sumner Projects on 3/11/24 to give out information to potential interested families.
  - DeStephano Tour (BCS Community Partner) scheduled for 3/20/24.
  - BCS applications are due on Tuesday, 4/2/24. The physical in-person lottery will take place on Thursday, 4/4/24 at 11:00 a.m. in room 322. All families who applied have been contacted. The hard deadline for paperwork will be 4/30/24.

New Student Applications received as of 3/25/24: **82** applications to the website

- Kindergarten: 49 (removed any duplicate applications)
- Grade 1: 12
- Grade 2: 11
- Grade 3-5: 10
  - Total: **82** applications
- Meeting with Consultant on 2/29/24 to discuss:
  - Advertising/Marketing- Joanne will be meeting with Eric and Henry on 3/26/24 to discuss current advertising/marketing and any other updates pertaining to enrollment and recruitment.

### **Board Questions/Comments**

Henry asked how many of these applicants have applied to other schools. Angel responded that we do not know how many other schools our applicants have applied to. Henry expressed that he thought more families would have applied due to the extended morning/afternoon program and how can we increase the number of families that apply. Angel explained that the reason that we contact each applicant and invite them in for a tour, we usually seal the deal as long as they get a seat through the lottery. We also believe that we will have more applicants for the 2024-25 school year that apply because of the extended program because advertisement has been continuous. Diana asked when the school has these events for new parents, do we ask them to bring the children. Angel responded, "Absolutely," because we always have an engaging activity for the children to participate in. Henry asked how many family referrals did we have this school year. Angel responded that 8 families participated in the referral program which brought BCS 15 new students for the 2023-24 school year.

### **School Programming**

The Summer Boost application update: All schools that applied for the program will be notified by 4/15/24. BCS applied to serve 99 and 66 students for the program. BCS applied to serve 99 students if given the opportunity to host more than 1/3 of our total student population. If only granted the opportunity to serve 1/3 of our current population, BCS will be granted funds to serve a total of 66 students.

Summit Afterschool Program (7:00 a.m. - 7:00 p.m.)

- Current enrollment: 90 students
- Programming:
  - Current Teaching Specialists: Lego Robotics, Music, Science, Art, Team Sports
- There is a possibility that the NY Times will be visiting the school's extended hours program in the next couple of weeks.

## **Board Questions/Comments**

Henry emphasized the importance of the extended day program because the whole world is not based on a 9-5 job. He stressed that our program accommodates the patterns of current working people and he is happy that our families are taking advantage of what BCS is offering. Diana also brought up the idea of potentially adding an academic tutoring component (phonics-based) to serve the students who are deficient and can benefit from this intensive work.

## **Education Report**

### **Literacy & Math Updates**

- **ELA:** There are 9 instructional days until the NYS ELA exam. BCS has created incentives to motivate students. Students took a mock ELA exam two weeks ago. We noticed that we have seen student growth in their use of the Lavinia Close Reading strategies, more specifically with identifying the main idea of a passage. 3<sup>rd</sup> graders are struggling the most since this is their first year of testing but we have seen growth in their work. Ms. Toma has been in ELA classrooms giving teachers feedback regularly. There will be one final mock quiz given on Wednesday, 3/27/24.
- **Math:** There are 30 instructional days until the NYS Math exam. Students took a mock math exam last week and students performed significantly better on Day 1 (multiple-choice) versus Day 2 (Constructed responses). Students are working on showing their thinking in writing. Ms. Balla is meeting with teachers regularly and observing teachers to discuss next steps in preparation for the NYS Math test.

**Board Questions/Comments:** None

## **Financial Report**

- **February 2024 Financial Report-** Through February 29, 2024 the school has recognized \$2,632,205.65 in per pupil revenues. We are projecting to recognize \$4,074,535.96 in per pupil revenue by year end. Enrollment is currently based on 196 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the greater than 60% category range. We have just submitted our final per pupil invoice for the school year at the enrollment numbers mentioned prior. For the per pupil reconciliation which is submitted in July of the new school year, we should be receiving some additional funds due to our end of year enrollment numbers being greater than our projection last summer of 180 students and 15 SPED students. We have incurred \$2,732,309.53 in expenses through February 29th. Our year-end projection is a surplus of \$106,635. BCS has applied for the ERTC credit; the consultants that worked on the documentation have estimated a benefit of \$224,162. If the tax credit is granted, the consultants will take 25% of the credit totaling to \$56,040 and BCS will receive the difference.

**Additional Board Items:** None

**Date & Location of next meeting:** 545 Willoughby Avenue, Room: 328 and Zoom.

- a. Upcoming Board Meeting Date(s): April 30, 2024 at 6:00 p.m.

- b. There was discussion regarding the end-of-year board dinner. The tentative date is June 18, 2024. This will be confirmed at the next board meeting scheduled for 4/30/24.

**Adjournment: Adjournment:** A motion was made to adjourn the meeting by Feona and seconded by Marl. All voting members (4) were in favor. The meeting was officially adjourned at 6:45 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Tony Betaudier  
Feona Chance-Huezo (Zoom)  
Mark David (Zoom)

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Angel Perez

Topic: BCS Board of Trustees Meeting  
Time: April 30, 2024 6:00 PM Eastern Time (US and Canada)  
Place: 545 Willoughby Avenue, Room 328/Zoom

The meeting was called to order at 6:03 pm. The minutes for the meeting held on March 25, 2024 were approved with 3 additional items included pertaining to family referrals, a potential NY Times visit and a date for the end-of-year board dinner date with a motion from Tony, seconded by Diana. All voting members (4) were in favor.

### **Education Report: Ms. Toma**

- Literacy
  - The NYS ELA State exam on April 10-11, 2024 went smoothly on both dates of administration
  - We had a total of 8 students opt out: (2 in 3rd grade, 4 in 4th grade, 2 in 5th grade)
  - K-2 Interim #2 took place in April as well.
    - K-318 had an average of 89% (8% growth)
    - K-316 had an average of 64% (3% growth)
    - 1st grade had an average of 71% (6% growth)
    - 2nd grade had an average of 38% (5% decrease)
      - I noted that 2nd grade's data is not exactly comparable to the first interims data since the first interim all students had the test read aloud whereas this interim, only 8 students had the test read aloud
- Mathematics
  - The NYS Math State Exam is scheduled for next week, Wed-Thurs, May 8th and 9th
  - Test Prep frequency has increased since the completion of the ELA state exam. Each grade was given an additional test prep time for math (total of 6 periods each weekly)



- K-2 completed a second math interim exam right before the spring break. All grades have improved.
  - 2nd grade, average score increased by 17% since 1st interim
  - 1st grade, average score increased by 16% since 1st interim
  - K- average score increased by 10% since 1st interim
- NYC DOE Annual Comprehensive Review (ACR) Visit: Tuesday, May 14, 2024: In preparation for Renewal, our authorizer the NYCDOE will be conducting a school visit to meet with the school leadership team, to observe classrooms, to meet with specific school personnel and then will debrief with the leadership team.

Board Questions/Comments: Henry wanted to gain a better understanding of why so many students were struggling. BCS enrolled a total of approximately 85 students. Many of our new students have come to BCS at least one-two grade levels behind. BCS has been working overtime to address the needs of our new families through deliberate phonics instruction in grades K-3 (small groups), Close Reading small groups, supporting students with an Academic Intervention Specialist (AIS) and conducting MTSS meetings to further address students with more intense needs to ensure that we have working remediation plans in place. Henry asked what the starting points were for the interim math growth. While growth percentages were presented, the starting points were not mentioned. This information will be made available at the May 2024 board meeting. Feona also added that one year is not enough time to make significant growth. She asked if there was a way that we could see how students have grown from the beginning of the school year to the end of the school year and then possibly providing each family with a plan. Ms. Toma will include this information in the May 2024 board meeting.

#### **School Programming: Ms. Hunt**

- Summer Boost Application update
  - BCS received funding for 1/3 of the school's current population (66 students) for a grant total of \$121,440.
  - The DOE has the building slated to be "closed" for a 2<sup>nd</sup> summer. Ms. Hunt will be sending an email to the custodial engineer/supervisors and our DOE authorizer in order to request that the status be changes from "closed" to "open." In the interim, BCS will seek alternative space, however, the space that BCS utilized last year ended up being very costly due to the distance from our current building and expenses incurred with the move to and from the building.
- Summit Pre/Afterschool Program
  - Current enrollment: 90 students
  - Programming:
    - Current Teaching Specialists: Technology (Coding), Music, Science, Art & Crafts, Team Sports
- Heckscher Foundation Visit: April 30, 2024

- Ms. Hunt met with a representative from the foundation who wanted to know more information about our extended day program. The Heckscher Foundation currently funds a portion of our Close Reading Curriculum & Program.

#### **BCS in the PRESS**

- NY Times, FOX 5, NY Post, ABC-7, CBS-2, CBS 880, The National Desk

#### **Board Questions/Comments:**

The BCS board is pleased with the recent press that the school has received regarding the extended day program. Henry requested to see the most updated extended day budget/business plan. Diana asked if we had a Development person at the school who is responsible for raising funds. Currently BCS does not have a development person and currently utilizes in-house staff for grant-writing.

#### **Enrollment & Recruitment Updates**

Enrollment: (April 2024 updates): Ms. Hunt

- 2023-24 Enrollment Update
  - Kindergarten: 38
  - Grade 1: 26 (Lost 1 student)
  - Grade 2: 21
  - Grade 3: 36
  - Grade 4: 39
  - Grade 5: 35
  - Total: **195**

#### **Recruitment Coordinator Report (Mr. Angel)**

- The current state of recruitment for the 2024/25 school year:
  - Current applications: 109
    - Applications per grade
      - Kindergarten: 58
      - Grade 1: 18
      - Grade 2: 16
      - Grade 3: 5
      - Grade 4: 4
      - Grade 5: 8
  - To date we have 26 Kindergarten families who have accepted a seat for the 2024-25 school year.
  - We have tours ongoing with 4 scheduled for Wednesday, May 1<sup>st</sup>
  - Friday, May 10<sup>th</sup> BCS will conduct a drumming performance at The DeStefano Head Start that includes a tabling event (14 students looking for a seat in Kindergarten)

- Wednesday, May 15 BCS will host a Housewarming Party from 5:45-7:00 p.m. This is a new family event meant to receive new families who have accepted a seat for the 2024/25 school year at BCS.
- To date, all 109 potential new families have been contacted directly through email, text messaging system, and phone calls.

**Board Questions/Comments**

The board wants the school to think about a potential plan for a third kindergarten class in the event that we have enough applications/acceptances to do so. The board also made the suggestions to possibly add an incoming kindergarten summer class to our 2024 Boost Summer program.

**Financial Report**

- March 2024 Financial Report: Through March 31, 2024 the school has recognized \$2,999,218.86 in per pupil revenues. We are projecting to recognize \$4,074,535.96 in per pupil revenue by year end. Enrollment is currently based on 196 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the >60% category range. The per pupil reconciliation which is submitted in July of the new school year, we should be receiving some additional funds due to our end of year enrollment numbers being greater than our projection last summer of 180 students and 15 SPED students.

We have incurred \$2,732,309.53 in expenses through March 31<sup>st</sup>. Our year-end projection is a surplus of \$106,033.

<b>Cash in Bank</b>	\$ 706,936.84	
<b>Investments</b>	1,261,028.55	
<b>Escrow</b>	76,300.00	
<b>Total All Accounts</b>	\$ <b>2,044,265.39</b>	
<b>Total All Accounts less Escrow</b>	\$ <b>1,967,965.39</b>	
<b>Projected Days of Cash on Hand</b>		<b>155.41</b>

Board Questions/Comments: None

Personnel Updates: None

**Other Board Items:**

- BCS Internet Safety Policy
  - The draft of the BCS Internet Safety Policy was reviewed and discussed at this meeting.
  - A motion to approve the BCS Internet Safety Police was made by Diana and seconded by Tony. All voting members were in favor of the motion (4) with (0) opposed.

**Public Comment**

**Date & Location of next meeting:** 545 Willoughby Avenue, Room: 328 and Zoom.

- a. Upcoming Board Meeting Date(s): May 29, 2024 at 6:00 p.m.
- b. The date for the end-of-year Board Dinner is June 25, 2024.

**Adjournment: 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 6:55 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Feona Chance-Huezo  
Mark David (Zoom)

### **Others Present**

Joanne Hunt  
Ariel Arnold  
Anna Toma  
Nora Balla  
Angel Perez

Topic: BCS Board of Trustees Meeting

Time: May 29, 2024 6:00 PM Eastern Time (US and Canada)

Place: 545 Willoughby Avenue, Room 308/Zoom

The meeting was called to order at 6:13 pm. The minutes for the meeting held on April 30, 2024 were approved with the addition to Mark David's name to the attendance with a motion from Diana, seconded by Mark. All voting members (4) were in favor.

### **Education Report: Ms. Toma and Ms. Balla**

- Presentation of ELA and Math Data Dashboards- As requested from the April 2024 board meeting, Ms. Toma and Ms. Balla presented how BCS collects and analyzes student assessment data.
- NYC DOE Annual Comprehensive Review (ACR) Visit: Tuesday, May 14, 2024:
  - Notes from the visit:
    - The team initially met with the Instructional Leadership Team (ILT) to discuss what the visit was for (Pre-renewal visit).
    - The team observed 5 classrooms (Kindergarten, 1<sup>st</sup> grade (Math), 2<sup>nd</sup> grade (Music), 3<sup>rd</sup> grade (ELA) and 4<sup>th</sup> grade (ELA).
    - The visiting team noted that the Instructional Leadership Team (ILT) is very clear bow intentional the team is regarding strength/growth areas of all teachers observed.
    - Enrollment and chronic absenteeism will be topics addressed at an upcoming data meeting which will occur prior to the renewal visit.
    - The Renewal webinar is coming up on 6/6/24 and the renewal application is due September 1st.

- There will be a public hearing, board interview, teacher interviews and student interviews.
- The school renewal visit will be in early fall 2024.
- Refer to the charter wiki site for the 2018-19 renewal handbook on how to complete the renewal application.

**Board Questions/Comments:** There were several questions around the school data. Board members wanted a breakdown of the assessments utilized in both ELA and Math. Board members also wanted to get an understanding of how the school uses the data to drive instruction. Ms. Balla and Ms. Toma explained the different ways BCS uses the data more specifically in how academic intervention groups are formulated as well as groups for test prep in the upper grades and for further remediation/acceleration within each classroom. The board also wanted to discuss the chronic absenteeism issue further. Henry insisted that we come up with a plan to further address this issue for the next board meeting. Henry volunteered to call families to explain the importance of attendance in school and suggested that we do a phone bank and assign others to call families as well. Feona suggested that we have a parent orientation to further discuss/reeducate the families about the importance of attendance in school. Feona suggested that we offer an incentive trip for students at the end-of-the school year for students who attain a certain pre-determined attendance percentage (95-100%). All board members agreed that we need to put an action plan in place to work with families who fall under this category.

**School Programming: Ms. Hunt**

- Summer Boost Application update
  - 545 Willoughby Avenue will be closed for the summer once again due to construction happening in the building. After many emails and follow-up, BCS was granted a space in a DOE space that is approximately 10-15 minutes walking distance from our current location (787 Lafayette Avenue, PS 25).
  - The program will operate from July 1<sup>st</sup>- August 2<sup>nd</sup> with no program on 7/4-7/5. The hours of operation will be from 8-4 p.m.
  - BCS has been funded for 66 students (\$121, 400). 94 students have applied to participate in the program. BCS will need to contribute approximately 25-30K to serve a total of 90 students.
- Summit Pre/Afterschool Program
  - Current enrollment: 90 students
  - Program will end on Friday, June 14, 2024

**Board Questions/Comments:** None

**Enrollment & Recruitment Updates**

Enrollment: (April 2024 updates): Ms. Hunt

- 2023-24 Enrollment Update
  - Kindergarten: 38
  - Grade 1: 26
  - Grade 2: 21
  - Grade 3: 36
  - Grade 4: 39
  - Grade 5: 34 (Lost 1 student who moved abruptly)
    - Total: **194**

**Recruitment Coordinator Report (Mr. Angel)**

- To date we have 28 Kindergarten families who have accepted a seat for the 2024-25 school year. The remaining applications are Kindergarten with 28 acceptances. We are currently following up with Kindergarten and have 4 tours scheduled for Wednesday, May 29 (10:00AM, 3:30PM, 5:00PM, 5:45PM)
  - In grades 1-5, we have 18 acceptances, 15 declines and 25 students waitlisted due to space.
    - Acceptances by grade:
      - Grade 1: 7
      - Grade 2: 4
      - Grade 3: 4
      - Grade 4: 2
      - Grade 5: 1
      - Total: 18 students

**Board Questions/Comments: None**

**Financial Report**

- April 2024 Financial Report: Through April 30, 2024 the school has recognized \$3,366,232.05 in per pupil revenues. We are projecting to recognize \$4,072,510.02 in per pupil revenue by year end. Enrollment is currently based on 196.09 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the >60% category range. We have projected 210 General Ed students and 27 Sped students for the 2024-25 school year. The per pupil rate for the 2024-25 school year will be \$19,044 which is a \$700 increase per student. We have incurred \$3,448,341 in expenses through April 30<sup>th</sup>. Our year-end projection is a surplus of \$102,556.

<b>Cash in Bank</b>	\$354, 886.42	
<b>Investments</b>	\$ 1,293,620.85	
<b>Escrow</b>	\$ 76,000	
<b>Total All Accounts</b>	<b>\$ 1,724,507.27</b>	
<b>Total All Accounts less Escrow</b>	<b>\$ 1,648,507.27</b>	
<b>Projected Days of Cash on Hand</b>		<b>129.77</b>

**Board Questions/Comments:** None

**Personnel Updates:** None

**Other Board Items:** None

**Public Comment:** None

**Date & Location of next meeting:** 171 East 80<sup>th</sup> Street, New York, New York

- a. The date for the end-of-year Board Dinner is June 25, 2024.

**Adjournment: 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 6:58 p.m.



### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Feona Chance-Huezo  
Mark David  
Anthony Betudier

### **Others Present**

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

Topic: BCS Board of Trustees Meeting

Time: June 25, 2024 6:00 PM Eastern Time (US and Canada)

Place: 171 East 80<sup>th</sup> Street, New York, New York

The meeting was called to order at 6:30 pm. The minutes for the meeting held on May 29, 2024 were approved with a motion from Mark, seconded by Diana. All voting members (5) were in favor.

### **School Programming: Ms. Hunt**

- Summer Boost Updates
  - The program will operate from July 1<sup>st</sup>- August 2<sup>nd</sup> with no program on 7/4-7/5. The hours of operation will be from 8-4 p.m. The school has been relocated to 787 Lafayette Avenue (PS 25) which is approximately 0.5 miles from the school (about an 8-10 minute walk from BCS).
  - BCS has been funded for 66 students (\$121, 400). 114 students have applied to participate in the program. BCS will need to contribute approximately an additional 30K-35K to serve a total of 90 students.
  - BCS has hired a van service to transport students who live at least 1.0 miles away from the school and have limited transportation resources to get to the program based on the current location. BCS will have 3 van routes (East New York/Brownsville/Bed Stuy, Canarsie/Crown Heights/Flatbush and a shuttle from BCS to PS 25, servicing a total of approximately 42 students which is approximately 46% of our summer boost population.

**Board Questions/Comments:** Board Questions/Comments: There were several questions around Summer Boost programming. Board members wanted to know how we determined who received transportation, how are we funding the extra students, Are we restricted with curriculum and how did we determine who could participate. Mark asked specifically if we

could receive more funding for the additional 24 students. In response to the questions: For all students who requested transportation, BCS did an address-to-location check and used the NYC MTA guidance to issue metro cards and/or van service. If a student lives less 0.5 miles or less from the school, no transportation or metro card is offered. If a student lives between 0.5-1.0 miles from the school, they receive a half-fare metro card or may be eligible for busing depending on grade (K & 1). If a student lives over 1.5 miles away, busing and/or a metro card are issued or assigned. Regarding how BCS will fund the additional money for the 24 students- we will incorporate the cost into our 2024-25 school budget. Since we received the grant for the summer from Bloomberg Philanthropies, BCS chose the option to utilize the mandated Lavinia Curriculum which we also have been utilizing for the past two school years. It is a research-based program with proven results and includes significant professional development, data-tracking of student growth and leadership/teacher cohort sessions to address student goals and outcomes for the program. Participation was based on a first-come-first-serve bases coupled with a need (meaning students who need the extra support in Reading and Math). Regarding receiving extra funding for the additional students from the grantor- Joanne asked the funders why the funding was restricted to 1/3 of our school's population...due to the significant amount of charter school applications received this year for a summer boost program, Bloomberg Philanthropies only granted each school funding for 1/3 of each school's respective population.

### **Enrollment & Recruitment Updates**

Enrollment: (April 2024 updates): Ms. Hunt

- 2023-24 Enrollment Update
  - Kindergarten: 38
  - Grade 1: 26
  - Grade 2: 21
  - Grade 3: 36
  - Grade 4: 39
  - Grade 5: 34
  - Total: **194**

### **Recruitment Coordinator Report (Mr. Angel)**

- To date we have 35 Kindergarten families who have accepted a seat for the 2024-25 school year.
  - In grades 1-5, we have 16 acceptances, 15 declines and 28 students waitlisted due to space.
    - Acceptances by grade:
      - Grade 1: 7 (8 waitlisted)
      - Grade 2: 3 (6 waitlisted)
      - Grade 3: 6 (3 waitlisted)
      - Grade 4: 5 waitlisted

- Grade 5: 6 waitlisted
- In sum, we had a total of 63 kindergarten applications and a total of 64 applications within grades 1-5, for a total of 107 applications as of the April 1<sup>st</sup> lottery deadline. BCS will give an update on applications received after the April 1<sup>st</sup> deadline.
- Mr. Angel's report:
  - Ms. Hunt and Mr. Angel attended the DeStephano Head Start graduation where Ms. Hunt was the guest speaker and solidified another kindergarten application from the graduating class.
  - Mr. Angel's focus for recruitment will be 5/5/5/5 which translates to ensuring that we focus on the 5 blocks going East, West, North and South of BCS for student recruitment efforts.

**Board Questions/Comments:** Henry wanted to know where we are regarding enrollment today versus last school year. Ms. Hunt did not have this information readily available and will have this information at the July 2024 board meeting. Feona asked if we can expand our kindergarten program. BCS plans to overenroll in kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade because we tend to lose students during the course of the school year to many different reasons. As far as specifically expanding our kindergarten, if there is a demand for an additional class, BCS will make every effort to open a 3<sup>rd</sup> kindergarten class if necessary.

#### **Financial Report**

- Financial Snapshot May 2024: Through May 31<sup>st</sup>, 2024 the school has recognized \$3,719,371.04 in per pupil revenues. We are projecting to recognize \$4,072,510.02 in per pupil revenue by year end. Enrollment is currently based on 196.09 GENED students, 8.254 students in the 20-60% SPED range and 19.998 in the >60% category range. The reconciliation invoice opens next week and I will have the final number for per pupil with the end of year adjustments. We have incurred \$3,932,205.38 in expenses through May 31<sup>st</sup>. Our year-end projection is a surplus of \$72,386.47

**Board Questions/Comments:** None

**Personnel Updates:** None

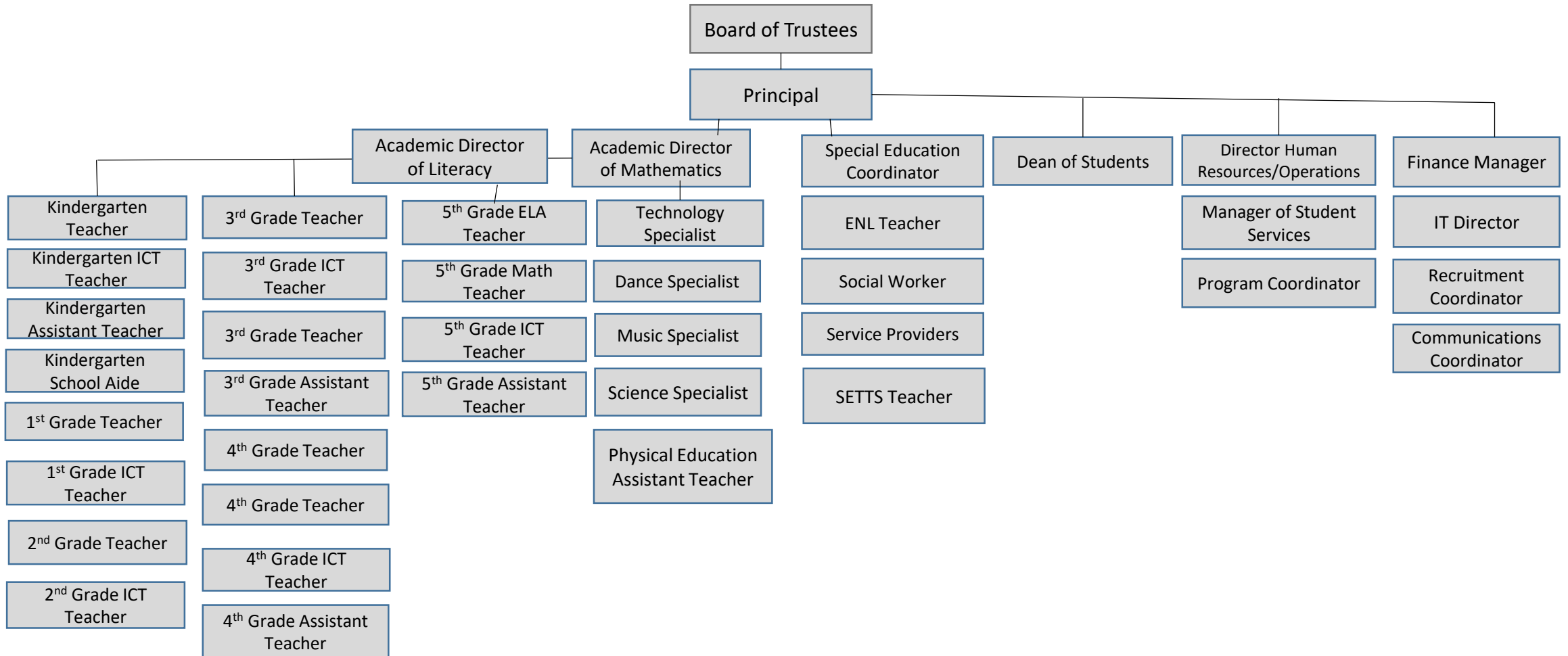
**Other Board Items:** None

**Public Comment:** None

**Date & Location of next meeting:** July 22, 2024

**Adjournment:** A motion was made to adjourn the meeting by Diana and seconded by Feona. All voting members (5) were in favor. The meeting was officially adjourned at 7:13 p.m.

The Brooklyn Charter School  
Organizational Chart 2023-2024



12 Month Calendar 2023-2024

180 Instructional Days

July

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September (18)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October (21)

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November (19)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December (16)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January (21)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February (16)

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March (20)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (16)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May (22)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June (11)

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

 Staff Report - August 28th


 September 6, 2023 All Grade Levels Report

 Early Dismissal Days

 Professional Development/Faculty Clerical Day (No School for Students)

 Holiday/Recess (No Students or Staff)

 New York State Exams

 June 21, 2024 - Last Day of School